

Academic Staff Promotion

Academic Promotion Application Check List For Applicants' Use Only

Have you	Read the Academic Staff Promotion Policy and Guidelines documents on the Academic promotion website at, http://www.une.edu.au/hrs/promotion/ ?	<input type="checkbox"/>
	Attended an Applicant Information Session?	<input type="checkbox"/>
	Requested student evaluation reports from Planning and Institutional Research?	<input type="checkbox"/>
	Provided the required documentation to your supervisor, prior to meeting with them?	<input type="checkbox"/>
	Compiled a list of potential assessors for the Head of School's consideration? (You could discuss this list at your meeting with your supervisor)	<input type="checkbox"/>
	Met with your supervisor by 25 June (within four weeks of applications being called)?	<input type="checkbox"/>
	In preparing application, ensured that evidence has been provided under each section to support your case for promotion?	<input type="checkbox"/>
	Noted clause 14.01B.25 of the Promotion Guidelines discouraging the inclusion of testimonials?	<input type="checkbox"/>
	Completed the footer on all forms?	<input type="checkbox"/>
	Kept to the page limits and type size?	<input type="checkbox"/>
	Had recently promoted colleagues read and provide feedback on your application?	<input type="checkbox"/>
	Checked that nominated weightings comply with policy requirements.	<input type="checkbox"/>
	Submitted application in pdf to HRS and your supervisor by 20 August 2009 ?	<input type="checkbox"/>
	Checked Committee membership for any conflict of interest and, if relevant, raise concerns with the Chair of the Committee?	<input type="checkbox"/>
	Read and signed supervisor's (and senior colleagues, if relevant) report/s and returned to supervisor for submission to HRS? (Any rebuttal of comments provided must be submitted within five working days of signing supervisor's report – see clause 14.01.83 of policy)	<input type="checkbox"/>
	If relevant, submitted maximum of two pages of additional material, in pdf to HRS 10 days prior to Committee meeting date?	<input type="checkbox"/>