



# ACADEMIC PROMOTION PROCEDURE

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# Academic Promotion Procedure

## 1. Intent and Scope

This procedure outlines the process for all aspects of the Academic Promotion Policy. It applies to academic and doctoral qualified research staff members who are covered by the current James Cook University Enterprise Agreement (the Agreement). It does not apply to casual Academic staff members and short-term academic visitors.

## 2. Definitions

**Leadership** is defined as:

- a. **internal leadership** inclusive of:
  - *strategic leadership*: setting direction within the University,
  - *intellectual leadership*: creation of new directions and the construction of leading ideas,
  - *innovative leadership*: creation of novel concepts along with courageous risk-taking,
  - *resource leadership*: effective building and management of the University's infrastructure, people and other resources, and
  - *sustainable leadership*: long-term achievement and succession management.
- b. **external leadership**: consisting of mutually beneficial partnerships with society outside the University, inclusive of local communities, national collaborations, international collaborations and partnerships with relevant government, industry, professional and other relevant bodies including generation of external income.

**Academic staff member** means a staff member (excluding casual academic staff members and short-term academic visitors) engaged to undertake teaching, research and related duties as outlined in the Position Classification Standards for academic staff in Schedule 4 of the current Enterprise Agreement.

**Assessor** refers to a person appointed by the Panel with recognised expertise in the applicant's discipline, who is willing to comment in an informed basis on the applicant's work. Irrespective of the promotion level, a staff member of the University is not eligible to serve as a Referee or as an Assessor.

**Referee** refers to a person nominated by the applicant who is willing to comment in an informed basis on the applicant's work. Irrespective of the promotion level, a staff member of the University is not eligible to serve as a Referee or as an Assessor.

### Abbreviations:

- Higher Degree Research (HDR)
- Non-Government Organisation (NGO)
- Higher Education Research Data Collection (HERDC)
- Australian Research Council (ARC)
- National Health and Medical Research Council (NHMRC)
- Research Information Management System (RIMS)
- Excellence in Research for Australian (ERA)

### 3. Criteria

- a. The University recognises and rewards staff members who have demonstrated sustained achievement in the key elements of academic endeavour:
  - Learning and Teaching;
  - Research and Scholarship; and
  - Service and Engagement.
- b. Leadership is considered to be an inherent element embedded throughout the three key elements.
- c. Applicants must, as a minimum requirement, demonstrate that they meet the skill base for the academic level for which they are applying, in accordance with the Academic Work Profiles as published in the current Enterprise Agreement.
- d. The University values equally each of the three key and mutually supportive elements of academic endeavour; Learning & Teaching; Research and Scholarship; and Service and Engagement. It is also recognised that the mix and focus of academic activities will vary between disciplines and according to individual strengths and opportunities as well as the Academic Work Profile of individuals. In preparing the case for promotion, applicants are expected to present a balanced and evidence based case demonstrating achievement relative to opportunity and their particular Academic Work Profile. For example, a research focused academic who does not undertake any teaching activities would be expected to achieve a higher level of research output to a teaching and research academic.
- e. Applicants should quantify their individual contribution to any joint publications, joint teaching, research supervision and/or research projects/consultancies and qualify their role on committees/professional bodies.
- f. Academic staff members can choose to apply for promotion under any one of the three promotion profiles in the table below.
- g. It is expected that applicants for promotion will currently hold an appointment at the previous level to that which they are applying (e.g. applicants for promotion to Academic level E would be currently at Academic level D).
- h. Promotion within a salary scale will not be considered as part of the promotion process.
- i. The promotion of a fixed term staff member does not extend the term of the existing appointment.

Please refer to the following Minimum Promotional Criteria Table and the Key Elements and Performance Levels Table below for selection criteria:

Minimum Promotional Criteria Table			
Academic Level	Teaching & Research Academic	Teaching Specialist	Research focused*
A to B	<ul style="list-style-type: none"> <li>Superior in one element</li> <li>Satisfactory in two elements</li> </ul>	<ul style="list-style-type: none"> <li>Superior in Learning &amp; Teaching</li> <li>Satisfactory in other two elements</li> </ul>	<ul style="list-style-type: none"> <li>Superior in Research/ Scholarship</li> <li>Satisfactory in other two elements</li> </ul>
B to C	<ul style="list-style-type: none"> <li>Superior in 2 elements</li> <li>Satisfactory in other one element</li> </ul> Or <ul style="list-style-type: none"> <li>Outstanding in one element</li> <li>Satisfactory in two elements</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding in Learning &amp; Teaching</li> <li>Satisfactory in other two elements</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding in Research/ Scholarship;</li> <li>Satisfactory in other two elements</li> </ul>
C to D	<ul style="list-style-type: none"> <li>Outstanding in one element</li> <li>Superior in one element</li> <li>Satisfactory in one element</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding national level in Learning &amp; Teaching</li> <li>Superior in one other element</li> <li>Satisfactory in one element</li> </ul>	<ul style="list-style-type: none"> <li>Outstanding national level in Research/ Scholarship</li> <li>Superior in one other element</li> <li>Satisfactory in one element</li> </ul>
D to E	<ul style="list-style-type: none"> <li>Outstanding in two elements</li> <li>Superior in other one element</li> <li>Over-all emphasis on Leadership</li> </ul>	<ul style="list-style-type: none"> <li>International eminence in Learning &amp; Teaching</li> <li>Superior in other two elements</li> <li>Over-all emphasis on Leadership</li> </ul>	<ul style="list-style-type: none"> <li>International eminence in Research/ Scholarship</li> <li>Superior in other two elements</li> <li>Over-all emphasis on Leadership</li> </ul>
There are two pathways for advancement to the classification of Professor:	<b>Promotional Chair</b> based on sustained outstanding achievement and leadership across a broad spectrum of academic activities	<b>Personal Chair</b> based on sustained exceptional distinction and leadership at an international level in one of Research and Scholarship, Learning & Teaching or Service and Community Engagement.	

*\*Research Fellows and Research Staff who do not have the opportunity to teach must meet criteria in Service and Engagement and are not required to provide evidence in Learning & Teaching.*

## Professional Consultancy Activities

Can be defined as contributions outside the research, teaching and engagement roles that demonstrate the applicant’s ability to either enrich knowledge and skills or to apply knowledge and skills in a particular situation. Professional Consultancy Activities can be demonstrated under all of the elements as prescribed in the table below, for example, Consultancy Reports to Scholarship, Consultancy Pedagogy (Seminars and Professional Training) to Teaching, and Consultancy Board Memberships to Engagement.

The Academic Promotion Panel (the Panel) will rate most highly consultancy activities which demonstrate intellectual merit. Evidence of achievement in “Professional Consultancy Activities” would normally include productive consultancies with outside groups, resulting in practical outcomes and attracting remuneration to the University, acceptance by the profession of resources or techniques developed, and/or major performances or exhibitions where appropriate. Consultancies yielding income will only be considered when undertaken through the University.

## Key Elements and Performance Levels Table

### Learning and Teaching

Refers to the scholarly activity which draws on professional and disciplinary expertise, including any clinical experience to enhance the opportunities for students and HDR applicants to learn and develop academically, particularly in their chosen University degree programs. Evidence of Teaching quality and impact must be submitted as specified. The complete body of evidence presented must demonstrate the quality and scope of undergraduate/postgraduate/HDR teaching responsibilities, evidence of student learning, contribution to curriculum development including innovations in clinical practice, research education and Higher Degree Research completions, and engagement in professional learning.

N.B Higher Degree Research (HDR) supervision is considered a Learning & Teaching activity for promotion purposes.

Satisfactory	Superior	Outstanding	International Eminence
<ul style="list-style-type: none"> <li>Defined as a clearly articulated approach to, and evidence of, supporting student learning which may include supervision of Higher Degree Research applicants.</li> <li>Student evaluations will be at least at the University average, and there will be evidence of systematic use of peer review approaches and evidence of continuous improvement strategies.</li> <li>Satisfactory performance will also include participation in professional learning opportunities and evidence of application of new knowledge.</li> <li>Involvement in professional consulting activities with professional industry or relevant community groups should also be included</li> </ul>	<ul style="list-style-type: none"> <li>Defined as an innovative approach to supporting student learning which may include the supervision of Higher Degree Research applicants.</li> <li>Student evaluations that are above the university mean scores, outstanding examiner’s reports for HDR theses, systematic and quality external peer review approaches and evidence of continuous improvement strategies.</li> <li>Superior performance will also include systematic application of contemporary knowledge and evidence of scholarly outputs in learning &amp; teaching (e.g. conferences, awards, publications, grants).</li> <li>Involvement in professional consulting activities with professional industry or relevant community groups should also be included.</li> </ul>	<ul style="list-style-type: none"> <li>Defined as an exemplary approach to supporting student learning that achieves national and/or international recognition, student evaluations that are well above the university mean scores, systematic high quality national peer review approaches and evidence of continuous improvement and benchmarking strategies.</li> <li>Outstanding performance will also include ongoing systematic leadership of professional learning opportunities, including evidence of scholarly outputs (e.g.: conference presentations, grants, awards, publications). Sustained involvement in professional consulting activities with professional industry or relevant community groups should also be included.</li> <li>Outstanding performance may include HDR completions with outstanding examiners’ reports including Cum Laude</li> </ul>	<ul style="list-style-type: none"> <li>Defined as institutional leadership, national and international recognition via high impact publications, awards and grants.</li> <li>Consistent scholarship including international invitations to scholarly activities, with key roles in national and international professional associations and recognition of achievements internationally</li> </ul>

recommendations and awards for HDR supervision.

- Outstanding performance will also include sustained leadership roles in learning & teaching as appropriate to the discipline.

## Research and Scholarship

Refers to expertise in a discipline derived from the scholarly pursuit of original knowledge and creativity. Evidence of achievement in Research and Scholarship would normally include many or all of the following: possession of, or satisfactory progress towards a higher degree, presentations at academic and professional conferences, publications of original contributions to knowledge in journals, books and refereed conference papers, published innovations in clinical practice, research-based creative and artistic works including exhibitions, performances, compositions and recordings of recognised international standard. The minimum threshold to be considered research active requires that an academic will have authored or co-authored at least five Higher Education Research Data Collection (HERDC) publications (NB: publications not publication points) or equivalent research-based creative outputs in the previous five years. Eligible books are counted as five HERDC publications. Evidence of the impact of Research and Scholarship would normally include many or all of the following: literature citations; review articles in books or journals of recognised international standing; invitations to address scholarly meetings and conferences; services as an editor or referee to scholarly journals or books; professional awards and fellowships; and better health outcomes, wellbeing and/or economic sustainability of a community.

HDR supervision is considered a Learning & Teaching activity for promotion purposes

Satisfactory	Superior	Outstanding	International Eminence
<ul style="list-style-type: none"> <li>• Defined as research performance consistent with benchmark data for the respective discipline.</li> </ul> <p>Information to be considered includes, but is not limited to: quality of journals/publishers; scholarly impact including e.g. citation rates, h-index; success in attracting research grants or contracts; significance of research collaborations; reviewing activity – e.g. articles, thesis, grants; invitations – e.g. keynote addresses, curatorial invitation, invited symposia, visiting appointments; recruitment of HDR applicants and postdoctoral fellows; clinical trials, commercial activity and/or patents; and professional consulting activities</p>	<ul style="list-style-type: none"> <li>• Defined as research performance consistent with the upper end of benchmark data for the respective discipline.</li> <li>• Information should be considered including, but not limited to; quality of journals/publishers; scholarly impact including citation rates, h-index; significance of research collaborations; reviewing activity – e.g. articles, theses, grants; invitations – e.g. keynote addresses, curatorial invitations, invited symposia, visiting appointments; recruitment of HDR and postdoctoral fellows; and clinical trials, commercial activity and/or patents; and professional consulting activities</li> </ul>	<p>Defined as sustained excellence in research, including, but not limited to; quality of publications/publishers; number of highly cited publications; international and/or national awards from learned academies or professional societies/colleges; membership of expert panels (e.g. Australian Research Council/National Health Medical Research Council); reviewing activity; significance of research collaborations; success in attracting research grants or contracts; editorial activities for journals and book series; adoption or influence of research in industry or policy; membership of statutory, government, industry or NGO advisory committees; professional consulting activities; clinical trials, commercial activity and/or patents; and recruitment of HDR applicants and postdoctoral fellows. Outstanding performance will also include sustained leadership roles in research as appropriate to the discipline.</p>	<p>Defined as international recognition of outstanding performance and leadership in research including but not limited to high impact articles in leading international journals, number of highly cited publications; editorship of leading international journals; International awards and/or fellowships of learned academies or professional societies/colleges; key roles in major professional societies; and international recognition by Governments, industry or Non-Government Organisations.</p>

## Service and Engagement

Refers to contributions to, or on behalf of, the University which positively enhance the University's profile and are aligned with the University's strategic intent. Evidence of achievement in Service and community Engagement would normally include: contributions to leadership, management, committee or planning work successfully undertaken for the University, College/Division; participation in University governance and management; leadership or participation in academic or professional organisations including relevant contributions to government agencies, Non-Government Organisations, public intellectual discussion and the general community in an official or professional capacity.

Satisfactory	Superior	Outstanding	International Eminence
Defined as contribution to Discipline, College, Division, Institute or University Committees, contribution to cross-disciplinary cooperation in pursuit of JCU's strategic intent, membership of relevant professional organisations or community groups, involvement in consulting work with professional industry or relevant community groups, contribution to JCU partnerships in pursuit of JCU's strategic intent.	Defined as involvement in, or responsibility for, the management of strategic functions within a College, Institute, Division or the University, contribution to JCU's strategic plans and to the College, Institute or Division's operational plans, membership or executive membership of professional organisations or community groups, contribution to and development of consulting work with professional industry or relevant community groups, contribution to and development of JCU partnerships in pursuit of JCU's strategic intent.	Defined as significant involvement in the leadership activities of a Discipline, College, Institute, Division or the University, service on internal JCU Committees, service on national and/or international professional bodies or committees, service on industry or community committees, sustained involvement in consulting work with professional industry or relevant community groups, significant involvement or leadership of JCU partnerships in pursuit of JCU's strategic intent. Outstanding performance will also include sustained leadership roles in service and engagement.	Defined as intellectual leadership across the University, high level service on JCU Committees, leadership role for national and international professional bodies, high level service on industry or community committees, establishment, leadership and significant contribution to international partnerships in pursuit of JCU's strategic intent.

## 4. Application for Academic Promotion Procedure

### 4.1 Application

- a. Applications are called for once each year, with supporting activities commencing in July and closing in September (approximately).
- b. Applications for promotion must be made on the Academic Promotion Application Form.
- c. Applicants are strongly encouraged to seek advice from their College Dean/Director (for Research Institute staff)/ Head of Academic Group and/or Deputy Vice Chancellor prior to submitting an application for promotion.
- d. The application must be forwarded to the College Dean or Director (for Research Institute staff) by the date prescribed in the Academic Promotion Schedule for Applicants.
- e. Applications, excluding College Dean/Director (for Research Institute Staff) and Deputy Vice Chancellor comments are to be sent to the referees, where required, (please refer to section 4.3 Referees and Assessors), within the timeframes as prescribed in the Academic Promotion - Schedule for Applicants.
- f. A College Dean or Director (for Research Institute staff) and a Deputy Vice Chancellor are only permitted to comment on an application for promotion in one capacity. In determining the most appropriate people to comment on the application, consideration must be given to knowledge of the staff member's contribution to their discipline and the University. Members of the Panel to consider the application cannot comment on the application and an alternative suitably qualified nominee should be sought.



- g. It is the responsibility of the College Dean or Director (for Research Institute staff) and the Deputy Vice Chancellor to provide constructive feedback on the application in the appropriate section of the application form. Any applications received without comment will be sent back for a comment to be made.
- h. Testimonials, other than the formal references referred to in section 4.3 Referees and Assessors, will not be considered by the Panel and should not be included in the application.

#### **4.2 Publications, Grant Information and HDR performance As HDR advisor**

- a. Research Portfolio profiles are the primary source of publications and grant information. Applicants should ensure that their profile information is updated regularly and current when applying for academic promotion. Publications information is linked directly from ResearchOnline@JCU. Funding information is imported from the Research Information Management System (RIMS). Details of submitted grant applications should be included in the relevant section of the promotion applications form.
- b. Publications eligible for the Higher Education Research Data Collection (HERDC), or outputs which meet the ERA specifications in the case of Creative Works, will be considered as evidence of research performance. Details relating to HERDC and ERA criteria may be found at [HERDC Publication Categories and ERA Research Outputs](#), with further information at [libguides.jcu.edu.au](#).
- c. Applicants are required to provide copies (and ResearchOnline@JCU links) of three publications which they consider to be their most significant since appointment or promotion to their current position at James Cook University. Other publications or research outputs listed in the application must be loaded to ResearchOnline@JCU. The three most significant publications must be available as Green Open Access (Accepted Version available from ResearchOnline@JCU) or Gold Open Access (publication is fully Open Access from the publisher website and with copyright ownership is retained by authors). If the publication cannot be made Open Access, an explanation is required, noting when it may be publicly available. Further information about Open Access is available at [libguides.jcu.edu.au/openaccess](#).
- d. The Student Management System is considered the primary source of information for HDR enrolment. The Graduate Research School has the most up to date information about their HDR students so that the records can be kept up to date.
- e. Applicants are reminded that if they believe there is other evidence which supports the application such evidence may be included for consideration by the Panel in a pdf document no larger than 20 pages.
- f. Applications must be collated into one pdf document, including all supporting documentation, before final submission to [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au)

#### **4.3 Referees and Assessors**

- a. The applicant is responsible for sourcing their own referee reports (if required) and ensuring that the referee report is returned to [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) in the timeframe and format prescribed in the Academic Promotions - Schedule for Applicants. The applicant should ensure the version of the application as submitted to the Dean is sent to the Referee/s, along with the Referee Report Template for completion.
- b. The Deputy Vice Chancellor, or Dean or College Dean/Director (for Research Institute Staff) will provide the names and contact details of suitable Assessors, where required, to [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) in order to source Assessor reports.

- c. Irrespective of the promotion level, a staff member of the university is not eligible to serve as Referee or Assessor.
- d. Referee and Assessor Reports will remain confidential to the Panel and Human Resources professionals involved in Academic Promotions.

**Promotion to Academic Level B – Lecturer/Research Fellow/Senior Research Officer and Promotion to Academic Level C – Senior Lecturer/Senior Research Fellow/Principal Research Officer**

- a. **Referees and Assessors** are not required for Promotion to these academic levels.

**Promotion to Academic Level D – Associate Professor/Principal, Research fellow/Senior Principal Research Officer**

- a. **Referees:** It is the responsibility of the applicant to source and ensure three referee reports are provided within the timeframe and format prescribed in the Academic Promotions - Schedule for Applicants.
- b. Two referees will be Professors in other Australian or international universities and at least one will be pre-eminent in the applicant's field of research or professional consultancy. The applicant may suggest alternative referees for consideration in cases where there are not two Professors in other Australian or international universities with sufficient expertise in the applicant's field, and research or professional consultancy is nominated as outstanding.
- c. **Assessor:** The appropriate Deputy Vice Chancellor or College Dean/Director (for Research Institute Staff) will supply the name and contact details of one suitable assessor to [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au).
- d. Applicants may advise the name of one potential assessor they do not wish to have nominated by other parties.
- e. Applications, excluding College Dean/Director (for Research Institute Staff) and Deputy Vice Chancellor comments will be forwarded by [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) to the Assessor.

**Promotion to Academic Level E – Professor-Promotional Chair/Professorial-Promotional Chair/Professorial Research Fellow/Chief Research Officer**

- a. **Referees:** It is the responsibility of the applicant to source and ensure three referee reports are provided within the timeframe and format prescribed in the Academic Promotion Schedule.
- b. The applicant may suggest alternative referees for consideration in cases where there are not two full professors in other Australian or International universities sufficiently expert in the applicant's field.
- c. **Assessors:** The appropriate Deputy Vice Chancellor, College Dean/Director (for Research Institute Staff) will supply the name and contact details of three suitable assessors to [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) (Where all assessor reports are not available to the Panel, at least one Assessor Report must be considered in the assessment). The Panel may appoint an internal assessor to provide an institutional perspective.

- d. Assessors will normally be full professors in other Australian or International universities and one assessor will be pre-eminent in the applicant's field of expertise.
- e. Applicants may advise the name of one potential assessor they do not wish to have nominated by other parties.
- f. Applications, excluding College Dean/Director (for Research Institute Staff) and Deputy Vice Chancellor comments will be forwarded by [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) to the Assessors.

#### **4.4 Promotion to Academic Level E – Professor – Personal Chair**

- a. **Referees** are not required for promotion to this academic level.
- b. **Assessors:** The appropriate Deputy Vice Chancellor, College Dean/Director (for Research Institute Staff) will supply the name and contact details of six suitable assessors to [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) (Where all Assessor Reports are not available to the Panel, at least three Assessor Reports must be considered in the assessment).
- c. Each Assessor is to be of international standing in the applicant's academic discipline. Normally at least two assessors will hold, or have held, professorial appointments in Australian or International universities.
- d. Applicants may advise the name of one potential Assessor they do not wish to have nominated by other parties.
- e. Applications, excluding College Dean/Director (for Research Institute Staff) and Deputy Vice Chancellor comments will be forwarded by [promotions@jcu.edu.au](mailto:promotions@jcu.edu.au) to the Assessors.

### **5. Academic Promotion Panels**

It is the role of the Academic Promotion Panels to evaluate applications for promotion and determine whether or not each applicant has demonstrated sustained academic performance and achievement commensurate with the level to which they are applying to be promoted. The Panel will provide the Vice Chancellor with a list of its recommendations presenting each category separately according to the Panels assessment of the merit of the applicants.

#### **5.1 Promotion Panel Composition**

- a. The Chair of each Panel will be nominated by the Vice Chancellor and will include a specified number of Panel Members depending on the level of application and as described below. A quorum of four members, including the Chair, must be present to proceed with an assessment.
- b. Promotion to Academic Level B and C: Four members of the academic staff normally at or above the level of C.
- c. Promotion to Academic Level D: Four or five members of the academic staff normally at or above the level D.
- d. Promotion to Academic Level E: Eight members of the academic staff at the level of Professor.

#### **5.2 Panel Membership Eligibility**

- a. Each Panel will be appointed by the Provost.

- b. An appropriate Human Resources representative will attend in an advisory capacity and will ensure provision of equity training referred to above.
- c. College Deans/Directors (for Research Institute staff) and Deputy Vice Chancellors of Academic Divisions are ineligible to serve on a Panel.
- d. The Panel will not be composed entirely of members of the same gender, and where possible, will not be drawn entirely from the same Campus.
- e. Each Panel will hold appropriate representation across the University's Academic Divisions.
- f. Panel members will be required to complete training on equity issues prior to the first meeting of the Panel. A supervisor who is required to provide a report on an application will not be eligible for membership of the Panel for that application.
- g. Staff members who have applied unsuccessfully for promotion in the previous year are ineligible for membership of a Panel.
- h. Staff members applying for promotion at any level in the current promotions round are ineligible to serve on a Panel assessing applications at the same level that the staff member is applying for.
- i. Members of a Panel are ineligible to serve as a referee for any application considered by that Panel.

### **5.3 Role of the Panel**

- a. As per the timeframes prescribed in the Academic Promotion - Schedule for Panel Members, the members of the selection panels will assess applications individually before convening as a panel to assess the applications and determine if, in particular cases, additional information and/or an interview is required.
- b. In cases where there is a split decision or the application is considered to be borderline, it is highly recommended that the panel have an interview with the applicant in order to seek further information and clarity regarding the application.
- c. Specific details of the additional information required and/or the purpose of the interview will be confirmed in writing to the applicant including the date by which such information is to be provided and/or date on which the interview is to be conducted. The Panel may also elect to interview the relevant College Dean or Director (for Research Institute staff).
- d. At the request of the applicant, the Panel may consider interviewing an additional staff member as well, as deemed appropriate by the Chair of the panel.
- e. The Panel may appoint an additional internal Assessor to provide an institutional perspective
- f. The Panel may seek confidential reports from one or more assessors, if the Chair of the Panel deems it appropriate.

### **5.4 Decision Making**

- a. In assessing an Application for Promotion the Panel will give primary consideration to the applicant's achievements since being offered appointment (or being promoted, as appropriate) to the designation currently held.
- b. When assessing applicants for promotion, the Panel will have regard to the following:
  - Formal qualifications or progress toward such qualifications;
  - Achievement in learning and teaching and/or curriculum development;

- Achievement in research and scholarship;
  - Achievement in service to the University, profession, academic discipline and/or the community; and
  - Leadership.
- c. The Panel will consider the evidence of performance relative to opportunity and will consider additional information, where submitted by the applicant, presenting relevant personal circumstances that may have impacted on this application, including:
- the fraction at which the applicant is employed;
  - periods of absence from the workforce; and/or
  - personal circumstances and attributes impacting the ability of the staff member's capacity to work uninterrupted and/or full time.
- d. The Panel will only consider the current submitted application and will not consider an application submitted in previous years.
- e. None of the foregoing provisions will preclude the Panel from recommending for promotion, by a unanimous vote, an applicant who is outstanding in one or more respects but does not precisely fit the above criteria.

## **6. Recommendation and Approval of Promotion**

- a. The Chair of the Panel will communicate with the Dean and/or relevant Deputy Vice Chancellor, before proceeding with a recommendation, where the Promotions Panel intends to recommend to either approve or deny promotion against the recommendation of the Dean and/or relevant Deputy Vice Chancellor.
- b. The Panel shall make recommendations to the Provost, who has delegated authority to approve Academic Promotion. The report of the Panel forwarded to the Provost will include a comprehensive list of recommendations for approval. In cases where the Provost is the Chair of the Panel, the report of the Panel is forwarded to the Vice Chancellor.
- c. The Academic Board and University Council will be provided with names of successful applicants only and the success rate of applications.
- d. The Panel will report to the Academic Board, via the Education Committee, and Research Committee on any issues it believes are appropriate in relation to Academic Promotions.

## **7. Outcome and Notification**

- a. The Chair of the Panel will contact the applicant in writing to confirm the success, or otherwise, of the promotion application.
- b. Where a promotion application is successful, formal notification will be provided and the promotion will be effective from either 1 January or 1 July the following year dependent upon the timeframe of the campaign.

## **8. Appeal Procedure**

- a. An applicant may appeal the decision of the Panel, only on the grounds of process. The appeal must be lodged in writing with the Director, Human Resources within four weeks of the date on the application outcome notification sent by the Chair of the Panel.
- b. The Director, Human Resources will refer the appeal to an Academic Promotion Appeal Panel comprising of two representatives; one from within Human Resources and one representing the Academic Board.

- c. The Academic Board representative will Chair the Academic Promotion Appeal Panel.
- d. A summary of the deliberations leading to the recommendations of the Appeal Panel will be submitted to the Vice Chancellor for final decision.
- e. The Chair of the Academic Promotion Appeal Panel will notify the appellant of the outcome of the appeal. Where the Vice Chancellor concludes that the process has not been breached, there will be no further right of appeal. Where the Vice Chancellor concludes that the application process has been breached, all relevant documentation will be referred to the Chair of the original Academic Promotion Panel with a recommendation to address the breach of process and reconsider the application.

## **9. Confidentiality**

Only staff members directly involved in the promotions process, and staff members of Human Resources, may have access to any documents associated with the promotion process. The Academic Promotion Panel will maintain confidentiality during and after the selection process and will not share information privy to him/her as a Panel member, unless required by Human Resources to assist in providing support and advice within the promotion process.

## **10. Conflict of Interest**

All members of an Academic Promotion Panel must identify a conflict or potential conflict of interest to the Chair of the Panel who will then consider whether the circumstances are likely to influence the promotion outcome and determine appropriate action.

## **11. Appropriate use of Prior Knowledge of an Applicant**

Inevitably, a Chair and/or Academic Promotion Panel member, or Academic Promotion Appeal Panel Member may have knowledge of an applicant. Caution should be exercised when introducing prior knowledge of an applicant as it may be out of date, be atypical or highly subjective and overly advantage or disadvantage particular applicants.

## **12. Related Documents**

[Academic Promotion Policy](#)

[Academic Promotion Application Form](#)

Academic Promotions – Schedule for Applicants

Academic Promotions – Schedule for Panel Members

[Referee Report Template](#)

[Assessor Report Template](#)

[Current JCU Enterprise Agreement](#)

[Code of Conduct](#)

[Learning, Teaching and Student Engagement Website](#)

[Research Online](#)

Research Portfolio

[Libguides](#)

[Libguides - Open Access Information](#)

[JCU Connect](#)

## Administration

### Approval Details

Policy Sponsor	Deputy Vice Chancellor, Division of Services and Resources
Procedure Approval Authority	Deputy Vice Chancellor, Division of Services and Resources
Date for next Major Review	27/07/2021

### Revision History

Version	Approval Date	Implementation date	Details	Author
21-1	25/02/2021	25/02/2021	Administrative corrections to broken links.	Quality, Standards and Policy Officer
20-1	18/09/2020	02/10/2020	Minor amendment to clarify timeframes for promotion to ensure flexibility to address unforeseen circumstances (re COVID)	Manager, Talent
18-1	21/12/2018	21/12/2018	Amendments to Clause 6 to reflect delegation changed from Vice Chancellor to Provost – in line with HR Delegations Register	Quality, Standards and Policy Officer
17-1	23/06/2017	29/06/2017	<ul style="list-style-type: none"><li>• Amendments: Section 5.3 addition of new clause (b)</li><li>• Clause 6 (a) amended</li><li>•</li></ul>	Recruitment Officer, Human Resources
16-1 (4.0)	26/07/2016	27/07/2016	<ul style="list-style-type: none"><li>• Revised Format</li><li>• Removed all URL's in the document</li><li>• Inserted section at section 12 dedicated to all the URL's in the document</li><li>• Removed all referrals to Enterprise Agreement 2013 – 2016 and replaced with current Enterprise Agreement</li><li>• Removed Learning &amp; Teaching, Research and scholarship, service and engagement and professional consultancy activities from Definitions and placed into a Table of Performance Levels and Elements in section 3 - Criteria</li><li>• Removed elements of Satisfactory, Superior, Outstanding and International Eminence from</li></ul>	Recruitment Officer, Human Resources

			<p>Definitions and placed into a Table of Performance Levels and Elements in section 3 – Criteria</p> <ul style="list-style-type: none"> <li>• Inserted new Minimal Promotional Criteria Table</li> <li>• Inserted new Table of Elements and Performances Levels</li> <li>• Section 4.2 d. Changed paragraph to: The Student Management System is considered the primary source of information for HDR enrolment. The Graduate Research School has the most up to date information about their HDR students so that the records can be kept up to date</li> <li>• Section 4.4 b. changed paragraph to: The Panel may seek confidential reports from one or more assessors external to the University, if it the Chair deems it appropriate</li> </ul>	
3.0	TBA	TBA	<ul style="list-style-type: none"> <li>• Inserted cover/title page</li> <li>• Inserted contents page and added a scope</li> <li>• Changed title of Teaching Focused to Teaching Specialist in the Minimum Promotional Criteria table</li> <li>• Section 4 – inserted new line: <i>It is the responsibility of the College Dean or Director (for Research Institute staff) and the Deputy Vice Chancellor to provide constructive feedback on the application in the appropriate section of the application form. Any applications received without comment will be sent back for a comment to be made.</i></li> <li>• Section 5 – inserted two new lines: <i>Applicants are reminded that if they believe there is other evidence which supports the application; such evidence may be included for consideration by the Panel in a pdf document no larger than 20 pages.</i> <i>Applications must be collated into one pdf document, including all supporting documentation, before final submission to the Academic Promotion Coordinator.</i></li> </ul>	Recruitment Officer, Human Resources



			<ul style="list-style-type: none"> <li>• Section 7 – corrected the error about the panel composition for promotion to level E</li> <li>• Section 8 – inserted new line:</li> <li>• <i>The Chair of the Panel will communicate with the Dean and/or DVC where the Selection Panel decide to either approve or deny promotion against the recommendation of the Dean and/or DVC.</i></li> <li>• Fixed broken URL's in the document</li> </ul>	
2.0			<ul style="list-style-type: none"> <li>• Removed any reference to year</li> <li>• Added the title of Chief Research Officer to 6.3 Promotion to Level E</li> <li>• Removed “one observer member elected....” from 7.1 Promotion to Academic Level E</li> <li>• Inserted titles at each level in section 6 Referee and Assessors</li> <li>• Changed all occurrences of Director, HRM to Director, Human Resources</li> <li>• Changed all occurrences of HRM to Human Resources</li> <li>• Section 9 – changed to say formal notification will be given effective 1 January for successful promotions – removing the need for an employment contract.</li> <li>• Section 4 - removed “Discipline Head” and replaced with “Head of Academic Group”</li> </ul> <p>Changed the referee procedure to make it the responsibility of the applicant to seek and ensure referee reports are provided within the timeframe and format prescribed in the Academic Promotion Schedule.</p>	Recruitment Officer, Human Resources; Deputy Director, Human Resources
1.0			Establishment of procedure to support the Academic Promotion Policy 27/06/2014	Acting Director, Human Resources; DVC Global Strategy and Engagement; Dean, College of Healthcare Sciences; Vicki Herrod.

Keywords:	Academic, promotion, advancement, performance, review, guidelines, process, procedure.
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