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, relative to opportunity and in duties appropriate to their academic role.

3. PROCEDURAL DETAILS

   3.1. Processes
   
   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 Committee; and
   
   (c) promotion to levels D and E, which is assessed by the University Academic Promotions Committee.

   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, University Academic Promotions Committee.

   3.4. Promotion categories
   
   The performance categories are detailed in the *Academic Capability 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 Performance and Career Planning meeting or by the applicant requesting a 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 categories for level B
   
   Applicants must demonstrate sustained performance and achievement relative to opportunity in Teaching, Research and Engagement that aligns with the promotion level being sought and associated excellence benchmarks, as outlined in the Academic Capability Framework:

   Teaching Academics would not normally address the research category, but may elect to do so.

   Research Academics are required to address the teaching category.

   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 Provost.

3.5.4 Assessment notification
Applicants will be advised of the outcome of their application within 2 months of the 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 of their application in relation to the promotion categories.

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
Applicants must 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 providing evidence of their achievements since their last promotion. If satisfied there are compelling reasons to support the application proceeding, the Pro Vice-Chancellor may approve this.

3.6.1 Promotion rounds
3.6.1.1 One promotion round 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, University Academic Promotions Committee. 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 University Academic Promotions Committee. Promotion will be effective from the pay period commencing on or after the date of approval.

3.6.2 Promotion categories for levels C, D and E
Applicants will provide evidence of sustained performance and achievement relative to opportunity that aligns with the promotion level being sought and associated excellence benchmarks, as outlined in the Academic Capability Framework.

Applicants who are employed in a Teaching Academic role would not normally address the research category, however applicants may choose to do so.

Applicants who are employed in a Research Academic role are required to address the teaching category.

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 relevant 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 promotion to level C will be assessed by the Faculty Academic Promotions Committee, which makes recommendations to the Provost for approval.

3.6.5.2. 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 Provost will contact unsuccessful applicants for promotion to Level C. Pro Vice-Chancellors will provide feedback on unsuccessful applications.

3.6.6.2. The Chair of the University Academic Promotions Committee will contact unsuccessful applicants for promotion to levels D and E and provide 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 that potentially affects the outcome. Applicants must submit their application through the Director, 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 at Levels C, D & E will be effective on 1 December following the promotion round.

3.6.8. Faculty Academic Promotions Committees

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

3.6.8.1. Each Faculty Academic Promotions Committee will comprise:

(a) Chair;
(b) Pro Vice-Chancellor or nominee;
(c) One professor external to the Faculty, appointed by Academic Board for a term of up to 3 years; and
(d) Three Faculty representatives (level D or above) selected by Faculty academic staff, and appointed for up to 3 years.
(e) An observer to guide the Committee on diversity & inclusion, EEO and procedural matters.

3.6.8.2. Membership of the Committee should be balanced with respect to gender, and contain relevant expertise relating to research, teaching, and engagement.

3.6.8.3. A quorum is four members, one of whom must be the Chair.

3.6.8.4. Members are eligible for re-appointment.

3.6.8.5. 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. The Committee may also co-opt staff as required, for example in order to achieve appropriate gender balance and diversity.

3.6.8.6. 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.
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) Deputy Vice-Chancellor, International (ex-officio);
   (e) Pro Vice-Chancellor from each of the academic Faculties (ex officio); and
   (f) Two professors selected by the Chair from a Committee of four nominated by the Academic Board, for a term of up to 3 years.

3.6.9.2. 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 teaching, research, and engagement.

3.6.9.3. 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.

3.6.9.4. A quorum of five members is required, including the Chair.

3.6.9.5. Professorial members are eligible for re-appointment subject to nomination from the Academic Board.

3.6.9.6. 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.

3.6.9.7. 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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<tbody>
<tr>
<td>Promotion of applicants:</td>
<td>• Approve</td>
<td>• To be notified</td>
<td></td>
</tr>
<tr>
<td>• Successful</td>
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<td>• Unsuccessful</td>
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<table>
<thead>
<tr>
<th>Level C</th>
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<td>• To be notified</td>
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<tr>
<td>• Successful</td>
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<tr>
<td>• Unsuccessful</td>
<td>• Provide feedback</td>
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<tr>
<td>Review of process (unsuccessful applicants only)</td>
<td>• To be notified</td>
<td>• Approve and notify applicant</td>
<td>• To be notified (of successful outcomes only)</td>
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4.1. The Provost is responsible for reviewing and reporting to Academic Board 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
   - Academic Capability Framework (ACF)
   - Academic Performance and Career Planning website
   - Diversity and Equity Policy
   - Discrimination and Harassment Prevention Procedures

<table>
<thead>
<tr>
<th><strong>Level D and E</strong></th>
<th>Pro Vice-Chancellor</th>
<th>University Academic Promotions Committee</th>
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## REVISION HISTORY

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