KNOW YOUR POLICY AND PROCESSES

Documents, dates and events information is on the Academic Promotions Webpage
Timing: One round annually for all levels, scheduled concurrently

Confidentiality: Staff with access to promotion documents maintain confidentiality at all times

Application: Form, Curriculum Vitae, Portfolio and HOS Report, submitted via email

Discipline Norms: Academic Performance Expectations Framework and opportunity to provide discipline specific information

Criteria: With the exception of Research Only candidates, applicants must demonstrate Sustained Excellence in at least two of the three areas of activities – Teaching and Learning, Research and Innovation, Service and Engagement, and expectations met in the third area of activities

Committees: Level B and C applicants are considered at Faculty level; Level D and E applicants are considered at University level

Referee Reports: Applicants have the opportunity to suggest referees for consideration by the PVC and DVC(A). The University may contact additional referees
Academic Standards

Recognition and reward for sustained excellence

Promotion recognises teaching, research (including scholarship of teaching and learning), and service

Promotion reflects the expectation of increasing leadership in the discipline, the University and the community

Merit

Promotion is based entirely on merit – without reference to staffing profiles or quotas

Consideration is given to performance relative to opportunity

Previous outcomes have no relevance in a promotion round other than the 2 year wait rule
Eligibility

Academic staff, including conjoint staff, and part-time and fixed-term appointments of not less than 3 years, are eligible to apply for promotion to the next level

Conjoint staff may also seek promotion through the Conjoint Re-Appointment process

PhD awarded

Applicant’s current level on salary scale is not relevant

Minimum Period of Service

Must have completed two years since appointment at UON or since the most recent promotion

Exemption requests may be made to the Faculty Pro Vice-Chancellor if minimum service requirement is not met

If the Pro Vice-Chancellor is satisfied with the compelling reasons for an exemption, the applicant’s request will be forwarded to the Deputy Vice-Chancellor (Academic) for consideration
Equal Opportunity

UON is committed to the principles of equal opportunity, fairness and social justice:

- An Equity Observer will attend all promotions committee meetings
- Applicants are encouraged to specify any relevant circumstances that may have impacts in relation to the promotions criteria
- Support is available through the Equity and Diversity Manager in HR Services

Late Applications

Applicants are responsible for submission by the nominated closing date

Late applications are accepted only in exceptional circumstances and only with Deputy Vice-Chancellor (Academic) approval
CRITERIA FOR PROMOTION

Contribution in three broad areas at the School, Faculty, University and community levels:

- Teaching and Learning
- Research and Innovation – including Scholarship related to Teaching and Learning if appropriate
- Service and Engagement

A case must be made for meeting the criteria for teaching, research and service for the academic level being sought, except for Research Only applicants.

Applicants must demonstrate Sustained Excellence in at least two of the three categories to be considered for promotion. Applicants must meet performance expectations in the third category.

Research Only academics will be judged principally on their contribution to Research and Innovation.

Applicants should address the descriptors published in the Performance Expectations Framework for Academic Staff.
SUSTAINED EXCELLENCE

QUALITATIVE ASSESSMENT

Be guided by –

UON Leadership Framework

NeW Futures Strategic Plan

Academic Performance Expectations Framework
APPLICATION PROCESS

Follow the process outlined in the Academic Promotions Procedure, and Academic Promotions Toolkit

Initiate a discussion with your Head of School and PVC prior to commencing your application

Submit your application electronically and only when complete as per the application checklist

Applications must be in PDF format – individual documents comprising the sections:

- Application Form and Checklist – equity and leadership statements, discipline summary and referee nominations
- Portfolio of Activities, maximum 6 pages, dedicated to primary evidence in each of the three areas
- Head of School Report
- CV, maximum 20 pages (preference of 10) and must not include information already in other sections of the application
- LEVEL E applicants only – an additional 1-page statement dedicated to Leadership as part of their Portfolio (reference the Leadership Framework)

Applicants may choose how they allocate the available space to the three areas of activities, and should highlight key impacts relating to research outputs, grants and funding, teaching, leadership and supervision throughout their application.

Page limits must be adhered to for the CV and Portfolio sections of the application
APPLICATION PROCESS

Data Capture for the PEF OUTCOME REPORT

The University will source verified data from available University systems, including NURO, BLUE SYSTEM, RIMS and NEXUS to create a report of Performance Expectations Framework (PEF) outcomes.

The report captures HERDC outputs only and is based on whole school targets for a full time academic. Evidence of performance not captured through the report should be provided by the applicant in the Portfolio, CV and Application Form sections of the promotion application.

Applicants will receive two versions of the PEF Outcome Report:

- The first report is for applicants only and provides an opportunity to check the data and make any relevant updates into University systems before the second data capture.
- The second report is captured in early October to allow for a maximum of output to be captured, and is provided to the relevant promotion committee. This report is final.

The University will source a full list of research outputs from the NURO Research Management system. Applicants are not required to provide this list.
APPLICATION PROCESS

Data Capture for the PEF OUTCOME REPORT

Applicants are responsible for updating and ensuring that all relevant information is captured by University systems so that the final PEF Outcome Report is complete and up to date.

Applicants can check the PEF Outcome Report already provided through the Faculty PRD process, and use it to gain an understanding of the information in it and what should be updated.

The Head of School is the first point of contact for questions in relation to the Performance Expectations Framework.

The Academic Promotions Toolkit outlines how to seek support for updating the report.
REFERENCE REPORTS

ONLY UNIVERSITY-SOUGHT REFERENCES WILL BE ACCEPTED

Application for Level B/C – A minimum of two (2) and maximum of four (4) referees, including one (1) who is external to the University.

Application for Level D/E – Four (4) referees, including two (2) of international standing who are external to the University.

Applicants can provide a list of suggested referees, and a list of individuals they would prefer are not invited to act as a referee. The suggested referees will act as a guide (only) to HOS and Faculty PVCs, who may include other individuals in the list.

The Head of School will provide the Faculty Pro Vice-Chancellor with a shortlist of referees. The PVC will consider that the total mix of suggested referees will be able to comment on Teaching, Research and Service, as appropriate to each application.

The Pro Vice-Chancellor will write to the selected referees and invite them to provide a report following the University's Referee Report template.

References for levels D and E may be requested by the Deputy Vice-Chancellor (Academic).

Referee reports will be provided directly to HR Services and remain confidential.
FACULTY PROMOTIONS COMMITTEE

Will consider applications for promotion to Levels B and C

Faculty Pro Vice-Chancellors chair the Faculty Promotions Committees

Applicants are invited to attend an interview with the Faculty Promotions Committee, unless:

– They have indicated in their application form they do not wish to attend an interview, or
– The Committee does not consider the applicant promotable

The PVC provides the Committee report to the DVC (A) within two weeks of the Committee meeting

The DVC (A) will advise both successful and unsuccessful applicants in writing

Unsuccessful applicants will be invited to discuss their application with the PVC for feedback

Two-Year Wait Rule - unsuccessful applicants must wait two years before submitting a further application for promotion to provide opportunity for appropriate development and achievement
UNIVERSITY PROMOTIONS COMMITTEE

Will consider applications for promotion to Levels D and E

The DVC (A) is the chair of the committee

The committee will meet to:

- Shortlist applicants and select for interview following referee review, and
- Conduct interviews

Only applicants with cases requiring clarification will be invited to attend an interview

The DVC (A) will advise both successful and unsuccessful applicants in writing

Unsuccessful applicants will be invited to discuss their application with the PVC for feedback

Two-Year Wait Rule - unsuccessful applicants must wait two years before submitting a further application for promotion to provide opportunity for appropriate development and achievement
Applicants have a right of appeal against the promotion recommendation on the basis of:

- Evidence of a breach of the Academic Promotions Policy or the Academic Promotions Procedure which the applicant believes had a material effect on the decision not to promote, and/or
- Evidence that the determination was affected by a conflict of interest or personal bias

Must be lodged with the Director, People and Workforce Strategy, within 14 days after notification of the result of the application. (In practice, this date is deemed as the date of the promotion outcome announcements to the University community)

The Promotions Appeals Committee (PAC) will obtain and consider a report from the DVC(A) on alleged breach of procedures and may obtain and consider any other material it deems relevant to the process

Where a breach of procedure is found the PAC shall direct that the necessary action be taken to remedy the defect

The proceedings of the committee will be confidential
KEY DATES for 2018

Promotion Round Opens on Monday 28 May

Application Deadline is Friday 20 July – 5pm

Faculty Promotions Committees

– Faculty of Education and Arts – Monday 15 October
– Faculty of Business and Law – Wednesday 17 October
– Faculty of Engineering and Built Environment – Thursday 18 October
– Faculty of Science – Wednesday 24 and Thursday 25 October
– Faculty of Health and Medicine – Friday 26 October

University Promotions Committee

Applicant interviews (all faculties) – Friday 2 November

Successful promotion effective from 1 January 2019
KEY CONTACTS

Policy, Procedure and Application Support

Rochelle Feenan  
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Equity Support

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QUESTIONS
THE WORLD NEEDS NEW