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 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

<table>
<thead>
<tr>
<th>Level B</th>
<th>Pro Vice-Chancellor</th>
<th>Provost</th>
<th>Vice-Chancellor</th>
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<tr>
<td>Promotion of applicants:</td>
<td>• Approve</td>
<td>• To be notified</td>
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<tr>
<td>• Successful</td>
<td>• Notify applicant</td>
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<th>Level C</th>
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<td>• Chair to provide feedback</td>
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<td></td>
<td>• To be notified (of successful outcomes only)</td>
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<th>Level D and E</th>
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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**

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