

Academic Staff Promotion – Supervisor Checklist

Academic Promotion Check List - For Supervisors' Use Only

Have you:

Read both the Academic Staff Promotion Policy <u>and</u> Guidelines documents on the Academic Promotion website ?	<input type="checkbox"/>
Encouraged staff to advise you of their intention to apply for promotion?	<input type="checkbox"/>
Attended the Supervisor Information Session?	<input type="checkbox"/>
Considered ways to support the professional development of your staff, including providing advice, direction and mentoring in relation to promotion?	<input type="checkbox"/>
Obtained and perused the required documentation from potential applicants prior to meeting with them (see clause 14.01.4 of Policy)?	<input type="checkbox"/>
Met with potential applicants to discuss their readiness for promotion by 14 May 2012 (within four weeks of applications being called)?	<input type="checkbox"/>
Provided confidential advice to potential applicants, including a realistic assessment of their prospects for promotion and guidance on how to improve the application?	<input type="checkbox"/>
Where you are not the Head of School, met with your Head of School to discuss potential applicants and the strength of the indicative case for promotion?	<input type="checkbox"/>
Provided advice to assist in a future application where you have considered an application to be premature? This includes developing an action plan with the staff member (see clause 14.01.09 of Policy)	<input type="checkbox"/>
Received by 4 June 2012 a list of nominated assessors from potential applicants for your consideration (see clauses 14.01.32 to 14.01.36)? (You could discuss this list at the meeting with the applicant and, if you are not the Head of School, discuss the list with the Head of School)	<input type="checkbox"/>
Where you are the Head of School, selected the assessors from the pool provided by the applicant and arranged for each assessor to be contacted to obtain their agreement? OR	<input type="checkbox"/>
Where you are the Head of School and are not satisfied with the list provided, provided a report containing the rationale for not approving an assessor/s, consulted one to three senior colleagues for suggestions and discussed alternatives with the applicant?	<input type="checkbox"/>
Emailed the final list of assessors to HRS by 25 June 2012 ?	<input type="checkbox"/>
Received the completed application by 9 July 2012 ?	<input type="checkbox"/>
Ensured that you have been provided with supporting evidence not included in the application for verification?	<input type="checkbox"/>
Consulted between one and three senior colleagues <u>prior</u> to completing the Supervisor's Report form?	<input type="checkbox"/>
Ensured that you have not consulted any senior colleague who is an assessor for the applicant or a member of the Promotion Committee?	<input type="checkbox"/>
Completed and signed the supervisor's report, taking particular care in meeting the requirements set out in the Policy and Guidelines and emailed to HRS by 27 July 2012 ?	<input type="checkbox"/>