



# Preparing for Academic Promotion

## Applicant Workshop

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Chair, Academic Promotions Committee

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# Workshop Agenda

Welcome and Introduction - Professor Margot Hillel

The Academic Promotions Process - Committee Executive Officer

The Committee Member's Perspective

The Successful Applicant's Perspective

Advice from the Chair, Academic Promotions Committee

Questions and Discussion - Panel

# The Academic Promotion Process

- **Collegial** – it is a peer-review process with cross-Faculty membership of the Promotions Committee
- **Merit-based** – based on achievements and not constrained by a quota
- **Transparent** – applicants see the Supervisor Report, receive written notification if unsuccessful and are invited to meet with the Chair, Executive Dean and/or nominated supervisor for feedback

**2019**

## Academic Promotion Round Timing

- |                   |   |
|-------------------|---|
| <b>1 April</b>    | Academic promotion round opens            |
| <b>28 June</b>    | Application closing date – Level D/E      |
| <b>31 July</b>    | Application closing date – Level B/C      |
| <b>Aug – Nov</b>  | Promotions Committee deliberations        |
| <b>Nov</b>        | Applicants (Level B/C) advised of outcome |
| <b>Nov – Dec</b>  | Applicants (Level D/E) advised of outcome |
| <b>1 Jan 2020</b> | Effective date for promotion              |

# Eligibility

- Promotion recognises a sustained contribution (normally at least 2 years)
- All continuing, continuing on probation\* and fixed-term staff\*\* are eligible
- If you have not reached the top of your current scale, you are not precluded - exceptional merit criteria apply

*\* Where a staff member on probation is successful in obtaining promotion, they are deemed to have met probationary requirements and their appointment is confirmed.*

*\*\* For fixed-term staff, successful promotion does not vary the employment type nor the specified term.*

# Changes for 2019 round

- The Academic Promotions Process is reviewed annually at the conclusion of each round
- Academic Promotions Policy
  - removal of reference to a quota for promotion – reinforcing that promotions are based on merit
  - clarification around eligibility for fixed-term staff
  - prescribed page limits and removal of materials exceeding limits

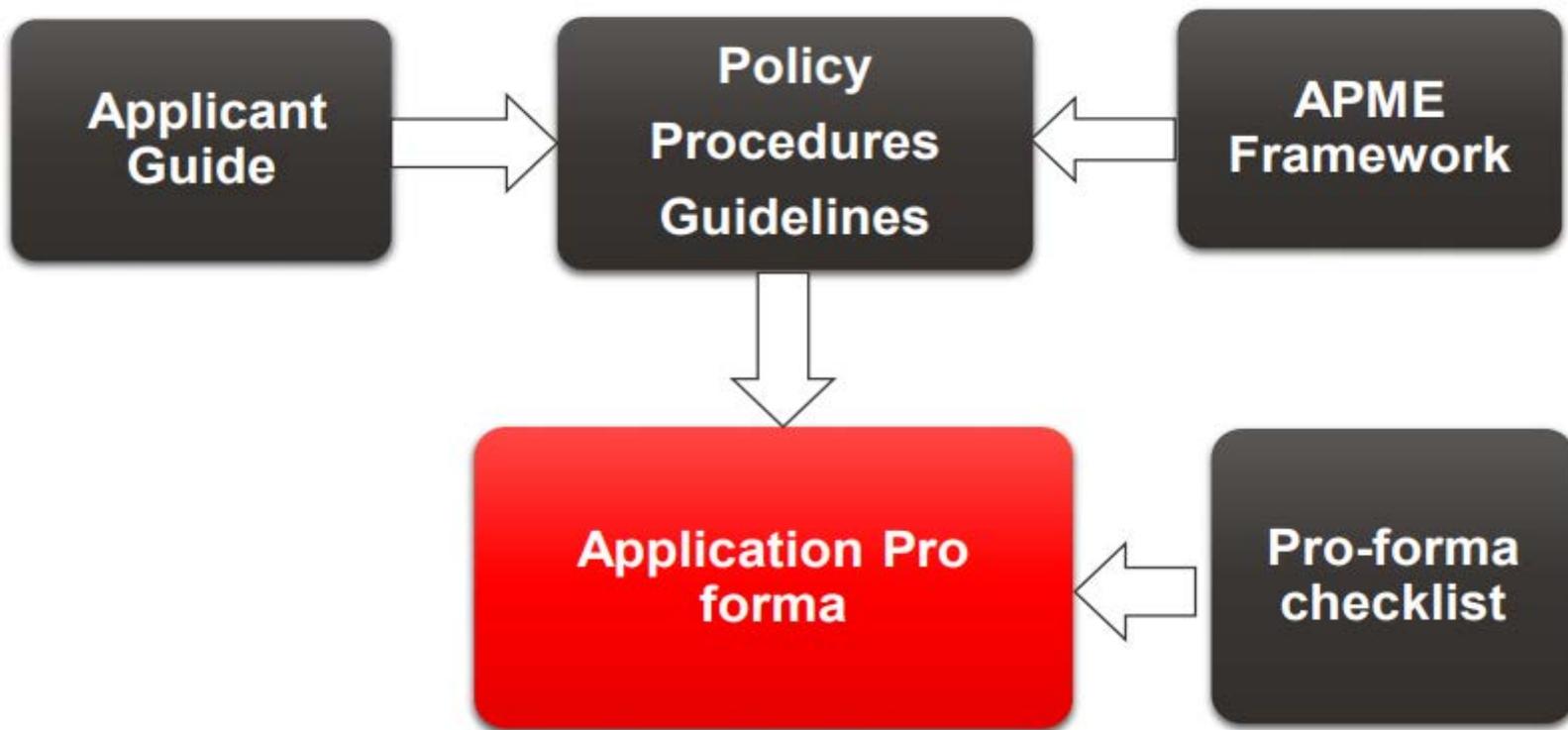
# Changes for 2019 round cont ...

- Academic Promotions: Application Procedures
  - expanded information for applicants when documenting a case on personal circumstances that may impact performance (achievements relative to opportunity) (s2.1 and application proforma)
  - guidance for referee selection to enable the Academic Promotions Committee to consider broader scope of an applicant's contribution (s2.3.1)
  - articulation of proforma requirements upon receipt (s4)
  - removal of reference to quota (s6.1)
  - addition of feedback in writing & inclusion of nominated supervisor (s6.2)

# Capability Development Framework (CDF)

- The CDF has been integrated into the promotions process and the guidelines (from 2018)
- The CDF describes the capabilities and competencies needed to achieve excellence, ensure success, and deliver on the ACU Mission
- Your application will need to articulate how you have developed (or are developing) relevant CDF core competencies
- This should follow on from your discussion with your nominated supervisor as part of the annual Performance Planning and Review process – this discussion may assist you to integrate the CDF into your promotion application
- Refer to the Guidelines for more information on how to include the CDF in your promotion application

# Working with the Academic Promotions Documents





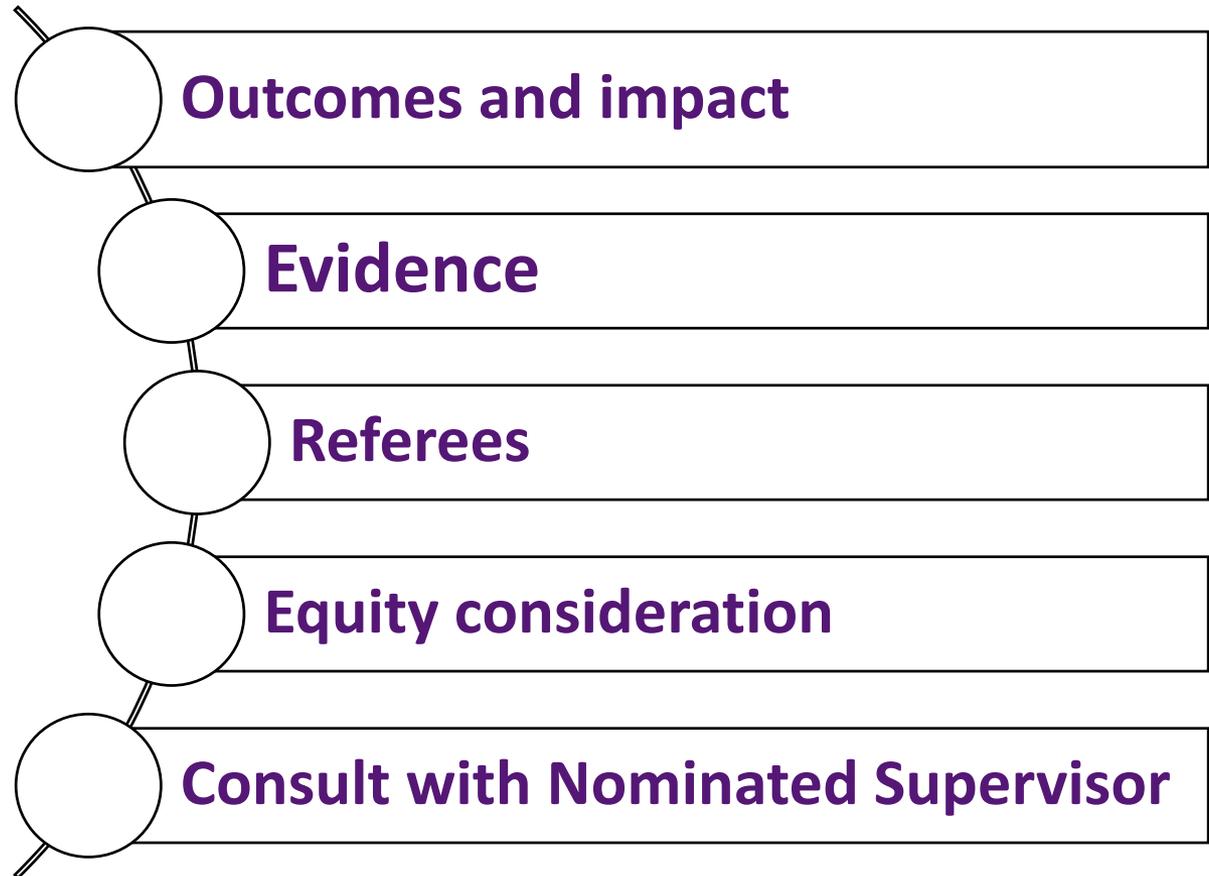
# Panel Presentations

# Preparation

- Start early, seek advice and identify suitable referees
- Check the application deadlines and build in meeting times with your supervisor and time to review, edit, re-draft and proof read
- Use the Academic Promotion website, and read the policy, procedures, guidelines, APME
- Decide the Academic Career Pathway (ACP) you are applying under and build your case accordingly (note exceptional merit criteria, if applicable)



# The case for promotion



# Criteria for promotion



Quality and **impact** of your work



**Evidence** through **demonstrated outcomes** (noting exceptional merit criteria, where applicable)



Outline personal circumstances that have impacted on your achievements

# Outcomes, evidence, impact\*



Focus on the **outcomes** of your work for the ACP and level you are applying for promotion under. What have you achieved? Note any peculiarities of your discipline



Emphasise the **impact** of your work according to the ACP and level you are applying for promotion under



Provide **evidence** of outcomes and impact relevant for your discipline and appropriate for the ACP and level you are applying for promotion under

\* Performance **since appointment to ACU or last promotion**, whichever is the most recent

# Attend Supporting Seminars



Evidencing Research for Promotion



Evidencing Scholarship of Teaching for Promotion

Details are available in the Training and Development webpage (Staff > Training and Development)

# Referees

Consider the **quality, standing and reputation** of your potential referees

- ✓ Provide names and contact details, not referee reports
  - ( good idea - provide them a copy of your application)
- ✓ Promotion to Level B – 2 referees (all ACPs)
- ✓ Promotion to Levels C/D/E – 3 referees (all ACPs)

# Preparing your Application

- Access the application proforma, policy, procedures, guides etc through the Academic Promotions website
- Complete the Application Proforma according to the ACP and level you are applying for promotion under (note exceptional merit criteria, if applicable)
- Write succinctly and clearly
- Keep to the page limits
- Support all statements with evidence
  - You must include evidence for each claim and don't double dip (list achievements in one section only, with a cross-reference if necessary – space is valuable!)
  - Quality over quantity - highlight major/outstanding achievements and explain their outcomes and significance
  - If your activities are joint, make sure your application makes it clear what your role/contribution was

## Preparing your Application cont ...

- Consult with your nominated supervisor
- Ask a critical friend, mentor, or a colleague outside your discipline to read your application and provide feedback
- Consider advice/feedback given. Will the suggested changes improve your application?
- Draft and re-draft! Read and re-read!
- Check the Guidelines and ensure you are complying with the requirements for the ACP and level you are applying under (noting if exceptional merit applies)

## Level D / E Assessors

- The nominated supervisor, who may seek input from senior academic staff, develops a list of 7 assessors, in consultation with the applicant, for consideration by the Promotions Committee
- Assessors are an independent expert in the applicant's field who advise the Committee on:
  - the standing of the applicant relative to others in the discipline and relevant to the chosen ACP and level for promotion
  - the applicant's contribution based on their evaluation of three (3) pieces of material evidence

## Level D / E – Material Evidence

- The applicant and supervisor are expected to work together to identify appropriate material evidence:
  - the three pieces of material evidence selected form the basis upon which the applicant will have their academic achievements assessed
  - careful consideration is required.
- Material Evidence must:
  - be recent examples of your most significant work, with a peer review status, since your appointment to ACU or last promotion
  - demonstrate a ‘significant contribution’ to the advancement of knowledge in your discipline / field of study relative to the ACP and level you are applying for promotion under
  - E.g.’s are: articles published in scholarly journals that appear on the ERA list (produced by the ARC), creative works, non-traditional research outputs and consultant reports, teaching materials, commercially published books or book chapters etc.

# Promotion Committees

- Membership is detailed in the Academic Promotions: Applicant Procedures (refer s9.1)
- Elected staff representatives are not eligible to participate in the Promotions Committee in the year of their own promotion application
- Committee members consider **all** written applications and **all** referee reports; and for Levels D/E, **all** assessor reports
- An HR representative and an elected staff observer are there to ensure that due process is observed

# Promotion Trends - 2018

- One-third of applicants at Level B/C were successful
- A small, but growing number are applying at Level B/C under the exceptional merit criteria (around 40% are successful)
- Just under three quarters of staff at Level D were successfully promoted
- Women make up around half of all successful applicants for promotion at Levels B - D
- No applicants at Level E for 2018 round.

# Information and Resources

All policies, procedures, guidelines, and application proforma can be found at the Academic Promotions website:

(Staff > Working at ACU > Rewards and Recognition > Academic Promotion)

Submit your completed application by the due date to:

ACUAcademic.Promotions@acu.edu.au



# Questions