

# POLICY / PROCEDURE CHECKLIST

*This form must be completed and attached to the front of the Policy or Procedure template. A separate form is required for each policy and procedure*

**1. NAME OF POLICY OR PROCEDURE**

**2. RAS FILE #**

ACADEMIC PROMOTION POLICY

P289

**3. CONTACT OFFICER**

Name: Mr Tim Sprague

Ext: 9700

Position and Section: Director, Human Resources

**4. CONSULTATION**

*Describe the consultation undertaken, including the dates and names of committees / staff / student meetings*

The Teaching Quality Indicators Steering Group (an advisory group responsible to the Deputy VC (Provost) to oversee the realisation of the TQI project) commenced a review of the Academic Promotions Policy in November 2007, with a working group formed in December 2007. Membership of the Steering Group is widely representative (refer to <http://www.mq.edu.au/provost/activities/research/TQIsteeringgroup.html> for details). The Working Group (Mr Nick Crowley, Mr Tim Sprague, A/Prof Julie Fitness, Dr Steve Cassidy, Dr Jan Tent, A/Prof Nick Mansfield and Ms Bronwyn Kosman) has met ten times (14 Jan, 31 Jan, 13 Feb, 27 Feb, 12 Mar, 11 Apr, 28 Apr, 28 May, 4 Jul and 1 Aug 2008) to review and revise the policy document (and associated procedures and guidelines). Feedback from Department and Division colleagues, Promotion Committee members, Steering Group members, and the Manager, Equity and Diversity has been incorporated. The DVC (Research) has attended a TQI Steering Group meeting and provided written and verbal feedback which has also been incorporated into the document. The draft policy (and associated procedures and guidelines) were considered at the 9 May 2008 meeting of the Provost's Strategy Group. The documents were circulated to Divisions and the Staff Consultative Group for comment in July.

Throughout this consultation process, the Steering Group has had the review of the policy on the agenda of all its meetings since November 2007. The DVC (Provost) has kept the Executive informed of developments through discussion at Executive meetings.

**5. COMMUNICATION PLAN**

*Indicate how the policy / procedure will be communicated to allow for implementation. Note that an MQ Announcement and publishing on Policy Central are assumed; information about additional communication strategies must be provided.*

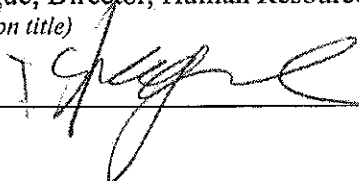
This policy is important to the future careers of academic staff members at Macquarie University. As such, it is essential that a comprehensive and targetted implementation and communication plan be undertaken. Learning and Teaching Centre staff will provide timely and targetted training for potential applicants, Heads of Departments (or discipline experts) and Promotion/Appeal Committee members. Human Resources staff will also play an important role in guiding and advising staff regarding both this policy, and its alignment with the Performance Development and Review process, by providing seminars and training.

**6. RESPONSIBLE OFFICER / COMMITTEE**

*Indicate who is responsible for this policy / procedure*

Officer / Committee: Mr Tim Sprague, Director, Human Resources  
*(Provide both the person's name and position title)*

Signature: \_\_\_\_\_  
*(For a Committee, the Chair is to sign)*



Date: 15/9/03 \_\_\_\_\_

*Office Use Only*

**7. UNIVERSITY POLICY REFERENCE GROUP SIGN OFF**

Reviewed by UPRG on \_\_\_\_\_

Conforms to Requirements? Yes / No  
*(If yes, send to Approval Authority for final approval)*

Name of UPRG member \_\_\_\_\_

Signature \_\_\_\_\_

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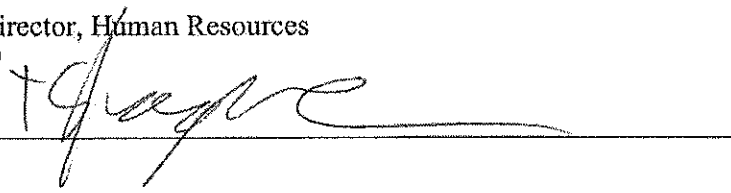
Officer / Committee: Mr Tim Sprague, Director, Human Resources  
*(Provide both the person's name and position title)*

Signature: \_\_\_\_\_

*(For a Committee, the Chair is to sign)*

Date: \_\_\_\_\_

15/9/08



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<p><b>PROCEDURE</b></p> <p><b>APPLYING FOR ACADEMIC PROMOTION</b></p>	<p><b>P289</b></p>
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<p>Name: Mr Tim Sprague</p> <p>Position and Section: Director, Human Resources</p>	<p>Ext: 9700</p>
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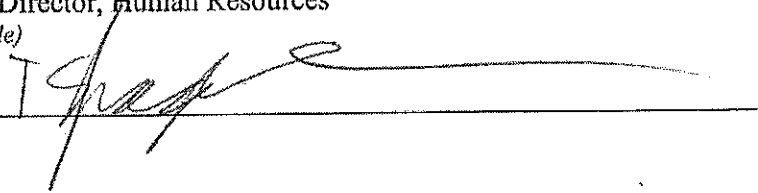
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Signature: \_\_\_\_\_  
*(For a Committee, the Chair is to sign)*



Date: 15/9/08

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<p><b>PROCEDURE</b></p> <p><b>APPEALING AGAINST AN ACADEMIC PROMOTION DECISION</b></p>	<p><b>P289</b></p>
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