



Preparing for Academic Promotion

Supervisor Workshop

Professor Margot Hillel OAM

Chair, Academic Promotions Committee

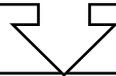
Amanda Clark

Executive Officer, Academic Promotions

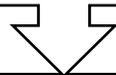
April 2019

Workshop Agenda

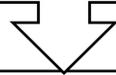
Welcome and Introduction - Professor Margot Hillel



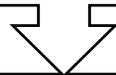
The Academic Promotions Process - Committee Executive Officer



The Committee Member's Perspective



Advice from the Chair, Academic Promotions Committee Chair



Questions and Discussion - Panel

The Academic Promotions 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

- | | |
|-------------------|---|
| 1 April | Academic promotion round opens |
| 28 June | Application closing date – Level D/E |
| 31 July | Application closing date – Level B/C |
| Aug – Nov | Promotions Committee deliberations |
| Nov | Applicants (Level B/C) advised of outcome |
| Nov – Dec | Applicants (Level D/E) advised of outcome |
| 1 Jan 2020 | 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
 - clarification around eligibility for fixed-term staff
 - prescribed page limits and removal of materials exceeding limits
 - removal of reference to a quota for promotion – reinforcing that promotions are based on merit

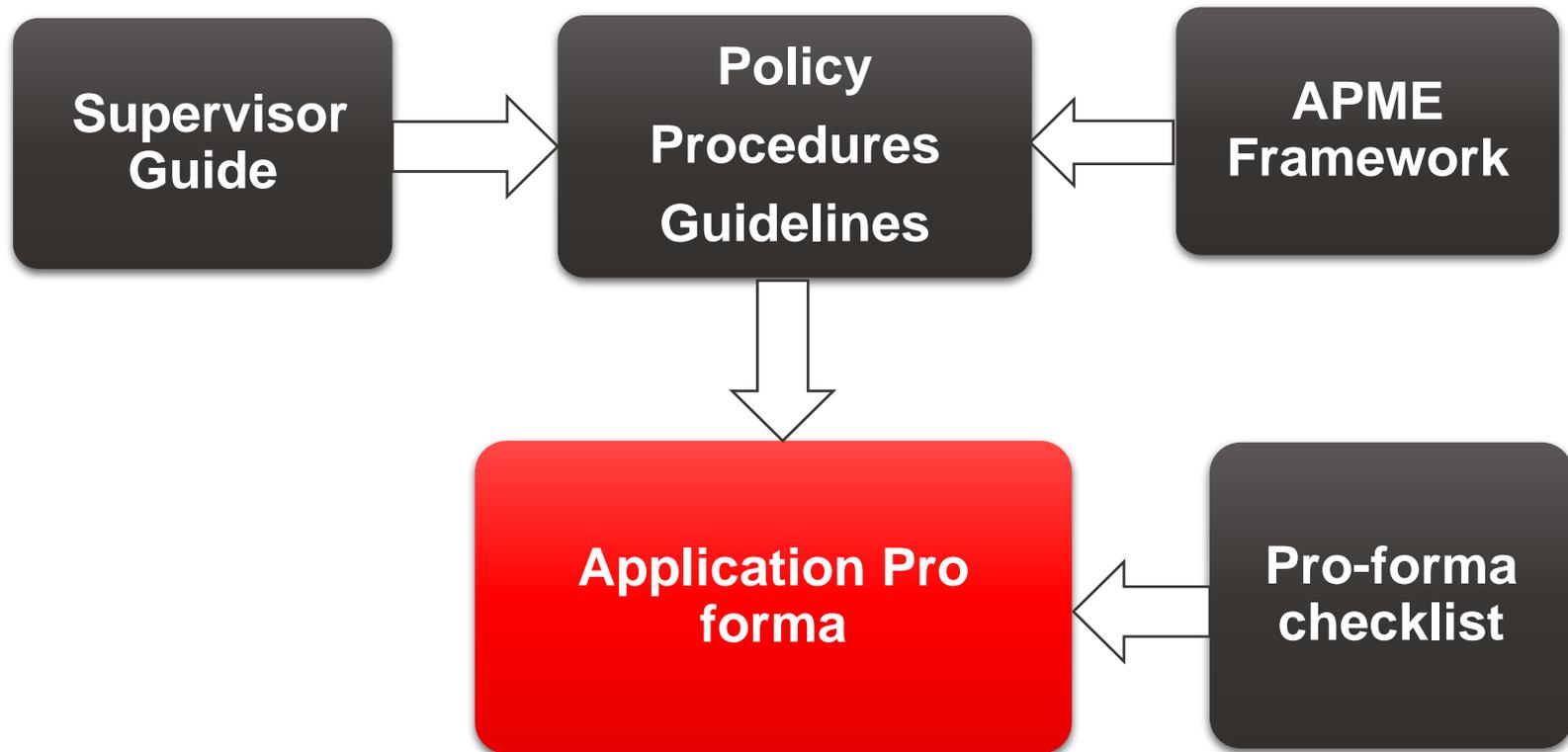
Changes for 2019 round cont ...

- 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**

Role of an Academic Supervisor

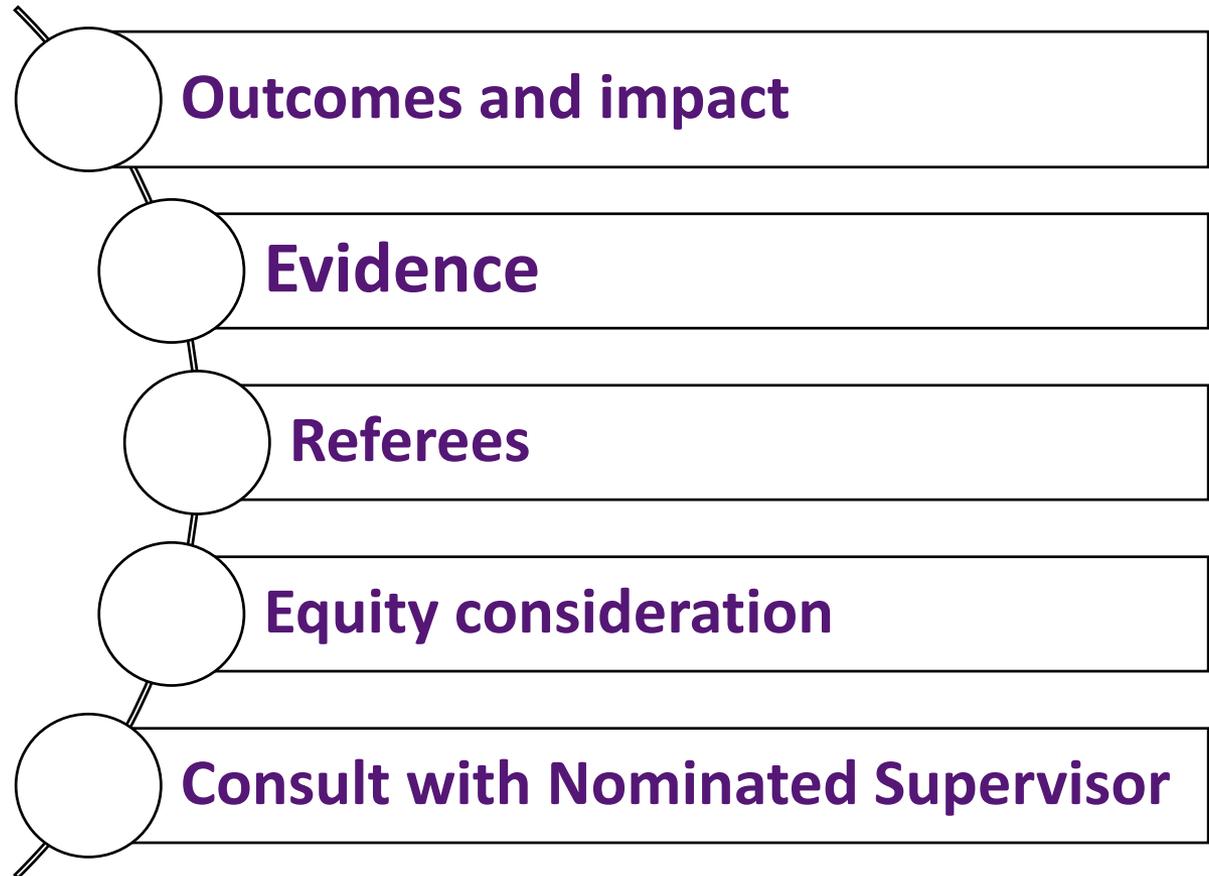
- A critical role in supporting staff to appropriately prepare for academic promotion by:
 - acknowledging that academic promotion is a significant career planning activity
 - reflecting on a staff member's performance using the Performance Review and Planning (PRP) process and considering their readiness for promotion
 - consider approaching staff who are assessed as demonstrating sustained performance above expectations for their current academic level about their plan and timeframe for promotion
 - undertaking career planning (over a 2-5 yr horizon) and consider any career development activities to support (future) promotion
 - providing open and honest feedback regarding performance and readiness for promotion
- Important to have read all promotion documents so that you understand the process & requirements
- Use the Academic Promotion website, and be familiar with the policy, procedures, guidelines, APME, and the Supervisor Guide



Supporting a Good Preparation

- Expect that staff who have indicated they are planning to apply will request to meet with you early in the process. Be prepared to discuss:
 - their readiness for promotion
 - the promotions process, expectations and standards
 - their intended ACP for promotion (which can be different) and the expectations for that pathway; evidence and referee/assessor selection
- Set a schedule with the staff member for you to discuss the contents and progress of their application ensuring it complies with the level of promotion relevant to the ACP for promotion
- Ensure you have set aside sufficient time to really review their application and to discuss any feedback for improvement; and to complete Part 2 – Supervisor’s Report

The case for promotion



Criteria for promotion



Quality and **impact** of a staff member's work



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



Staff can outline any personal circumstances that have impacted on their achievements

Outcomes, evidence, impact*



Staff must focus on the **outcomes** of their work for the ACP and level they are applying for promotion under. What have they achieved? Note any peculiarities of the discipline



Staff must emphasise the **impact** of their work according to the ACP and level they are applying for promotion under



Staff must provide **evidence** of outcomes and impact relevant to the discipline and appropriate for the ACP and level they are applying for promotion under

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

Encourage Attendance at 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)

Nominated Supervisor's Report

The supervisor's report (Part 2) is expected to:

- ✓ provide factual and objective comments on the overall performance of the staff member at their current level;
- ✓ provide factual and objective comments on the applicant's capacity to perform at the higher level (cite reasons)
- ✗ not comment on level of contribution (as major or outstanding)
- ✗ not express an opinion about the applicant in general, or advocate on their behalf

Referees

Consider the **quality, standing and reputation** of the staff member's potential referees

- ✓ Promotion to Level B – 2 referees (all ACPs)
- ✓ Promotion to Levels C/D/E – 3 referees (all ACPs)

Level D / E Assessors

- As nominated supervisor, you will be asked to develop a list of 7 assessors, in consultation with the applicant, for consideration by the Promotions Committee (you can seek input from senior academic staff also)
- 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 for promotion
 - the applicant's contribution based on their evaluation of three (3) pieces of material evidence
 - Check the Academic Promotion: Applicant Procedures for guidance on assessors

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 the staff member's most significant work, with a peer review status, since their appointment to ACU or last promotion
 - demonstrate a 'significant contribution' to the advancement of knowledge in their discipline / field of study relative to the ACP they are applying 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 they are applying for promotion
- Committee members are cross-Faculty
- 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 (lower than in 2017)
- 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)

Any advice/information/questions can be directed to:

ACUAcademic.Promotions@acu.edu.au



Questions