

Academic Promotions Portfolio Development Guide

Candidates are required to produce a portfolio that outlines activities and achievements in each of the three areas of: Teaching and Learning, Research and Innovation (including the Scholarship of Teaching), and Engagement.

The candidate must demonstrate their achievements and the impact of their work, through appropriate evidence, since their last promotion or appointment.

Candidates can choose how they allocate the available space to each of the three areas. Candidates must indicate which two of the three areas they consider their performance demonstrates sustained excellence, except for Research-Only applicants.

The total combined portfolio content must not exceed 6 pages in length in no less than 11-point font size. You may include graphs and pictures within the 6 pages.

Teaching and Learning

This section must include a summary of achievements relating to Teaching and Learning achievements, including where relevant:

- a statement on learning or teaching activities and innovations since appointment to the present level
- the underlying rationale of the candidate's approach to teaching and learning
- the candidate's involvement in, or contribution to, course and program design and delivery
- an evaluation of the effectiveness and impact of the candidate's teaching in terms of student learning; and
- events and experiences in which the candidate has shown leadership in teaching and learning.

Research and Innovation (including Scholarship Related to Teaching and Learning)

The section must include a summary of achievements relating to Research and Innovation, including where relevant:

- a statement on major research achievements since appointment to the present level
- a description of the contribution the research program has made to the discipline
- a list of grants received
- a publication summary with evidence of quality and impact

- a summary of research related work (such as legal practice, medical and health practice, engineering and computing practice, architectural practice, visual arts practice, drama or music) other than publications, to be considered as evidence of research achievement
- a summary of other ways in which research expertise has been recognized, such as invitations to collaborate with colleagues, awards or fellowships
- a summary of demonstrated research leadership
- attendance and participation in research development activities; and
- the candidate's experience in and contribution to research supervision.

Applicants focusing on the Scholarship of Teaching and Learning should also cover the following, where relevant:

- a statement on major scholarship of teaching and learning achievements since appointment to the present level
- a description of the contribution the scholarship has made to the discipline
- ways in which the applicant has adopted a scholarly approach to teaching and learning, including peer review of teaching
- a list of teaching and learning grants received
- a summary of evidence of quality and impact of publications; and
- attendance and participation in learning and teaching development activities.

Engagement

This section must include a summary of achievements relating to Engagement activities, including where relevant:

- a statement on major service activities since appointment to the present level
 - details of service to the University, the profession and the discipline, emphasising activities that are beyond normal expectations
 - a list with additional comment on service and other relevant community activities; and
 - a list of all professional activities, including activities such as professional society responsibilities, editorial boards, consultancies for government or private sector.
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