



Flinders  
UNIVERSITY



# Academic Promotion Information Session

## Levels B and C

2020 Round

# Flinders' Approach to Academic Promotion

- A peer-evaluation process
- Annual promotion rounds in the second half of the year, promotion takes effect on 1 January the following year
- College-based process for determining levels B and C promotion
- Line manager acts as a mentor in the preparation of a promotion application
- Each case for promotion is assessed on its merits, based on evidence and materials submitted in the year in which the application is lodged
- Assessment is made of performance relative to opportunity
- Assessment criteria: Ability to consider *all* past performance (not limited to the 'relevant' period since appointment or promotion to current level) with *particular emphasis on the past three years*
- Scope to seek promotion to higher than next level with Vice-Chancellor's approval

# Eligibility

- **Continuing, continuing contingent-funded and convertible academic staff** (full-time or fractional)
- **Fixed-term academic staff** (full-time or fractional), including grant-funded staff – all must have a cumulative term of appointment of at least three (3) years
- **Sessional Fixed-Term, casual staff and Academic Status holders** are not eligible to apply for promotion
- **Scholarly Fellow** may apply for promotion in accordance with the relevant promotion policy following successful completion of their probationary period

# Assessment

- Each case for promotion is assessed on materials/documentation submitted in the **current** application i.e. each application stands on its own merits in year of submission

- Promotion based on evidence of:

Contributions made to, and sustained high performance across applicant's current classification level; **and**

Ability to perform at the classification level to which promotion is sought.

- Current and proposed classification level performance expectations described in the Academic Profiles.
- Poor performance in teaching or research may provide grounds for not approving promotion, notwithstanding the strength of the case in the other areas of academic activity

# Assessment

- **Three areas of academic activity:**
  - Teaching and Related Duties
  - Research and/or Creative Activity
  - University, Professional and Community Service
- Develop a case, backed by evidence, that performance at a high level relative to the **Academic Profile** for the current classification over recent years demonstrates ability to perform at the classification level to which promotion is sought
  - one good year is unlikely to be enough
- In addition to Academic Profiles, **Position Descriptions** are used in the assessment of performance for staff in research academic, teaching specialist or specialised roles e.g. education-focused

# Reference Material

- **Academic Profiles**
  - Single set of generic University-wide Profiles
  - Identify minimum qualifications and expected activities at different levels
- **Evidence of Performance for Promotion – Guidelines**
  - To be read in conjunction with relevant Academic Profile(s)
  - Identify key areas/types of evidence to support case

Available at [www.flinders.edu.au/hr/academic-promotion.cfm](http://www.flinders.edu.au/hr/academic-promotion.cfm)

**OR**

via the **green** “Academic promotion 2020” icon on the People and Culture home page at:

[www.flinders.edu.au/hr/hr\\_home.cfm](http://www.flinders.edu.au/hr/hr_home.cfm)

# The Application

## Application Form, and Guide to Application Form

- Specific application form for Levels B and C applicants
- Guide to Academic Promotion covering applications to all levels (B – E),

**Refer to and use 2020 documentation when preparing promotion application**



## Section 1: Applicant Profile and Checklist

### Qualifications

- Required qualifications / skill base for levels B and C in the Academic Profiles are:
  - a doctorate – standard requirement; or,
  - where acceptable under the relevant academic profile; evidence of qualification equivalence
    - evidence includes independent peer-reviewed research / professional standing / reputation and qualifications - of an equivalent standard to a doctorate
  - where a higher degree thesis has been submitted prior to closing date for promotion, the application considered by committee on its merits pending confirmation of the thesis

## Section 1: Applicant Profile and Checklist

### Weightings on teaching, research and service components

- Allocated by applicant up to total of 10
  - Separate weighting ranges apply to each academic category (whole numbers only)
- **Teaching and Research**

Teaching and Related Duties	Minimum 3, maximum 5
Research and/or Creative Activity	Minimum 3, maximum 5
University, Professional and Community Service	Minimum 2
<b>TOTAL</b>	<b>10</b>

## Section 1: Applicant Profile and Checklist

- **Research Academic**

<b>Teaching and Related Duties</b>	Minimum 0, maximum 2
<b>Research and/or Creative Activity</b>	Minimum 7, maximum 9
<b>University, Professional and Community Service</b>	Minimum 1, maximum 2
<b>TOTAL</b>	<b>10</b>

## Section 1: Applicant Profile and Checklist

- **Teaching Specialist**

Teaching and Related Duties	8
Research and/or Creative Activity	0
University, Professional and Community Service	2
<b>TOTAL</b>	<b>10</b>

## Section 1: Applicant Profile and Checklist

- Education focused

Teaching and Related Duties	Minimum 6, maximum 7
Research and/or Creative Activity	Minimum 1
University, Professional and Community Service	Minimum 2
<b>TOTAL</b>	<b>10</b>

## Section 2: Case for Promotion

- Limited to **4 x A4 pages**
- Provide concise commentary on academic activities/achievements
- Make case for promotion with reference to:
  - Academic Promotions Policy
  - Academic Promotions Procedures
  - Guide to Academic Promotion
  - Appropriate Academic Profile(s)
  - Evidence of Performance for Promotion – Guidelines; and
  - Position Description (research academic, teaching specialist, specialised roles)
- Provide supporting evidence of claims
- Teaching and Research staff - place primary focus on activities/ achievements in “Teaching and Related Duties” and “Research and/or Creative Activity” areas
- Research Academic, Teaching Specialist, specialised roles – place primary focus on research or teaching as primary emphasis, according to position or role.
- Do not make a case for performance in an area in which the weighting is 0 (i.e. teaching activities for a Research Academic or research activities for a Teaching Specialist).

## Section 2: Case for Promotion (Guide pp 8-9, Note #6)

### Teaching and Related Duties

- Provide personal approach/general philosophy with respect to teaching and assessment, outline of objectives set and how well achieved, reflections on change and development over time, approach to honours/postgraduate supervision
- Discuss Student Evaluation of Teaching (SETs) and peer evaluation of teaching:
  - indicate how related to teaching approach
  - provide interpretation of evaluations
  - comment on strengths and weaknesses as indicated by SETs in particular, and
  - indicate what actions have been taken in response
- Application will not be considered without independent evidence of teaching effectiveness e.g. SETs, formal peer and/or supervisor evaluation

## Section 2: Case for Promotion (Guide pp 8-9, Note #6)

### Teaching and Related Duties

- Complete “Summary of Teaching and Related Duties” template (Section 7), summarising evidence:
  - undergraduate and postgraduate teaching – topics, year levels, student numbers, own contribution (e.g. lecturer, initiator/designer, co-ordinator)
  - information on SETs
  - honours/postgraduate research supervision
- Reproduce teaching highlights from template (Section 7)
- Refer to new topics/courses developed, curriculum reviews undertaken, topic co-ordination responsibilities
- Provide **evidence** that teaching is informed by current research practice in the substantive area of discipline/field
- Identify **leadership roles** with respect to teaching area, including leadership of other staff
- Identify **teaching innovations** and evidence of any impact from them



## Section 2: Case for Promotion (Guide pp 8-9, Note #6)

### Teaching and Related Duties

- Complete “Summary of SET Results” template (Section 8) based on selected SETs submitted with application
- Attach SETs for a number of topics as Additional Information
- Attach **peer and/or supervisor evaluation(s)** on teaching based on direct observation of teaching (as Section 9), refer: [www.flinders.edu.au/teaching/quality/evaluation/peer-review/peer-review\\_home.cfm](http://www.flinders.edu.au/teaching/quality/evaluation/peer-review/peer-review_home.cfm)
- **Teaching Specialist or education focused applicants** - must provide evidence of external validation of outstanding performance in teaching – refer Academic Profiles Policy at: <https://www.flinders.edu.au/content/dam/documents/staff/policies/people-culture/academic-profiles.pdf>
- **Research Academic applicants** who supervise research students and have allocated a weighting of zero to teaching - include this activity under “Research and/or Creative Activity” area

## Section 2: Case for Promotion (Guide pp 9-11, Note #7)

### Research and/or Creative Activity

- Identify research themes or projects and organise this part of the application according to these themes
- “Reflect” upon these research themes:
  - What issues are you exploring?
  - How have you gone about this exploration?
  - What other work have you used?
  - What collaborations have featured in your exploration of the issues?
  - What impact has your research had?

## Section 2: Case for Promotion (Guide pp 9-11, Note #7)

### Research and/or Creative Activity

- Broad view of research/creative performance:
  - real contribution to the advancement of knowledge
  - engagement in “non-traditional” research, if relevant
- Evidence of research/creative performance:
  - high quality research outputs
  - success in attracting external research funding
  - external research engagement and/or impact
  - provide comparable detail in relation to creative activity where relevant (e.g. evidence of creative literary or artistic work)
  - explanation of publication mode and quality
  - "PhD recently completed or submitted" recognised as research activity for promotion to Level B but not to Level C

## Section 2: Case for Promotion

(Guide pp 9-11, Note #7)

### Research and/or Creative Activity

- Download “Research Publications” and “Externally Funded Grants/Research Contracts” data from the sources below and include in the application as Sections 10 and 11 respectively
  - Complete “Summary of Internal/Non-Traditional Grants” template (Section 12) indicating demonstrable activity in obtaining grants during the relevant period, including from non-traditional sources
  - Applicants should ensure completeness and accuracy of their data using
    - For publications: ResearchNow ([researchnow.flinders.edu.au](https://researchnow.flinders.edu.au))
    - For research grants/contracts: RePortal (<https://research.flinders.edu.au/rp/>). Note however that we are now beginning to record research grants and contracts information in the new ResearchNow system. If you have a grant or contract not listed on RePortal, please provide evidence of the grant in additional information or use the email contact below.
- grants /research contracts and publication data queries to [research.data@flinders.edu.au](mailto:research.data@flinders.edu.au)

## Section 2: Case for Promotion

(Guide pp 9-11, Note #7)

### Research and/or Creative Activity

- Role in collaborations:
  - Did you play a leadership role in any of the projects? If so, what was that role?
  - If the project involved industry or a government agency, what was required to get them involved/keep them interested?
- Research academic applicants who supervise research students and who have allocated a weighting of zero to teaching should include this activity as “Research and/or Creative Activity”
- General advice:
  - Use relevant Academic Profile together with Evidence of Performance for Promotion - Guidelines (and Position Description for research-only and specialised roles)
  - Refer to Note #7 in Guide to Academic Promotion for indications as to what is regarded as suitable activity and evidence

## Section 2: Case for Promotion

(Guide p 11, Note #8)

### University, Professional and Community Service

#### University Service

- Organise activities into three separate categories (which are emphasised differently at each academic level):
  - academic area
  - College/Portfolio
  - University-wide
- Provide information about:
  - the nature of the participation and the quality and impact of your contribution
  - committee activities - simply listing committee memberships and meeting attendances unlikely to be sufficient

## Section 2: Case for Promotion (Guide p 11, Note #8)

### University, Professional and Community Service

#### University Service (cont'd)

- Give examples and evidence of administrative capacity and effective performance in administrative, management and leadership roles appropriate to the level of the position and as available in your academic area and College/Portfolio (recognising that opportunities vary across the academic levels and areas of the University)
- College of Medicine and Public Health staff with duties and functional positions at affiliated medical centres (e.g. FMC, RGH) may use their administrative roles and activities in these settings as evidence of service to the University

## Section 2: Case for Promotion

(Guide p 11, Note #8)

### University, Professional and Community Service

#### Professional Service

- **Contributions to the profession**
  - List all memberships of relevant professional bodies
  - Describe in more detail where involvement is more than membership alone (e.g. as an office-holder), including any impact you have had in this role
  - Include letters of appreciation etc as “Additional Information”
- **Consultancies and Commissioned Work**
  - Focus is on advancement of knowledge in the profession
  - Highlight benefits received by area/College/University
- **Work carried out on a commercial-in-confidence basis**
  - All information provided in an application for promotion is confidential and handled on ‘need-to-know’ basis
  - Evidence can usually be presented in a way which does not violate the confidentiality agreement



## Section 2: Case for Promotion

(Guide p 11, Note #8)

### University, Professional and Community Service

#### Professional Service (cont'd)

- **In all cases**
  - Provide evidence of innovation and contribution to the “profession” demonstrated by the work
  - Provide evidence that you are actively sought as a consultant or for commissioned works
  - Detail any refereed publications in practice-oriented journals and conferences which represent corroborative evidence of the quality of the work carried out
  - Refer to relevant Academic Profile(s) and Evidence of Performance for Promotion – Guidelines for indications of suitable activity/evidence

## Section 2: Case for Promotion

(Guide p 11, Note #8)

### University, Professional and Community Service

#### Community Service

- Service must relate to professional capacity/competence and be undertaken in association with Flinders University identity e.g.
  - service on government and professional bodies
  - advice to government and/or industry on a voluntary basis where professional expertise is exercised
  - involvement in relevant secondary school activities (e.g. SACE Board of SA)
  - convening conferences
  - editorial responsibilities for professional journals
  - providing expert advice to the media
- Give details not only of the service that you have provided, but also of how it relates to your academic expertise

## Section 3: Special Circumstances

(Guide p11, Note #9)

- Provision for applicants to include for special consideration any matters which may have affected the progress of their career, e.g. significant career interruptions, family obligations, illness
- Applicants should indicate *how and to what extent* the circumstances cited are claimed to have restricted opportunity to perform against the relevant Academic Profile (and Position Description for specialised positions)
- Where a temporary change to an applicant's primary duties/ responsibilities has occurred, information/evidence should be provided on nature of change(s)
- **Maximum 1 x A4 page**
- **Further Information**
  - Promotion committees may seek additional information and/or may contact third parties to provide further information
  - applicant will be advised accordingly

## Section 4: Role of Designated Supervisor (Guide pp 12-13, Note #11)

- Provide guidance to applicant in preparing a case that:
  - most effectively represents performance
  - demonstrates evidence of suitability for promotion ; and
  - describes any circumstances impacting on performance during relevant period
- Provide applicant with advice re allocation of weightings
- For applicants in research academic, teaching specialist or specialist roles, ensure applicant's Position Description is up to date and attached to application
- Ensures application is framed such that terminology specific to a particular discipline can be readily understood by the relevant Promotion Committee
- Checks application for completeness

## Section 4: Role of Designated Supervisor (Guide pp 12-13, Note #11)

- Provides a report that:
  - confirms that applicant meets qualifications criteria in relevant Academic Profile or
  - comments on applicant's case for eligibility for promotion where applicant does not hold required qualification(s)
  - provides clear statement re norms and expectations for teaching and research output within relevant academic area
  - where appropriate, provides additional contextual information about area in which applicant is currently employed
  - Provides overall assessment of applicant's contribution in each area of activity against relevant Academic Profile (and Position Description for research Academic, Teaching Specialist and specialised roles)
  - Comments on applicant's areas of strength
  - Rates applicant's case for promotion for each area of academic activity (1 to 5 – whole numbers only)

# Application Process

## Application Form

- Only fully completed applications submitted on 2020 version will be accepted

## Strict page limits

- **Case for Promotion (Section 2):**
  - 4 x A4 pages
  - use resume for publications, list of organisational memberships
- **Special Circumstances (Section 3):**
  - 1 x A4 page
- **Final comments by applicant:**
  - maximum 1 page

# Application Checklist (requirements before submission)

**Read the application form carefully and ensure all sections are completed using the specified format and within the space limitations specified.**

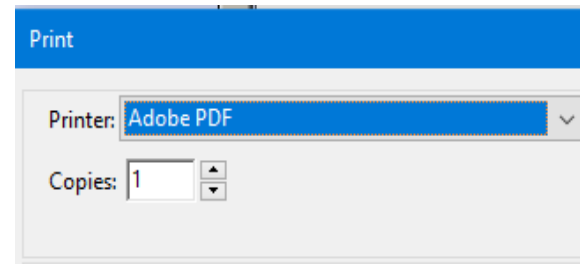
**Only completed and compliant applications will be accepted.**

- Complete Section 3 only if you have advised that you have special circumstances.
- Ensure that the application form has been signed by the appropriate people at each stage and comments made where appropriate, e.g.:
  - Designated Supervisor
  - Dean (People & Resources) (Lev B/C)
  - Vice-President & Executive Dean/Portfolio Head (Lev D/E)
- Where relevant (for example for Research Academic, Teaching Specialist, Scholarly Fellow and Education-Focused roles), include your Position Description in your application under additional documents.

# Submission of Application

To combine your completed application form and supporting documents as one file:

- Save a static copy of your completed form by selecting File, Print, Change the Printer to Adobe PDF and click print:

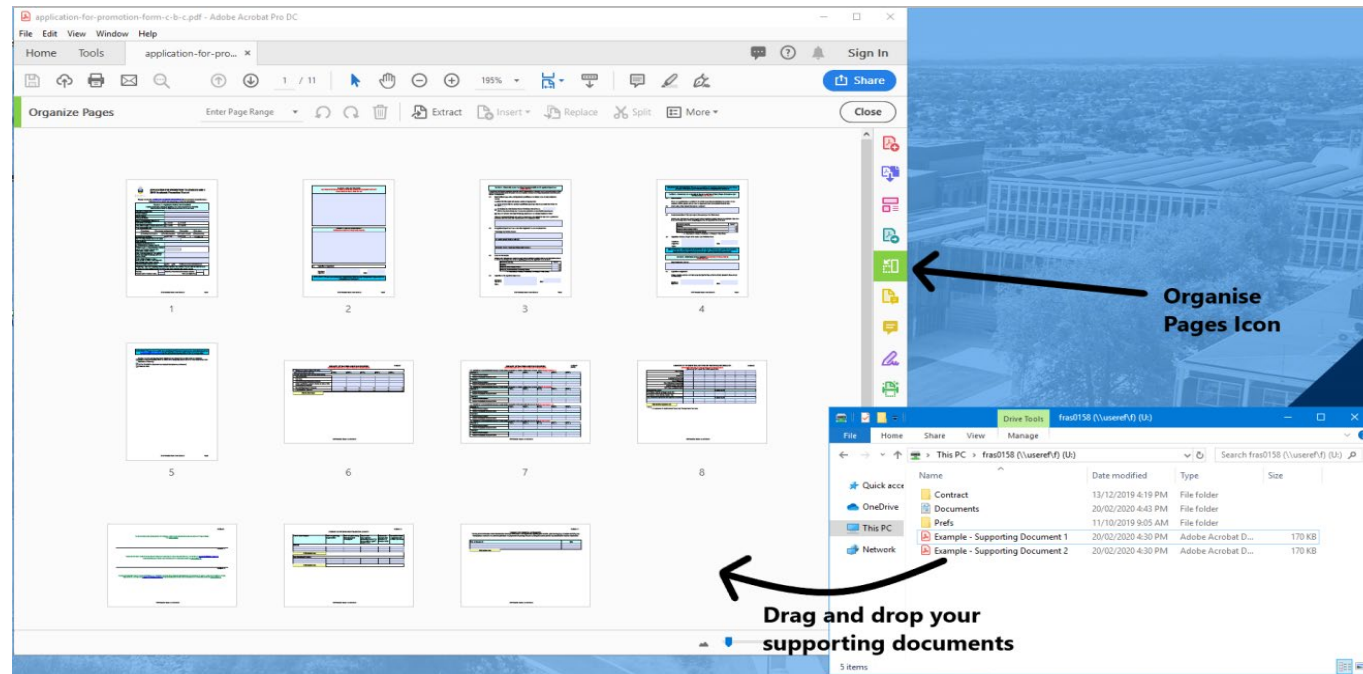


- Then use the save as option to save the file as a PDF and save the application using the file name convention: *Lev C Surname, Initial Application*.
- Close this document and check that your supporting files are also saved in PDF format to your desktop.



# Submission of Application

- Open your newly saved Application Form PDF and select the icon 'Organise Pages' on the righthand side of the page, this will bring up an all page view.
- Drag and drop your saved PDF files into the appropriate page order on the 'Organise Pages' screen.



# Submission of Application

- Save your document and check that all pages are included, and in the correct order prior to submission
- Refer to Page 5 of Guide (2.2.1) re application process and completion of Sections 7-13
- Signed and complete application should be **emailed** to [acadprom@flinders.edu.au](mailto:acadprom@flinders.edu.au) as one single PDF file incorporating:
  - Sections 1-13
  - Position Description (research academic, teaching specialist or specialised roles)
  - Curriculum vitae

# Additional Information

- Applicants are not required to provide material additional to that specifically required in the Application Form
- However, additional information substantiating claims made in application **may** be attached e.g.
  - information substantiating research claims made within the text
  - information relating to receipt of award/prize in any of the areas of academic activity
  - confirmation of status of publications in preparation for printing or “in press” (e.g. copy of acceptance letter/copy of front page of accepted publication/information about stage of publication)
- Additional documentation should **only** relate to material covered in application
- Where applicable, Summary of Additional Information template (Section 13) should be completed
- Attachments will not form part of application but will be made available for reference of Committee members at meeting

# The Committee

- Vice-President and Executive Dean as the Chair
- Dean (Education), Dean (Research) and 4 academic staff from within the College, selected to reflect the diversity of College discipline spread and teaching, research and engagement activities
- 2 academic staff members *external to the College to assist with consistency*
- President of the Flinders Branch of the NTEU (or nominee) (non-voting) (optional)
- 1 specific discipline/Portfolio member co-opted by the Chair, if the Chair considers it required in the context of applications.
  - All members are at level C or above
  - Committee must have appropriate gender balance
  - Factors that inform performance relative to opportunity are brought to the attention of committee through the Chair

# Relevant Documentation

- **All applicants** should access the following in preparing applications:
  - Application Form for Promotion to Levels B and C (2020 Round)
  - Guide to Academic Promotion (all levels) (2020 Round)
  - Academic Promotions Policy (new 2020)
  - Academic Promotions Procedures (new 2020)
  - Academic Profiles Policy
  - Academic Profiles (dated Dec 2015)
  - Evidence of Performance for Promotion – Guidelines (revised June 2020)
- **Staff in specialised academic roles** – also refer to Flexibility in Academic Profiles Policy available at: <https://www.flinders.edu.au/content/dam/documents/staff/policies/people-culture/academic-profiles.pdf>
- **Central point of reference** for all promotion documentation at: [www.flinders.edu.au/hr/academic-promotion.cfm](http://www.flinders.edu.au/hr/academic-promotion.cfm)

# Closing dates for applications

## Level B and C

- **To designated Supervisor (if not Dean P&R)**
  - Level B and C **Friday, 10 July 2020**
- **To Dean (People and Resources) of College**
  - Level B and C **Friday, 17 July 2020**
- **To P&C Client Services ([acadprom@flinders.edu.au](mailto:acadprom@flinders.edu.au))**
  - Level B and C **Friday, 31 July 2020**

Applications will be acknowledged within 2 working days

# Key Resources

- Key resources for the 2020 academic promotion round available via a central point of reference at the Academic Promotion 2020 webpage:

[www.flinders.edu.au/hr/academic-promotion.cfm](http://www.flinders.edu.au/hr/academic-promotion.cfm)

**OR**

via the **green** “Academic Promotion” icon on the People and Culture home page at:

[www.flinders.edu.au/hr/hr\\_home.cfm](http://www.flinders.edu.au/hr/hr_home.cfm)

- All promotion enquiries - email:
  - [acadprom@flinders.edu.au](mailto:acadprom@flinders.edu.au)

AMBITIOUS

Thank you

Questions/Discussion



INSPIRING



# Question & Answer Panel Session