

14.01 Academic Staff Promotion Policy

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This policy should be read in conjunction with the Academic Staff Promotion Guidelines.

Rationale and Scope

This policy governs all academic promotions at the University of New England. Promotion is on the basis of merit. In order that an individual be promoted, the Promotion Committee must be able to form the expectation, based on evidence provided by the applicant, assessors and supervisor that the applicant will be able to undertake the required duties of the level to which they aspire.

The University expects supervisors to consider ways to support the professional development of their staff. This includes providing advice, direction and mentoring in relation to promotion.

Staff, supervisors, and committee members are reminded of the University's expectation that they will act in a professional manner (see Agreement).

The Vice-Chancellor has final approval of all recommendations from the Promotion Committees.

Principles

This policy is based on principles of equity, procedural fairness, transparency of administrative processes, and accountability.

Applicants are to determine their weightings to reflect the division of their time and work between the areas of Teaching, Research and Service. Applicants are expected to align their application with their approved work plan.

Definitions

For the purposes of this policy, the following definitions apply:

Agreement means University of New England Academic Staff-Union Collective Agreement 2010-2012 or current workplace agreement as applicable.

Chair means Chair of the Academic Promotion Committee

Head of School means Heads of Schools, Directors of Centres or equivalent.

Pro Vice-Chancellor and Dean (PVC/D) also means Centre Director or equivalent, where applicable.

The Policy and Guidelines means Academic Staff Promotion Policy and Academic Staff Promotion Guidelines.

Policy

Eligibility

- 14.01.1** All members of academic staff (including research-only staff and academic staff in support roles) holding full-time or fractional appointments, whether fixed term or continuing, are eligible to apply. Applicants are normally required to serve a minimum of twelve (12) months from appointment or promotion before seeking promotion. Exceptions may be made to this requirement with the approval of the appropriate PVC/D and the Chair of Academic Board.
- 14.01.2** Staff who have been unsuccessful in an application for promotion for two consecutive years are excluded from reapplying in the following year. An exception may be made by the appropriate PVC/D and the Chair of Academic Board when a clearly improved case has the support of the supervisor and Head of School. This approval must be obtained within four weeks of the call for applications.
- 14.01.3** Where an application does not comply with the Policy and/or Guidelines it may be rejected at the discretion of the Committee.

Prior Consultation

- 14.01.4** Staff members considering applying for promotion must discuss their readiness with their supervisor within four weeks of applications being called.
- 14.01.5** Applicants who fail to comply with clause 14.01.4 above, or make alternative arrangements, will be referred to the Chair of the Promotion Committee for consideration and may be rejected at the discretion of the Chair.
- 14.01.6** Staff members are required to make available to their supervisor, as appropriate, the following documentation prior to the meeting required under clause 14.01.4
- a summary of the case they intend to make for promotion;
 - research outcomes and publication list;
- unless the staff member holds a research-only position:

- at least three UNE-recognised¹ Student Evaluation of Teaching reports over a range of years, including an evaluation from the most recent teaching semester/trimester;
- teaching load for previous and current year.

- 14.01.7** Staff members may provide a copy of their Performance Planning and Review report/s.
- 14.01.8** Supervisors should provide confidential advice to staff considering promotion, including a realistic assessment of their prospects for promotion and guidance on how to prepare an application.
- 14.01.9** Where the Head of School is not the supervisor of an applicant, he/she will meet with the supervisor to discuss the strength of the relevant applicant's indicative case for promotion.
- 14.01.10** Where an application is considered to be premature, the supervisor will provide advice to assist in a future application and develop an action plan with the staff member, in accordance with clause 15.02.30 of the Performance Planning and Review Policy.
- 14.01.11** The decision to submit an application rests with the staff member.

Criteria

- 14.01.12** While the Committee will consider the applicant's whole career, achievements since appointment or last promotion at UNE will be the primary determinant of promotion.
- 14.01.13** The Position Classification Standards provide an outline of the qualifications and experience, typical duties and level of contribution expected at each academic level (see also clause 14.01.23 for academic staff in support roles).
- 14.01.14** Many of the duties are common to each level, but as the staff member advances in his/her career, the duties are expected to be performed at higher levels and with increasing demonstration of leadership.
- 14.01.15** The expectation of a fractional position will be that fraction of the work of a full-time position, in each criterion area.
- 14.01.16** To be promoted, an applicant must present a compelling case, with appropriate supporting evidence, of his/her capacity to perform at the level to which they aspire.
- 14.01.17** Applicants may detail significant career interruptions due to maternity or paternity leave, carer's responsibilities, sickness or disability, detailing the nature of the activity, its duration and the impact on their career path.

¹ UNE-recognised evaluations: Teaching and Learning Centre evaluations prior to 2009; Corporate Intelligence Unit evaluations 2009 onwards; or formal evaluation tool from a previous institution.

14.01.18 Promotion Committees will assess:

- the applicant's formal qualifications or progress towards such qualifications (if applicable);
- experience and achievement in teaching, curriculum development and research supervision, including leadership in teaching (as appropriate for the level of the applicant and to opportunities available);
- research, scholarship, creative achievement and professional activity (as appropriate for the level of the applicant and to opportunities available); and
- service and administration to the University and community (as appropriate for the level of the applicant and to opportunities available).

Experience and Achievement in Teaching, Curriculum Development and Research Supervision, including Leadership in Teaching

14.01.19 In assessing experience and achievement in teaching, curriculum development and research supervision, the Committee requires evidence of high quality performance. It is expected that applicants will explain their approach and contributions to teaching, curriculum development and research supervision. Data from a variety of sources, together with appropriate explanation and interpretation must be provided.

14.01.20 The Committee will consider all evidence of merit in teaching provided in the application.

14.01.21 Applicants are required to provide at least three UNE-recognised Student Evaluation of Teaching reports over a range of years, including an evaluation from the most recent teaching semester/trimester. Where the applicant is not the Unit Co-ordinator, justification for including Unit evaluation reports should be presented. Where an applicant has been involved in both on and off campus teaching, results from both must be provided.

14.01.22 An exemption to this requirement may be approved by the Chair of Academic Board where the Corporate Intelligence Unit indicates that it would have been impossible to obtain this data. In such cases, this must be clearly explained and the applicant must still provide convincing independent evidence of performance and effectiveness.

14.01.23 Academic staff employed in academic support roles in Schools, Faculties or support groups such as the Teaching and Learning Centre and the Ooral Centre are required to demonstrate high quality performance in teaching, curriculum development and contributions to learning. It is recognised that the duties of such staff may differ significantly from 'teaching and research' staff. In such cases, the Committee will consider evidence of merit in activities relevant to the responsibilities of the individual (see Guidelines for examples of evidence).

14.01.24 Because the duties of the individual may not include formal student teaching, it may not be possible to provide student evaluation of teaching or unit evaluation reports. In such cases, this must be clearly explained and the applicant must still provide convincing independent evidence of performance and effectiveness.

- 14.01.25** It is incumbent upon the applicant to provide evidence on the extent and quality of his/her teaching, curriculum development and contribution to student learning. In addition to student evaluation of teaching reports, this may include, but is not limited to, peer reviews, qualitative comments (including an analysis of how the applicant has responded to student feedback), unsolicited letters of acknowledgement or impact, and letters acknowledging receipt of teaching grants and awards.

Research, Scholarship, Creative Achievement and Professional Activity

- 14.01.26** In assessing an applicant's research, scholarship, creative achievement and professional activity the Committee will consider evidence of merit and research impact (see Guidelines for examples of evidence).
- 14.01.27** Applicants must demonstrate excellence in the quality of their publications. The Committee is aware of the current Commonwealth Government's Excellence in Research for Australia (ERA) initiative, and will take indicators under the ERA Evaluation Guidelines into account. Applicants may, however, make a case for assessing excellence on other criteria.
- 14.01.28** Applicants should list their publications indicating percentage authorial contribution, and including citation and other bibliometric data as available. Depending on research discipline, candidates are encouraged to provide journal ranking and impact factors as appropriate. Applicants should indicate (up to ten) of their most significant publications by an asterisk providing an explanation of the significance of each of these publications.
- 14.01.29** Applicants must clearly distinguish between published work and work that is in press (accepted for publication but not yet published). Papers "submitted" or "under review" should not be included.
- 14.01.30** It is incumbent on the applicant to provide evidence on important research outcomes, impact and/or innovation adoption (for example, published reviews of books or other creative works, status of book publishers, letters confirming award of grants, letters of invitation or statement of specific contribution).
- 14.01.31** Applicants must set out a case for including specific types of professional activity under this criterion rather than under the service and administration criterion.

Service and Administration to the University and Community

- 14.01.32** In assessing service and administration to the University and community, the Committee will consider merit in areas related to the applicant's role as a UNE academic.
- 14.01.33** It is incumbent upon the applicant to provide evidence on the quality of service and administration to support his/her case for promotion (see Guidelines for examples of evidence).
- 14.01.34** Applicants are advised that the focus must be on merit and not merely on the length of the service and administration activity. Documentary evidence may include, but is not limited to, letters of invitation or acknowledgement of

contribution, detailing specific contributions and outcomes from Committee participation and other University and community roles, evidence of impact in the University and wider community as a result of service and administration contributions.

Weightings

14.01.35 Applicants must specify the weightings they wish the Committee to ascribe to the three criteria. The ranges of weightings which can be applied are shown below. The total of the weightings must equal 100%.

14.01.36 For Promotion to Levels B, C, D and E (Academic) (except Research-only)

Criteria	Weighting Range (%)			
	B	C	D	E
Experience and achievement in teaching, curriculum development and research supervision (relative to opportunities and constraints)	10-80	10-80	10-80	10-80
Research, scholarship, creative achievement and professional activity	10-80	10-80	10-80	10-80
Service and administration to the University community (relative to opportunities and constraints) ²	10-30	10-50	10-50	10 – 50

² Where a staff member has held a substantive administrative position of at least 50%, such as a Head of School or Associate Dean/Academic Director/Research Director for a minimum of twelve consecutive months, they may nominate an appropriate weighting outside the above ranges and present a case justifying the weighting chosen.

For Promotion to Levels B, C, D and E (Research-only)

Criteria	Weighting Range (%)			
	B	C	D	E
Experience and achievement in teaching, curriculum development and research supervision (relative to opportunities and constraints)	0 - 10	0 - 15	0 - 20	0 - 20
Research, scholarship, creative achievement and professional activity	80-100	75-100	70-100	70-100
Service and administration to the University community (relative to opportunities and constraints)	0 - 10	0 - 10	0 - 10	0 - 10

Assessors

- 14.01.37** The Head of School shall select assessors for each application as set out in the table below. Where the Head of School is not the supervisor, he/she shall consult with the supervisor.
- 14.01.38** No person involved in any way in a promotion application is to discuss that application with a nominated assessor. Assessors must not act as senior colleagues in the preparation of the supervisor's report.
- 14.01.39** Number of nominated assessors required by applicant and Head of School.

Level	No. Nominated by Applicant	No. selected by Head of School	Total Required
B	5 (at least 2 external to UNE)	2 (at least 1 external to UNE)	2
C	5 (at least 2 external to UNE)	2 (at least 1 external to UNE)	2
D	6 (at least 3 external to UNE)	3 (at least 2 external to UNE)	3
E	7 (at least 3 external to UNE, normally 1 from overseas)	4 (at least 2 external to UNE, normally 1 from overseas)	4

- 14.01.40** Applicants will provide the Head of School with a list of potential assessors who are able to comment competently on claims made in the application. Assessors should normally be at or above the level for which the applicant is applying.

Where the Head of School is not satisfied with the list he/she will indicate those not approved and attach a report containing the rationale. In nominating replacement assessors, he/she will seek the advice of one to three senior colleagues and discuss the alternatives with the applicant. The Head of School shall select assessors from this pool and will arrange to obtain agreement from each assessor to provide a report by the date specified by Human Resource Services (HRS).

14.01.41 The applicant will not be given any indication of the final assessors chosen and must not communicate with any nominee on the list, with respect to his/her promotion application.

14.01.42 HRS will provide all assessors with an electronic copy of the application.

Supervisors

14.01.43 Each year supervisors must attend the information session held for supervisors of applicants.

14.01.44 Under special circumstances (e.g. where there has been a recent change in the Head of School or where the supervisor is applying for promotion to the same level as the applicant) the relevant PVC/D may assign an alternative supervisor, either at the request of the applicant or after consultation with the applicant.

14.01.45 Where a PVC/D is the applicant's direct supervisor, he/she will be excluded from Committee deliberations for that applicant.

14.01.46 Where an applicant's appointment is to a Centre outside a Faculty, the supervisor will be a senior colleague or the Centre Director.

Supervisor's Report

14.01.47 On receipt of the completed application, the supervisor must consult between one and three UNE senior colleagues prior to completing the supervisor's report form. The senior colleagues consulted will be, where possible, familiar with the applicant and their work and must be at or above the level to which the applicant is applying to be promoted.

14.01.48 The report should indicate clearly whether, in his/her professional judgement, the supervisor supports the application for promotion. The report must include:

- Specific and detailed comments on the applicant's record and quality of performance in the context of the specified criteria. The supervisor must:
 - comment on the status and quality of journals, publications and creative and artistic works;
 - where possible and defensible, indicate disciplinary (and sub-disciplinary) publication norms relevant to the level sought; and
 - indicate disciplinary and School norms in regard to grant income, teaching load and service and administration, relevant to the level sought.

Where this information is not known, and particularly where the applicant's discipline is different from that of the supervisor, the supervisor must seek the advice of senior colleagues in the discipline.

- Confirmation that between one and three senior colleagues in the discipline or related discipline at UNE were consulted and the capacity in which they were consulted.
- Signature of the supervisor and between one and three senior colleagues (subject to clause 14.01.49).

14.01.49 If the senior colleagues do not agree with the supervisor's report, or have additional comments they consider should have been included, they may provide an additional report to the supervisor. Such reports will be provided, together with the supervisor's report, to the applicant.

14.01.50 Except with the consent of the applicant, the supervisor is not to disclose any information contained in the application to other members of the School/Centre. Submission of an application is deemed to authorise the supervisor to show senior colleagues the application for the purpose of the consultation required by clause 14.01.47.

14.01.51 Where the applicant has undertaken a service and administrative role (e.g., Academic/Research Director) for a period of at least three months within the last three years, an additional supervisor's report must be provided to address the applicant's performance in the service and administration role. This report will indicate the percentage of the applicant's workload in the role.

14.01.52 Where the Head of School is not the supervisor, he/she will read and sign the supervisor's report.

14.01.53 The applicant must then sign that he/she has seen the supervisor's and senior colleagues' report(s). The applicant has the right to write a report rebutting material contained in any report.

14.01.54 Members of the Promotion Committee, which will consider the applicant's case, must not act as a senior colleague during the preparation of the supervisor's report on that application. Breach of this rule will result in the exclusion of that Committee member from the Committee's deliberations for that particular applicant.

Promotion Committees

14.01.55 The Chair of each Committee will ensure that there is an appropriate gender balance and will have the delegation to co-opt additional members to effect this.

14.01.56 The Promotion Committee will consist of:

- A Chair appointed by the Vice-Chancellor
- Chair or Deputy Chair of the Academic Board
- Faculty PVC/Ds

- Four continuing academics (two elected from each Faculty, one at Level C or above and one at Level D or above.)
- One External Professor (not necessarily the same for each level)
- For research-only applicants the Deputy Vice-Chancellor (Research) will be a member.

The quorum for the Committee will be six.

- 14.01.57** The Chair of the Promotion Committee, following consultation with the relevant PVC/D, may replace a member of the Committee who, due to illness, resignation or other exceptional circumstance, is unable to participate. Where the member holds an elected position, the runner-up will normally be a reserve. If there is no runner-up in an election, the PVC/D shall nominate a reserve.
- 14.01.58** If Committee members or reserves are involved in the preparation of an application, they must not act as an assessor, senior colleague or take part in deliberations for that applicant.
- 14.01.59** Committee members, observers and administration staff must maintain the security, integrity, confidentiality and privacy of all documentation to which they have access. They must ensure that confidential documentation, in any form, cannot be accessed by unauthorised people (refer to Agreement).
- 14.01.60** An NTEU academic staff representative and the Employment Equity and Diversity Manager, or nominee, will be present as observers at all Promotion Committee meetings.
- 14.01.61** The role of observers is to monitor the promotion process to ensure it is conducted in a fair and equitable manner, in accordance with the Equal Employment Opportunity Policy Statement and other relevant University policies. Observers are not to comment on the merits of an application and do not have a vote.
- 14.01.62** Observers may take the following actions:
- Bring issues to the attention of the Chair of the Committee prior to the Committee meeting
 - Bring issues to the attention of the Chair of the Promotion Committee during the Promotion Committee meeting
 - Bring issues of University policy to the attention of the Committee where they have bearing on the deliberations of the Committee
 - Refer relevant matters to the Chair of the Committee in confidence
 - Raise any matters of concern during the Promotion wash-up.
- 14.01.63** The Chair of the Committee will consider all reasonable advice given by observers before, during or after the promotion process, and will be responsible for making the relevant determinations in relation to that advice.
- 14.01.64** To ensure continuity, elected Committee members would normally be elected for a two-year term, with half the elected members retiring each year.

- 14.01.65** In the event that insufficient nominations for election arise for a member from a Faculty (see clause 14.01.56) the relevant PVC/D will appoint a member.
- 14.01.66** The membership of the Promotion Committees, including reserves, will be published on the HRS website prior to close of applications.
- 14.01.67** Where an applicant perceives that a conflict of interest or personal grievance exists between themselves and a Committee member, they must raise the matter in writing with the Chair of the Committee directly or through the Employment Equity and Diversity Manager at least two weeks prior to the meeting date. The Chair, after discussion with all parties, may then request the Committee member to absent him/herself from the discussion and vote on that applicant's case.
- 14.01.68** Any Committee member must declare a conflict of interest between themselves and an applicant prior to the commencement of the meeting and absent themselves from the discussion of that application.

Appeal Procedures

- 14.01.69** Appeals may be lodged only on the grounds of a significant breach of procedure, which can be shown to have affected the outcome of the application. The academic merits of a case for promotion and the judgment of the Committee may not be used as a basis for an appeal.
- 14.01.70** Examples of procedural grounds include, but are not limited to, the following:
- that the Promotion Committee was not properly constituted;
 - that the Promotion Committee failed to follow the procedures set out in this Policy in a manner which, in the opinion of the Promotion Appeals Committee, affects its decision on the application;
 - that the Promotion Committee failed to apply the prescribed criteria or failed to consider all appropriate documentation available to it;
 - that there was a reasonable apprehension that a member of the Promotion Committee may have exhibited bias against an applicant.
- 14.01.71** The University recognises that there can be exceptional circumstances, such as medical emergencies, which may affect an applicant's preparation of their application. If an application affected by these circumstances is unsuccessful, a case may be made by the applicant to the Appeals Committee. Such a case must rely on relevant circumstances existing at the time the original application was submitted. The relevant circumstances must be supported by documentation from a registered health practitioner or equivalent.
- 14.01.72** If the case is accepted under clause 14.01.71, the Appeals Committee may recommend that an amended application be considered by the Promotion Review Committee. This recommendation must specify the section/s which may be amended. The material to be included must relate to achievements that pre-date the submission of the original application.
- 14.01.73** An appeal must be lodged with HRS within 15 working days of the date on the letter providing the feedback from the Promotion Committee.

Promotion Appeals Committee

14.01.74 The Promotion Appeals Committee will comprise:

- a Professor nominated by the Vice-Chancellor (Chair); and
- two Professors or Associate Professors, not necessarily members of Academic Board, appointed by the Standing Committee of Academic Board.

Each of the three members will have served on previous promotion committees. They must not have been involved in any aspect of the applicant's case to be reviewed. To avoid conflicts of interest, the appointments will be made on the advice of HRS in light of the particular appeal cases under review.

14.01.75 The Promotion Appeals Committee will be provided with the following documentation for its consideration:

- the Academic Staff Promotion Policy and Guidelines;
- the appeal submission;
- the application, supervisor's and assessors' reports;
- feedback from the Committee;
- a report from the Chair of the Promotion Committee on the alleged breach of procedure. Such a report will address closely and specifically each issue raised by the appellant.

14.01.76 The Appeals Committee may obtain and consider any other material which, in its opinion, is relevant. The Committee can make one of the following two decisions:

- that no relevant breach of procedure has occurred - recommend to the Vice-Chancellor that the appeal be dismissed, or
- that a relevant breach of procedure has occurred – recommend to the Vice-Chancellor that the appeal be upheld.

Such a recommendation will be accompanied by advice and draft instructions to the Review Committee for the Vice-Chancellor's consideration.

14.01.77 There will be no appeal beyond the Vice-Chancellor's decision regarding the recommendation from the Promotion Appeals Committee.

Promotion Review Committee

14.01.78 Where an appeal is upheld, the application will be referred to a Promotion Review Committee.

14.01.79 The Vice-Chancellor will provide feedback to the Chair of the Promotion Committee on the outcome of an appeal.

14.01.80 The Promotion Review Committee will comprise two Professors or Associate Professors from each Faculty appointed by the Vice-Chancellor, one of whom will be a Professor nominated as Chair.

- 14.01.81** At least two of the members will normally have served on promotion committees at least once during the past four years. Review Committee members must not have been involved in any aspect of the case to be reviewed. To avoid conflicts of interest, the appointments will be made on the advice of HRS in light of the particular appeal cases under review.
- 14.01.82** An NTEU academic staff representative and the Employment Equity and Diversity Manager or nominee, will be present as observers at the Promotion Appeals and Review Committee meetings.
- 14.01.83** The Promotion Review Committee will be provided with the following documentation and will assess the whole application (see clauses 14.01.102 to 14.01.108):
- the Academic Staff Promotion Policy and Guidelines;
 - the application, supervisor's and assessors' reports;
 - instruction from the Vice-Chancellor.
- 14.01.84** After discussion, a vote will be taken by show of hands as to whether or not to recommend promotion in light of the upheld appeal and Committee discussion. A minimum of three affirmative votes will determine a recommendation to promote. The Promotion Review Committee will make its recommendation directly to the Vice-Chancellor.
- 14.01.85** There will be no appeal beyond the Vice-Chancellor's decision regarding the recommendation from a Promotion Review Committee.
- 14.01.86** The Vice-Chancellor will advise the Chair of the relevant Promotion Committee of the outcome of the Promotion Review.

Procedures

- 14.01.87** Applications for promotion will be called at least twelve weeks before the closing date. Whilst specific dates may vary from year to year, the University will strive to adhere to the following calendar:
- call for applications to be made no later than July of each year;
 - Promotion Committees will meet between September and November of each year.
- 14.01.88** Application must be made on the [Application for Promotion Form 14.01a](#) and must be complete and self contained. Normally the expected length of the application will be 20 to 30 pages and must not exceed 30 pages (see [Academic Staff Promotion Guidelines](#)).
- 14.01.89** Where the inclusion of evidence would result in exceeding the page limit, applicants should show the relevant documentation to the supervisor for verification. A list of this documentation is to be submitted with the application.

- 14.01.90** Applicants must submit the completed application to their supervisor and HRS, by the nominated closing date.
- 14.01.91** The University recognises that unforeseen circumstances may arise from time to time, preventing applicants from submitting their application by the due date. In circumstances other than those listed in 14.01.71 an applicant may, with the support of the Head of School and/or PVC/D, apply to the Chair of Academic Board for consideration of an extension to the submission date.
- 14.01.92** An application for extension under clause 14.01.91 above, must be made prior to the closing date. In the event an extension is requested up to five days before the closing date, a draft application must be submitted to HRS with the request. If successful, an extension of up to two weeks may be granted.
- 14.01.93** The Head of School will email the final list of assessors to HRS on the application closing date.
- 14.01.94** On completion of the supervisor's report, where the supervisor is not the Head of School, he/she will forward it to the Head of School for signing, together with any senior colleagues' reports.
- 14.01.95** The supervisor will obtain the applicant's signature as evidence that the applicant has seen the report/s by the supervisor and senior colleagues.
- 14.01.96** The supervisor must then email a pdf of the supervisor's and any senior colleagues' report(s), with all relevant signatures, direct to the Secretary of the Promotion Committee in HRS by the closing date.
- 14.01.97** The applicant may submit a rebuttal of an adverse comment contained in a supervisor's report, or a senior colleague's report, within five working days of signing the supervisor's report. A copy of such a rebuttal must be provided to the supervisor, Head of School, and senior colleague (if appropriate).
- 14.01.98** Following the receipt of applications, HRS will seek assessors' reports.
- 14.01.99** HRS will provide applications, supervisors' and assessors' reports, any rebuttals and, where relevant, feedback from previous unsuccessful attempts for promotion to the relevant level to Committee members and observers.
- 14.01.100** Up until 10 working days prior to the advertised meeting of the Committee applicants may provide additional information relevant to his/her application, such as update of publications, teaching evaluations, and other achievements.
- 14.01.101** An applicant has the right to withdraw an application.

Committee Processes

- 14.01.102** Prior to the meeting of the Committee, members and observers may seek, through the Chair, confirmation from the supervisor of a matter of fact included in an application. In exceptional circumstances the Chair may seek, on behalf of the Committee, clarification of a matter of fact, during a meeting. However, it should

be noted that it is incumbent on the applicant to provide all the necessary documentation.

- 14.01.103** Before commencement of any discussion of the criteria, the Chair will provide a brief summary of the application, including the applicant's nominated weighting for each criterion, feedback from an unsuccessful application, nature of fractional appointments and any career interruptions. The Committee will consider each applicant's case for each of the three criteria independently. The applicant's case will be rated separately and secretly on each criterion.
- 14.01.104** Each Committee member will be asked to assign the rating between 1 and 10 that best represents his/her assessment of the applicant's position with respect to the criterion being discussed. Fractional ratings are not permitted.

9-10	Compelling case for promotion
7-8	Evidence of strength providing a worthy case for consideration
5-6	Evidence of strength in a number of areas but not sufficient to achieve promotion
3-4	Insufficient case at this point in time
1-2	Weak case for promotion falling well short of what is required

- 14.01.105** The goal for discussion of each criterion in turn is for the members to achieve a clear understanding of the applicant's case for promotion. The discussion will consider any feedback from prior unsuccessful promotion attempts for the current level sought.
- 14.01.106** After discussion of each criterion has concluded, Committee members will anonymously record his/her rating on a single recording sheet. The recording sheets will then be collected and ratings entered into a spreadsheet and the nominated weights applied.
- 14.01.107** The individual and average ratings for each criterion area, the weighted scores for each Committee member and the overall average weighted score will be electronically displayed to the Committee. Each member will then vote either 'Yes' to recommend promotion or 'No' to not recommend promotion and display his/her vote simultaneously to the Committee on the call from the Chair. Where the number of votes results in the case for promotion being borderline (see clause 14.01.110) the Chair will call for further discussion and allow any member of the Committee to change his/her vote. Abstentions are not permitted.
- 14.01.108** The feedback to be given to an unsuccessful applicant will be discussed by the Committee before moving to the next applicant. Such feedback will be signed off by the Chair before being provided to the applicant.

- 14.01.109** After considering all applications, the Committee will review its decision on each application to ensure that an equal benchmark has been applied to all applications.
- 14.01.110** An applicant will be recommended to the Vice-Chancellor for promotion by the Promotion Committee if his/her application receives support of two-thirds of the Committee membership.

Number of Committee members	Number of votes required for promotion
6	4
7	5
8	5
9	6
10	7

Notification of Outcome

- 14.01.111** All applicants will be advised in writing of the outcome of their application. In the event of an unsuccessful application, a report from the Chair of the Committee giving the reasons for the Committee's decision not to promote will be provided. This report will include the Committee's score and descriptor for each criterion and the overall weighted score. The report will highlight both the strengths and the weaknesses of the application with a view to building a constructive platform for future applications.
- 14.01.112** To assist applicants in addressing the feedback provided by the Committee, supervisors will meet with unsuccessful applicants to develop an action plan, in accordance with the Performance Planning and Review Policy.
- 14.01.113** Unsuccessful applicants may request to meet with the Chair of the Promotion Committee and the relevant PVC/D. The applicant's supervisor, or any other person nominated by the applicant, may be present. The purpose of such a meeting will be to provide guidance for future applications. Discussion at this meeting may not be used as grounds for appeal. Explicit advice as to when the applicant should next apply for promotion will not be provided.

Further Information: Academic Services Unit, HRS, ext. 3612,
email: HRS-AcademicServices@une.edu.au