

Academic Staff Promotion

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 14.01.5 of Policy)?	<input type="checkbox"/>
	Received a list of nominated assessors from potential applicants for your consideration (see clause 14.01.30)? (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"/>
	Met with potential applicants to discuss their readiness for promotion?	<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"/>
	Met with your Head of School (where you are not the 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 14.09.9 of Policy)	<input type="checkbox"/>
	(Where you are the Head of School), selected the assessors from the pool provided by the applicant and obtained agreement from each assessor? 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 20 August 2009 ?	<input type="checkbox"/>
	Received the completed application and 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?	<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 3 September 2009 ?	<input type="checkbox"/>