



# APPLYING FOR ACADEMIC PROMOTION

**Contact Officer** Director, Human Resources

<b>PROCEDURE</b>	<b>Purpose</b>	To outline the steps involved in applying for academic promotion.
	<b>Procedure</b>	
	<i>Applicant</i>	<p><b>DETERMINE ELIGIBILITY</b></p> <p>Applicants will have at least one (1) year’s service (or its equivalent in broken periods of service) at Macquarie University by the closing date for applications.</p> <p>The expectation is that an applicant will apply for promotion from their current level to the next higher level, however, promotion by more than one level is not precluded.</p> <p>An applicant who was previously unsuccessful at promotion may reapply for promotion in the next promotions cycle. They may do so by either submitting a completely new application, or by utilising the unsuccessful application and updating it with details of activity undertaken following submission. Applicants wishing to wait until after the next promotions cycle must submit an entirely new application.</p> <p><b>COMMENCE APPLICATION PROCESS</b></p> <p>Review the policy (particularly the selection criteria for the level to which promotion is being considered), procedures and guidelines to ensure familiarity with the requirements and the evidence that must be provided with an application.</p> <p>Seek advice from the Head of Department, Dean, Performance Development and Review (PDR) supervisor, colleagues and/or referees on whether there is the evidence necessary to meet the criteria for promotion.</p> <p>Ensure all internal department/faculty deadlines are met.</p> <p>Adhere to all the published deadlines.</p> <p>Advise the Head of Department of the intention to apply in the current round. Provide the Head of Department with sufficient time for the preparation, consideration and submission of the</p>

*Discipline Report.* It is recommended that this advice be provided *at least* one month prior to the closing date for applications.

## **REFEREES**

For an application for promotion to Level B, nominate at least two (2) referees.

For an application for promotion to Level C, D or E, nominate at least three (3) referees.

No application is to include more than five (5) referees.

Notify referees of the intention to submit an application, the format of referee report and the deadline for submission.

## **COLLATE EVIDENCE**

Recognise that the application is in two parts and that the information provided to the Promotions Committee is to be targetted and succinct. One A4 folder (for both parts) is to be considered the maximum to be provided.

### **Part 1 – Details**

Provide a factual summary of the activity you have undertaken including:

- your most recent PDR Report, usually expected to be less than 12 months' old, unless career breaks have been taken
- details of your current workload allocation
- the unit titles and codes of the undergraduate and postgraduate units taught, the corresponding study period and year, credit points value, enrolments, hours, level of responsibility, number of lectures, tutorials, laboratories etc.
- current related duties such as program coordination
- supervision of honours and postgraduate students, including numbers and completions
- publications/outputs record including citations, where appropriate, indicating whether the publication process included formal peer review
- applications for funding, your position on the application, outcome, if successful dollars awarded, the period of the funding and the lead institution (where external)
- Higher Degree Research (HDR) student supervision, including load, completion record, supervisory status, type of degree and enrolment type (full-time, part-time)
- Postdoctoral Research Fellows and/or Early Career Researchers you have supervised / directed / mentored

### **Part 2 – Sources of Evidence and Evaluation of Performance**

This section will form the greater part of your application and requires you to provide evidence of the quality and impact of

		<p>your performance across the three elements of scholarship – research, learning and teaching, and community engagement. It is recognised that your performance will vary depending upon your current level, experience, workload allocation and opportunity. The expectation is that the quality and impact across the areas will increase as you progress through the levels.</p> <ul style="list-style-type: none"> <li>• Leading and promoting learning and teaching</li> <li>• Leadership in curriculum design</li> <li>• Student-focussed learning and teaching</li> <li>• Research-enhanced Learning and Teaching</li> <li>• Leadership in research</li> <li>• Research mentoring</li> <li>• Research collaborations</li> <li>• Contributions to the University, faculty and/or department community</li> <li>• Contributions to community and professional organisations, government agencies, NGOs, public intellectual discussion and the general community.</li> </ul> <p><b>SUBMIT APPLICATION</b></p> <p>Submit the application in the required format, with the necessary number of copies, by the published deadline (30 April).</p> <p>Recognise that in submitting an application it may be necessary to attend an interview with the Promotions Committee to clarify certain aspects of the application.</p> <p><b>MEET DEADLINES</b></p> <p>If your application is not submitted by the published closing date, it may not be considered in the current round. The Deputy Vice-Chancellor (Provost) will make a decision on the status of each late application where there is documented evidence of exceptional circumstances. If it is determined that the late application is not to be included in the current round, a new application will be required for any subsequent requests for promotion.</p>
	<b>Keywords</b>	Promotion, Academic Promotion, Application

<b>Date Approved</b>	Draft – 4 July 2008
<b>Approval Authority</b>	Deputy Vice-Chancellor (Provost)
<b>Date of Commencement</b>	tbc
<b>Amendment Dates</b>	New
<b>Date for Next Review</b>	Three years from date of commencement

**Related Policies,  
Procedures and  
Guidelines**

Policy – Academic Promotion  
Procedure – Academic Promotion  
Procedure – Appealing against an Academic Promotion Decision  
Guidelines – Evidence required for Academic Promotion

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