

ACADEMIC PROMOTION



INFORMATION FOR CANDIDATES 2019

Professor Darrell Evans
Deputy Vice-Chancellor (Academic)

KNOW YOUR POLICY AND PROCEDURES

Documents, dates and events information, including links to the updated Policy and Procedure is on the **Academic Promotions Webpage**

ACADEMIC PROMOTION REVIEW

A review of the Academic Promotions process commenced in September 2018

The review undertook an extensive consultation process, including:

- Benchmarking with other Australian Universities;
- Recommendations following the 2014 external process review;
- Feedback from 2018 Promotions Committee members; and
- Feedback from staff and interested parties, including the NTEU and CPSU.

The key changes to the Policy and Procedures will be explained throughout this presentation and support the key outcomes of the review:

- To maintain an equitable and fair process;
- To ensure integrity and transparency in process;
- To mitigate conflicts of interest; and
- Deliver a more streamlined application process.

PROMOTIONS POLICY OVERVIEW

- Academic Standards

Recognition and reward for *sustained excellence*.

Academic Promotion will reflect the expectation that as you progress through the levels of academic appointment:

- an increase in the quality and effectiveness of your teaching and contribution to all aspects of teaching and learning;
- an increase in the quality, impact and engagement of your research output, including research related to the scholarship of teaching and learning;
- Your role in the promotion of scholarship expands;
- Your qualitative contribution to your discipline/profession increases; and
- You demonstrate increasing leadership in your discipline/profession, the University and the community.

PROMOTIONS POLICY OVERVIEW

- **Merit**

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

The University gives consideration to performance ***relative to opportunity***. Examples where this may be applicable are:

- Reduced working hours, such as part-time hours;
- Career breaks, such parental leave or carer's leave;
- Disability or ongoing health issues;
- Discipline specific challenges.

Candidates have an opportunity to outline their unique circumstances as part of their application.

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

PROMOTIONS POLICY OVERVIEW

- **Equal Opportunity**

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

- An Equity Observer will attend all promotions committee meetings.
- Support is available through the Equity and Diversity team in HR Services.

- **Eligibility**

All full time or part time academic staff, including fixed-term appointments of not less than 3 years, are eligible to apply for promotion to the next level. *Conjoint staff may seek promotion through the Conjoint Re-Appointment process.*

Generally, candidates are required to hold the award of a PhD (or equivalent). In certain circumstances, industry, experience or qualification may be considered as an exemption to holding the award of PhD.

PROMOTIONS PROCEDURE OVERVIEW

- **Minimum Period of Service**

Candidates must have completed two years since appointment at the University of Newcastle or since the date of their most recent promotion.

Candidates must **generally** complete 2 years consecutive service following the end of a Research Fellowship, in order to demonstrate sustained excellence.

Probation must be completed prior to submitting an application for promotion.

Exemption requests may be made to the **Head of School** and Faculty Pro Vice-Chancellor if the minimum service requirement is not met.

CRITERIA FOR PROMOTION

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

- **Teaching and learning;**
- **Research and innovation; and**
- **Service and engagement.**

Candidates are expected to demonstrate their activities, impact and engagement in each of the areas with sustained excellence evident in at least 2 areas in their current position or the period since their last promotion.

Sustained excellence must be demonstrated at the level candidates are applying for.

Research Only academics will be judged principally on their contribution to Research and Innovation which includes scholarship related to teaching and learning.

CRITERIA FOR PROMOTION

Evidence to support 'service and engagement' must demonstrate the candidate actively contributing to a range of aspects of service both internally and externally.

These may include the governance, capacity building and development of positive and inclusive cultures within the University of Newcastle through citizenship behaviours and formal leadership roles. It may also include contributions made externally such as to business, government, professional and community organisations to the mutual benefit of all parties.

Candidates applying for promotion to Level D or Level E, where 'service and engagement' is not an area chosen for demonstrating sustained excellence are still required to demonstrate that expectations have been fully met and will continue.

SUSTAINED EXCELLENCE

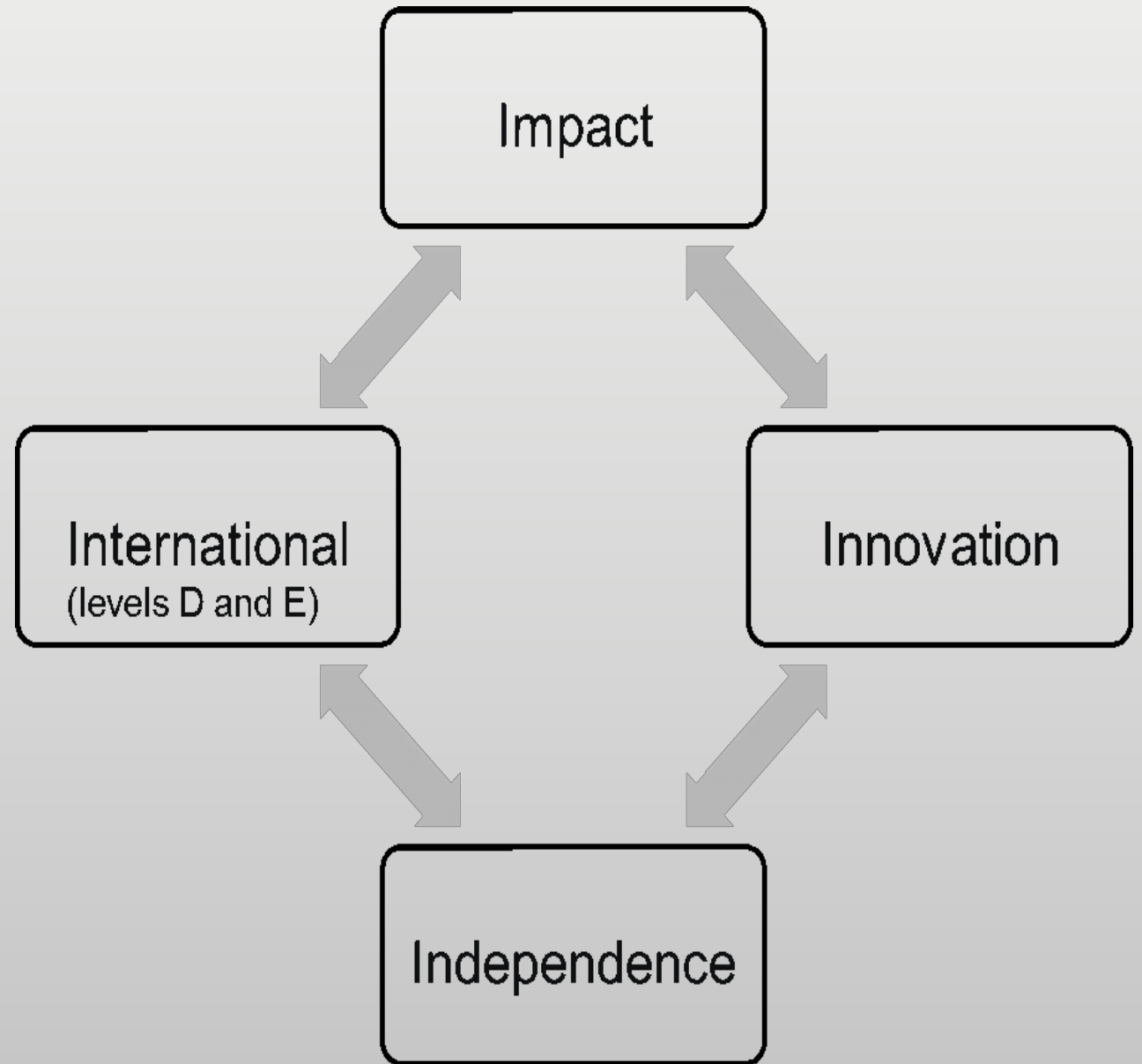
Defined as:

Demonstrating excellence over a sustained period with the significance of the work, in each relevant category, widely recognised locally, nationally and where appropriate internationally.

QUALITATIVE ASSESSMENT

Consider:

- UON Leadership Framework
- Academic Performance Expectations Framework
- PRD feedback



APPLICATION PROCESS

Candidates should initiate a discussion with their Head of School and PVC prior to commencing an application.

Applications must be complete, comprising the sections:

- Leadership statement;
- Discipline information (optional);
- Academic Portfolio;
- Nomination of external assessors (optional);
- Head of School comments;
- Academic Promotions Curriculum Vitae (CV), no more than 10 pages (optional)

APPLICATION PROCESS

- **Additional Support Materials**

Candidates may provide supporting evidence in the form of books, course materials or other items relevant to the application.

A Performance Expectation Framework (PEF) Report that provides verified data capture of research outputs, grants, supervisions and student evaluation of teaching will be considered as part of the application. Candidates are responsible for ensuring that data is kept up to date in supporting University systems such as NURO, RIMS, Blue System, NEXUS and NUSTAR.

A new Academic Promotion Application form and Academic Promotion CV is currently being developed and will be available online shortly.

INDEPENDENT ASSESSMENT

Referee Reports have been replaced with External Independent Assessments.

Application for Level B and Level C – at least 2 external assessments are requested

Application for Level D and Level E – at least 4 external assessments are requested (at least 2 must be from persons of international standing)

Candidates can provide a list of suggested external assessors on their Application form.

The Head of School will provide the Faculty Pro Vice-Chancellor with a shortlist.

The Pro Vice-Chancellor will write to the external assessors for Level B and Level C candidates and invite them to provide a report.

The Deputy Vice-Chancellor (Academic) will write to the external assessors for Level D and Level E candidates and invite them to provide a report.

Reports will be provided directly to the Promotions Officer, HR Services and remain confidential.

FACULTY PROMOTIONS COMMITTEE

Applications for promotion to Level B and Level C are considered by the Faculty Promotion Committee chaired by the Faculty Pro Vice-Chancellor.

Applications from candidates outside of one of the University's established faculties or UON Singapore will be considered by an appropriate Faculty Committee in relation to the discipline areas of the candidate, as determined by the Deputy Vice-Chancellor (Academic).

Candidates are invited to attend along with their Head of School an interview with the Faculty Promotions Committee.

The Faculty Promotion Committee will make a recommendation to the Deputy Vice-Chancellor (Academic).

All candidates will receive feedback in relation to the academic activities requiring further development and/or ways to address development needs, facilitated through PRD.

UNIVERSITY PROMOTIONS COMMITTEE

Applications for promotion to Level D and Level E are considered by the University Promotion Committee (UPC) chaired by the Deputy Vice-Chancellor (Academic).

- **Level D Candidates**

The UPC will meet to assess all Level D applications and determine; those candidates needing to attend an interview. Only applicants with cases requiring clarification will be invited to attend an interview.

- **Level E Candidates**

All Level E candidates are invited to attend an interview with the UPC.

The DVC(A) will consult with the VC on the decisions of the committee on Level E candidates before all successful and unsuccessful applicants are advised of outcomes in writing.

All candidates will receive feedback in relation to the academic activities requiring further development and/or ways to address development needs, facilitated through PRD.

APPEALS

Candidates have a right of appeal against the decision in relation to their application on the grounds that the Policy or Procedure were not adhered to.

Evidence of the breach which the applicant believes had a material effect on the decision not to promote must be provided.

The Promotions Appeals Committee (PAC) (which will be chaired by the VC's nominee, Senior Deputy Vice-Chancellor (Global Engagement and Partnerships)) 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.

An appeal must be lodged with the Director, People and Workforce Strategy, within 14 days after notification of the result of the application.

KEY DATES FOR 2019

2019 Academic Promotion applications will open on **Monday, 3rd June 2019.**

Applications close **5pm on Friday, 19th July 2019.**

Faculty Promotions Committees – Dates to be confirmed

- Faculty of Education and Arts – **15 October 2019**
- Faculty of Business and Law – **17 October 2019**
- Faculty of Engineering and Built Environment – **16 October 2019**
- Faculty of Science – **21 & 22 October 2019**
- Faculty of Health and Medicine – **25 October 2019**

University Promotion Committee

- Thursday, 24th October 2019
- Thursday, 31st October 2019
- Thursday, 7th November 2019

Successful promotion will be effective from **1st January 2020.**

KEY CONTACTS

Rochelle Feenan

Promotions Officer, Human Resource Services

academicpromotions@newcastle.edu.au

Tel: (02) 4921 6548

Rachel Fowell

Equity and Diversity Manager, Human Resource Services

Rachel.Fowell@newcastle.edu.au

Tel: (02) 4921 5248

ANY QUESTIONS?