

POLICY



Academic Promotion

Contact Officer Director, Human Resources

Purpose To document the University's administration of Academic Promotions for Levels B, C, D and E.

Overview Promotion offers academic staff recognition and reward for demonstrated and sustained excellence in scholarship.

At Macquarie University *scholarship* embraces the three elements of academic endeavour – research, learning and teaching, and community engagement. In each of these areas, ideas and actions are informed by a critical reflection on existing knowledge and practice. Equally, the outcomes of academic work contribute to scholarship through the development of new knowledge and enhanced practice. The three academic elements are mutually supporting; each contributing to the development of the others in ways that are jointly productive and beneficial. Each activity is valued.

The University values an interdisciplinary approach at all levels and in each of the three elements – research, learning and teaching, and community engagement.

Scope This policy applies to all fixed-term, permanent part-time and permanent full-time academic staff seeking promotion from:

Level A (Associate Lecturer), Level B (Lecturer), Level C (Senior Lecturer) or Level D (Associate Professor)

to

Level B (Lecturer), Level C (Senior Lecturer), Level D (Associate Professor) or Level E (Professor).

The Policy Promotion will be on the basis of merit.

Academic Standards
Applicants for promotion are to demonstrate how they meet, or provide evidence of their capacity to meet, the criteria of the level to which they seek promotion. They must also demonstrate that their all-round performance clearly exceeds the expectations and criteria of their current level.

Applicants must demonstrate their achievement in all three elements of scholarship whilst emphasising at least one.

Applicants need to demonstrate that they have maintained active and effective scholarship in their disciplines by contributions to learning and teaching, research and community engagement.

As academic staff progress through promotion levels there is an expectation that:

- they will demonstrate how the three elements of their scholarship have contributed to one another
- they will be able to demonstrate an increase in the quality, impact and effectiveness of their scholarship, as appropriate to their discipline
- their contribution to their discipline will be increasingly influential
- they will demonstrate increasing quality and impact in their leadership and mentoring

The University does not impose quotas on the number of positions available at any of the levels to which promotion may be sought.

A written offer of appointment to a higher level from another university may be used by a staff member to demonstrate that they have met the requirements for promotion to the stated level. The University reserves the right to determine whether or not to rely on another University's decision as evidence to promote the staff member. In such cases, the effective date will be as determined by Macquarie University.

Equal Opportunity

The University will adhere to the principles of equal opportunity and its Code of Conduct Policy.

Effective Date

A promotion will be effective from 1 January of the year following the lodging of the successful application.

Selection Criteria (see [Appendix A](#))

An applicant's whole career will be taken into account but special attention will be paid to the applicant's achievements relative to opportunity since appointment or promotion to their current level at the University.

All three elements of scholarship are to be addressed in an applicant's promotion portfolio. An applicant is to indicate the relative contribution of each element to their scholarship (see below for Research-focussed staff).

The greatest weight will be to the advancement of knowledge through research, and learning and teaching. Community engagement is regarded as important, but should not comprise the majority of an applicant's portfolio.

The weight given to each element of scholarship will take account of an applicant's workload allocation and nature of appointment.

Promotions Committee

The Deputy Vice-Chancellor (Provost) will establish one committee for each level.

Appeals Committee

	<p>The Deputy Vice-Chancellor (Provost) will establish a committee for appeals. The Appeals Committee will consider appeals only if it is possible to identify and demonstrate that the Macquarie University academic promotion procedure was not followed.</p> <p>Management The Director, Human Resources, will ensure the academic promotions cycle is managed efficiently and effectively.</p> <p>Review Cycle At the end of each promotion cycle, a review will be undertaken to inform the next cycle.</p> <p>Confidentiality All staff involved in academic promotions will maintain complete confidentiality at all times.</p>
Keywords	Scholarship, Academic Promotion, Promotion, Learning and Teaching, Research, Community Engagement

Date Approved	Draft – 15 September 2008
Approval Authority	Deputy Vice-Chancellor (Provost)
Date of Commencement	tbc
Amendment Dates	New
Date for Next Review	Three years from date of commencement
Related Policies, Procedures and Guidelines	<p>Procedure – Academic Promotion Procedure – Applying for Academic Promotion Procedure – Appealing against an Academic Promotion Decision Guidelines – Evidence Required for Academic Promotion Macquarie University – Enterprise Agreement</p> <p><i>Guidelines for Applicants, Promotions Committee members, Chairs of Promotions Committee, Referees, Deans, Appeals Committee members, Vice-Chancellor and Human Resources' section – to be revised</i></p> <p>EEO Policy</p>
Policies Superseded by this Policy	Human Resources Policy 22.09: Academic Promotions – Levels B, C, D and E