

Academic Promotions Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Staff Performance and Development Policy](#)

2. IMPLEMENTATION PRINCIPLES

Academic staff are recognised and rewarded for sustained overall high performance in keeping with the expectations of academic performance, relative to opportunity and in duties appropriate to their academic role.

3. PROCEDURAL DETAILS

3.1. Processes covered by procedures

There are three separate processes for academic promotion:

- (a) promotion to level B, which is assessed at the Faculty level;
- (b) promotion to level C, which is assessed by a Faculty Academic Promotions Panel (FAPP); and
- (c) promotion to levels D and E, which is assessed by the University Academic Promotions Committee (UAPC).

3.2. Conditions of promotion

- 3.2.1. Promotion attained while on a fixed-term contract applies for the duration of the contract and subsequent contracts either fixed-term or continuing.
- 3.2.2. Promotion attained whilst on secondment within the University applies for the duration of the secondment and to the substantive position appointment.

3.3. Promotion to the next level

Applications are to be made from one level to the next. In exceptional circumstances, a request to apply for promotion to a level higher than the next can be made to the Director, People and Culture or nominee for consideration by the Chair, UAPC.

3.4. Promotion criteria

The performance criteria for promotion are detailed in the [Curtin Expectations for Academic Performance](#) and the Teaching Excellence Framework.

3.5. Promotion to level B

3.5.1. Application submission

- 3.5.1.1. Promotion to level B can be considered at the annual Work Planning and Performance Review (WPPR) meeting or through request by the applicant for a WPPR promotion meeting with their Head of School.
- 3.5.1.2. Applications must be submitted on the relevant application form available on the Academic Promotions website.

3.5.2. Promotion criteria for level B

Applicants must demonstrate evidence of overall high performance at their current level appropriate to their academic role, against the following promotion criteria:

- (a) Service and Leadership; and
- (b) One of:
 - Teaching and Learning
 - Research/Creative Works

3.5.3. Qualification requirement

- 3.5.3.1. A level B staff member will have qualifications and/or experience recognised by the University as appropriate for the relevant discipline area. Promotion to level B normally requires a doctoral degree.

3.5.3.2 Academic staff employed in a teaching academic (clinical/professional) role are not required to hold a doctoral degree for promotion to level B.

3.5.3.3. Promotion to level B is approved by the Pro Vice-Chancellor, except where an applicant is on a continuing contract and does not hold a doctoral degree. In such circumstances, approval is required from the Vice-Chancellor or nominee.

3.5.4. Assessment notification

Applicants will be advised of the outcome of their application within 2 months of the WPPR promotion meeting.

3.5.5. Process for unsuccessful applicants

Unsuccessful applicants will receive written feedback from the Head of School or Pro Vice-Chancellor on the quality and body of their work in relation to the promotion criteria, and the improvements required in order to strengthen a further application.

3.5.6. Effective date of promotion

Promotion will be effective from the pay period commencing on or after the date of approval.

3.6. Promotion to levels C, D and E

Intending applicants will have completed 12 months continuous service since appointment or most recent promotion.

Unsuccessful applicants will not normally be eligible to apply in the next promotion round. In exceptional circumstances, however, an application will be accepted after only one year. In this instance, intending applicants will provide a written application to their Pro Vice-Chancellor outlining evidence of their achievements since their last promotion. If the Pro Vice-Chancellor is satisfied there are compelling reasons to support the application proceeding, the initial request and a written recommendation will be provided to the Chair of the relevant committee for determination.

3.6.1. Promotion rounds

3.6.1.1. Up to two promotion rounds will be conducted each year for promotion to levels C, D and E.

3.6.1.2. Promotion out-of-round will be used in exceptional circumstances for promotion to levels D and E. Applications and requests to apply should be made through the Pro-Vice Chancellor to the Director, People and Culture or nominee for consideration by the Chair, UAPC. The Chair will determine eligible out-of-round outcomes to be recommended for approval by the Vice-Chancellor, having sought advice from members of of the UAPC. Promotion will be effective from the pay period commencing on or after the date of approval.

3.6.2. Promotion criteria for levels C, D and E

Academic staff will provide evidence of their sustained high performance at their current level and the potential to perform at least to the minimum standard of the academic performance for the level of promotion applied for.

3.6.2.1. Teaching and Research Staff

Applicants who are employed in an academic teaching and research role will demonstrate evidence of overall high performance at current level against the following promotion criteria:

- (a) Teaching and Learning;
- (b) Research/Creative Works; and
- (c) Service and Leadership.

3.6.2.2. Research Academic Staff

Applicants who are employed in a research role will demonstrate evidence of overall high performance at current level against the following promotion criteria:

- (a) Research/Creative Works; and
- (b) Service and Leadership.

Research applicants can also elect to address the Teaching and Learning criteria.

3.6.2.3. Teaching Academic Staff

Applicants who are employed in a teaching academic role must demonstrate evidence of overall high performance at their current level against the following promotion criteria:

- (a) Teaching and Learning; and
- (b) Service and Leadership.

Teaching academics would not normally address Research/Creative Works, however applicants may elect to address the Research/Creative Works criteria.

3.6.3. Qualification requirement

- 3.6.3.1. Academic staff employed in a teaching academic (clinical/professional) role are not required to hold a doctoral degree for promotion to levels C, D and E.
- 3.6.3.2. In other academic roles, promotion to levels C, D and E requires a doctoral degree. Where an applicant does not hold a doctoral degree, a case for equivalence must be made to the University Academic Promotions Committee by the Head of School and the Pro Vice-Chancellor.

3.6.4. Application submission

Applications must be submitted on the relevant application form available on the Academic Promotions website.

3.6.5. Assessment and approval

- 3.6.5.1. Applications for applications for promotion to level C will be assessed by the Faculty Academic Promotions Panel, which makes recommendations to the Provost for approval.
- 3.6.5.2. Applications for applications for promotion to levels D and E will be assessed by the University Academic Promotions Committee, which makes recommendations to the Vice-Chancellor for approval.
- 3.6.5.3. All applicants will receive written notification regarding the outcome of their application.

3.6.6. Process for unsuccessful applicants

- 3.6.6.1. The Chair of the Faculty Academic Promotions Panel will contact unsuccessful applicants for promotion to Level C and provide feedback on their application.
- 3.6.6.2. The Chair of the University Academic Promotions Committee will contact all unsuccessful applicants for promotion to levels D and E. Pro Vice-Chancellors will provide unsuccessful applicants with feedback on their application.
- 3.6.6.3. An unsuccessful applicant may apply to the Provost for a review of the outcome where it can be demonstrated that a significant procedural irregularity has occurred in the application process that potentially affects the outcome. Applicants must submit their application through the Director of People & Culture within 14 working days from the date of the unsuccessful notice.

3.6.7. Effective date of promotion

Unless an alternative date is authorised by the Vice-Chancellor, promotion for successful applicants will be effective:

- (a) 1 July for rounds held between 1 January and 30 June; and
- (b) 1 December for rounds held between 1 July and 30 November.

3.6.8. Faculty Academic Promotions Panel

Each Faculty will have a designated Academic Promotions Panel, the Chair of which will be the same for each Panel and appointed by Academic Board for a term of up to 3 years.

- 3.6.8.1. Each Faculty Academic Promotions Panel for each round will comprise:
 - (a) Chair;
 - (b) One professor external to the Faculty, appointed by Academic Board for a term of up to 3 years; and
 - (c) Three Faculty representatives (level D or above) selected by Faculty academic staff, and appointed for up to 3 years.
- 3.6.8.2. Membership of the Panel should be mindful of gender balance and a balance of expertise and skills in research, teaching, service and leadership across the disciplinary areas.
- 3.6.8.3. A quorum is four members, one of which must be the Chair.
- 3.6.8.6. Members are eligible for re-appointment.
- 3.6.8.7. To assist with its deliberations, the Panel may invite persons to attend who can provide informed or expert comment in relation to a discipline area. The Panel may also second staff as required.
- 3.6.8.8. In accordance with the University's *Conflict of Interest Procedures*, all panel members will declare any conflict of interest arising as a member of the Panel.

3.6.9. University Academic Promotions Committee

- 3.6.9.1. The University Academic Promotions Committee consists of the following members:
 - (a) Provost (ex-officio);
 - (b) Deputy Vice-Chancellor, Academic (ex-officio);
 - (c) Deputy Vice-Chancellor, Research (ex-officio);
 - (d) Pro Vice-Chancellor from each of the academic Faculties (ex officio); and
 - (e) Two professors selected by the Chair from a panel of four nominated by the Academic Board for a term of up to 3 years.
- 3.6.9.3. The two professorial members will be selected in a manner which is mindful of achieving gender balance and a balance of expertise and skills in research, teaching, service and leadership.
- 3.6.9.4. The position of Chair will be undertaken by the Provost, or the Vice-Chancellor may nominate one of the other Deputy Vice-Chancellors to act as Chair.
- 3.6.9.5. A quorum of five members is required, including the Chair.
- 3.6.9.6. Professorial members are eligible for re-appointment subject to nomination from the Academic Board.
- 3.6.9.7. To assist with its deliberations, the Committee may invite persons to attend who can provide informed or expert comment in relation to a discipline area.
- 3.6.9.8. In accordance with the University's *Conflict of Interest Procedures*, all committee members will declare any conflict of interest arising as a member of the Committee.

4. RESPONSIBILITIES

Table 1 below provides a summary of the relevant approval authority for the processes covered in these procedures.

Table 1: Summary of relevant approval authority

Level B	<i>Pro Vice-Chancellor</i>	<i>Provost</i>	<i>Vice-Chancellor</i>
Promotion of applicants:	• Approve		• To be notified
• Successful	• Notify applicant		
• Unsuccessful	• Notify applicant and provide feedback		
Promotion of applicants without a doctoral degree:	• Recommend	• Approve	• To be notified
• Successful	• Notify applicant		
• Unsuccessful	• Notify applicant and provide feedback		

Level C	<i>Pro Vice-Chancellor</i>	<i>FAPP</i>	<i>Provost</i>	<i>Vice-Chancellor</i>
Promotion of applicants:		• Recommend	• Approve	
• Successful			• Notify applicant	• To be notified
• Unsuccessful		• Chair to provide feedback	• Notify applicant	
Review of process (unsuccessful applicants only)	• To be notified		• Approve and notify applicant	• To be notified (of successful outcomes only)
Level D and E	<i>Pro Vice-Chancellor</i>	<i>UAPC</i>	<i>Provost</i>	<i>Vice-Chancellor</i>
Promotion of applicants:		• Recommend		• Approve
• Successful				• Notify applicant
• Unsuccessful	• Provide feedback			• Notify applicant
Review of process (unsuccessful applicants only)	• To be notified		• Approve and notify applicant	• To be notified (of successful outcomes only)

- 4.1. The Provost is responsible for reviewing and reporting on the academic promotions process annually, including any out-of-round outcomes.
- 4.2. Pro Vice-Chancellors are responsible for ensuring that the promotions documentation for each applicant applying for promotion to level B is kept in accordance with the University's *Recordkeeping Policy*.
- 4.3. The Director, People and Culture or nominee is responsible for:
 - (a) processing successful applications in the Human Resources Information System; and
 - (b) ensuring that records of the promotions process for levels C, D and E are kept in accordance with the University's *Recordkeeping Policy*.

5. SCOPE OF PROCEDURES

These procedures apply to full-time and part-time continuing and fixed-term academic staff.

These procedures do not apply to Ongoing Sessional Fellows or Adjunct staff members.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Pro Vice-Chancellor

Pro Vice-Chancellor or relevant Executive Manager where the applicant is not Faculty based.

Head of School

Head of School or relevant Head of Area where the applicant is not Faculty based.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Academic Promotions website](#)

[Curtin Expectations for Academic Performance](#)

[Teaching Excellence Framework](#)

[Work Planning and Performance Review website](#)

[Diversity Policy](#)

[Elimination of Discrimination and Harassment Procedures](#)

[Equal Opportunity Policy](#)

Policy Compliance Officer	Matthew Rainbow , Deputy Director, People Business Improvement People and Culture
Policy Manager	Provost
Approval Authority	Provost
Review Date	1st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	24/04/2008	Academic Board	AB 73/08	Attachment 1 to Document No 00381/08
	Amended	29/08/2008	Academic Board	AB 210/08	Attachment 2 to Document No 00834/08
	Amended	27/03/2009	Academic Board	AB 7/09	Attachment 2 to Document No 00283/09
	Amended	25/09/2009	Academic Board	AB 220/09	Attachment 2 to Document No 01348/09
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	16/03/2011	Director, Legal and Compliance Services		Approval Authority Change
	Amended	16/08/2012	Deputy Vice-Chancellor, Academic	EM1217	Unconditional. PMC resolved at its 31 July 2012 meeting to rescind the Academic Promotions Policy effective from these amended procedures
	Amended	02/06/2014	Provost and Senior Deputy Vice-Chancellor	EM1402	Unconditional
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Updated Links
	Amended	29/06/2015	Acting Provost and Senior Deputy Vice-Chancellor	EM1508	Unconditional
	Administratively Updated	6/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Approved	04/04/2017	Provost	EM1704	Unconditional