

2018 Academic Promotion Schedule

For promotion to Academic Levels B, C, D and E as prescribed in the current Enterprise Agreement at *Schedule 4 – Classification Descriptors* and in line with the Academic Promotion Policy and Academic Promotion Procedure. Academic promotions apply to:

- Academic Positions
- Research Fellows
- Research Staff

Application Phase

Academic staff members who are contemplating submitting an application should be familiar with the policies and procedures relating to academic promotion, and the application form required for submission. Potential candidates are required to consult with their College Dean or Director (for Institute Staff) and/or Head Academic Group at the earliest opportunity, and to ensure their publications are deposited in ResearchOnline@JCU. Further Information can be found at: [Academic Promotions Website](#)

DATE	DEADLINE	RESPONSIBILITY
ASAP	<p>Candidate to commence seeking Referee Reports to be returned by the FINAL DEADLINE shown below.</p> <p><u>It is the responsibility of the Candidate to seek and follow up Referee Reports</u> as per the Academic Promotion Policy and Academic Promotion Procedure, using the Referee Report template. You should provide your application to the Referee. (Assessor Reports, if applicable, will be sourced by promotions@jcu.edu.au).</p> <p>You must request that the Referee Reports are returned to promotions@jcu.edu.au by the FINAL DEADLINE below.</p>	From Candidate to Referee
ASAP	<p>Candidates must complete depositing their research outputs in ResearchOnline four (4) weeks prior to the final deadline for submitting the full application.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Candidates should notify ResearchOnline@JCU as soon as you know you are applying for academic promotion so your research outputs can be given priority for verification and processing. • All records submitted four weeks prior to the final deadline will be verified and processed in ResearchOnline@JCU before the final application deadline. Records deposited less than four weeks prior to the final deadline will be processed in order of receipt. 	From Candidate to ResearchOnline Staff (researchOnline@jcu.edu.au)
Monday, 27 August 2018	<p>Deadline for submission of application to College Dean or Research Institute Director for review.</p> <p>Paper applications are not permitted. All applications must be submitted electronically via email to the College Dean or Director (for Institute Staff) and copied to promotions@jcu.edu.au</p>	From Candidate to College Dean or Research Institute Director via email Copied to: • promotions@jcu.edu.au

Monday, 10 September 2018	<p>Deadline for submission of application to Deputy Vice Chancellor complete with College Dean or Research Institute Director Report.</p> <p>Paper applications are not permitted. All applications must be submitted electronically via email to the Deputy Vice Chancellor and copied to promotions@jcu.edu.au</p>	<p>From College Dean or Research Institute Director to Deputy Vice Chancellor via email</p> <p>Copied to:</p> <ul style="list-style-type: none"> • Candidate • promotions@jcu.edu.au
Monday 24 September 2018	<p>Deadline for submission of applications to promotions@jcu.edu.au complete with College Dean or Research Institute Director and Deputy Vice Chancellor comments.</p> <p>Paper applications are not permitted. All applications must be submitted electronically via email to promotions@jcu.edu.au</p>	<p>From Deputy Vice Chancellor to Candidate via email</p> <p>Copied to:</p> <ul style="list-style-type: none"> • promotions@jcu.edu.au
Thursday 27 September 2018	<p>Final Deadline for submission of full application, including:</p> <ul style="list-style-type: none"> • College Dean or Research Institute Director and Deputy Vice Chancellor comments • Inclusion of a response to College Dean or Research Institute Director and/or Deputy Vice Chancellor comments, if required. • Finalised Referee Reports attached. <p>Applications will not be accepted after Thursday 27 September 2018.</p>	<p>From Candidate to promotions@jcu.edu.au via email</p>

Note: The application forms are Adobe Acrobat electronic forms that can be completed electronically and sent via email to your College Dean or Director (for Institute Staff) and Deputy Vice Chancellor for comment and back to the applicant for final review. On each occasion, promotions@jcu.edu.au must be copied into the email to enable the commencement of other activities, such as chasing up referee/assessor reports. The final application, including College Dean or Director (for Institute Staff) comments, Deputy Vice Chancellor comments and if relevant the candidate's response to the College Dean or Director (for Institute Staff) and/or Deputy Vice Chancellor comments) must then be emailed directly to promotions@jcu.edu.au for processing. The form is quite comprehensive, however should there be insufficient space on the form to address a particular issue attachments are acceptable. Attachments must be in a pdf document no longer than 20 pages long and should be included as part of your Application Form.

Assessment Phase

Assessment of applications will conclude by **November 2018**. Recommendations by the Academic Promotion Panels will be provided to the Vice Chancellor for approval, as soon as practicable after that date. There are a number of phases of assessment, which are summarised below.

Should a candidate be required for interview, he/she will be notified as soon as possible after the conclusion of Assessment Phase 1.

Should the Selection Panel require the candidate to participate in an interview, all candidates should ensure they are available from Monday 13 November – Thursday 16 November.

<p>Assessment Phase 1: Assessment of written application</p>	<p>The Academic Promotion Panels will assess all applications individually, including referee and assessor reports (if applicable), and make a recommendation on whether at that juncture, the candidate is successful, unsuccessful, or requires an interview to discuss and/or seek clarification of information contained in the application.</p> <p><i>Timeframes:</i></p> <ul style="list-style-type: none"> • Individual assessment by Selection Panel members – Tuesday 2 October 2018 to Tuesday 30 October 2018 • Convening of the Academic Promotion Panels – by Friday 9 November 2018
<p>Assessment Phase 2: Candidate Interviews (if required)</p>	<p>Where candidates participate in a targeted interview, the Academic Promotion Panels will make a decision on whether the applicant is successful or unsuccessful.</p> <p><i>Timeframe:</i></p> <ul style="list-style-type: none"> • Monday 12 November 2018 to Friday 16 November 2018.

Notification of Outcomes

Recommendations by the Academic Promotion Panels will be provided to the Pro-Vost for approval, as soon as practicable after the finalisation of assessment.

On receipt of approval, all candidates will be verbally informed of the outcome by the Chair of the Selection Panel, wherever possible.

All candidates, the College Dean or Director (for Institute Staff) and the Deputy Vice Chancellor will receive notification in writing of the outcome.

Promotions will take effect on 1 January 2019.

Other Information

Any queries should be directed to the Promotions Coordinator at promotions@jcu.edu.au

Version	Date Last Reviewed	Details	Author
2018-3	22 March 2018	<ul style="list-style-type: none"> • Changed critical dates to 2018/2019 • Reviewed document to ensure in line with the Academic Promotion policy & procedure 	Human Resources, Recruitment Consultant