



Flinders
UNIVERSITY



Academic Promotion Information Session

Levels D and E

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 Jan 1st the following year
- The Level D and E Promotions Committee includes Deputy Vice-Chancellors, Level E academics nominated by each College, a Portfolio-based academic and Academic Senate nominees.
- Each case for promotion is assessed on its merits, based on evidence and materials as submitted in the year in which the application is lodged
- Assessment is made of performance relative to opportunity
- Assessment criteria:
 - Requirement to show sustained performance at level being sought replaced by demonstration of high performance at existing classification and ability to perform at higher level.
 - Requirement for promotion to Level E to be outstanding in two areas of assessment
 - 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

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
- **Casual staff and Academic Status holders** are not eligible to apply for promotion

Assessment

Promotion to Level D

- Promotion based on evidence of:

Contributions made to, and sustained high performance across the areas of academic activity described in the Academic Profile for Level C; **and**

Ability to perform at level D.

- 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

Promotion to Level E

- Promotion based on evidence of:

Contributions made to, and sustained high performance across the areas of academic activity described in the Academic Profile for Level D; **and**

- **for all academics** - outstanding performance in two areas of academic activity and evidence of outstanding leadership, scholarly achievement and international eminence or, where appropriate for the discipline, national eminence and impact, **and**
- **for teaching and research academics** - substantial contributions in the other area 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-only or specialised academic roles e.g. education-focused, teaching specialist

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

OR

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

www.flinders.edu.au/hr/hr_home.cfm

The Application

Section 1: Applicant Profile and Checklist

Application Form, and Guide to Application Form

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

Refer to and use 2020 documentation when preparing promotion application

The Application

Section 1: Applicant Profile and Checklist

Qualifications

- Levels D and E Academic Profiles specify minimum academic qualifications expected:
 - with doctorate as standard or
 - evidence of independent peer-reviewed research / professional standing / reputation and qualifications – of an equivalent standard to a doctorate

This provides capacity for areas to meet recognised professional standards
- Where applicant does *not* meet the qualification criteria:
 - where higher degree thesis submitted prior to the closing date for promotion – application considered by Committee on its merits; *or*
 - evidence of qualification equivalence must be demonstrated (where specified as acceptable under the profile)

The Application Itself

... Section 1: Applicant Profile and Checklist

Weightings on the teaching, research and service components – *relevant to Level D only*

- Allocated by applicant up to total of 10

Area of academic activity	Weight			
	Teaching and Research	Teaching Specialist	Research-only	Education-focused ¹
Teaching	Minimum 3 Maximum 5	8	Minimum 0 Maximum 2	Minimum 6 Maximum 7
Research and/or Creative Activity	Minimum 3 Maximum 5	0	Minimum 7 Maximum 9	Minimum 1
University, Professional and Community Service	Minimum 2	2	Minimum 1 Maximum 2	Minimum 2
TOTAL	10	10	10	10

The Application Itself

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-only and specialised roles)
- Provide supporting evidence of claims
- Teaching-and-research academic staff - place primary focus on activities/achievements in “Teaching and Related Duties” and “Research and/or Creative Activity” areas
- Research-only/education-focused/teaching specialist positions – research or teaching as primary emphasis, according to 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).

The Application Itself

... Section 2: Case for Promotion

Teaching and Related Duties (Guide pp 8-9, Note #6)

- Emphasis on leadership and effective innovation in teaching (refer to Level D and/or E Profiles and Evidence of Performance for Promotion – Guidelines for examples of expected activity types)
- 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:
 - provide interpretation of evaluations
 - comment on strengths and weaknesses as indicated by SETs in particular
 - 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

The Application Itself

... Section 2: Case for Promotion

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

The Application Itself

... Section 2: Case for Promotion

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
- **Education-Focused/Teaching Specialist 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-only applicants** who supervise research students and have allocated a weighting of zero to teaching - include this activity under “Research and/or Creative Activity” area

The Application Itself

... Section 2: Case for Promotion

Research and/or Creative Activity (Guide pp 9-11, Note #7)

- Broad view of research/creative performance:
 - major contribution to the advancement of knowledge
 - engagement in “non-traditional” research, if relevant
 - engagement with industry, government and non-government organisations where relevant and/or demonstrated impact of the research
 - evidence of research leadership in the relevant field
 - for Level E, evidence of eminence in the field

The Application Itself

... Section 2: Case for Promotion

Research and/or Creative Activity (Guide pp 9-11, Note #7)

- Evidence of quality and external validation of research standing (e.g. ERA, publication output standing, external grant funding, national and international invited keynote presentations etc.)
- Real contribution to the advancement of knowledge including research leadership and supporting excellence in research
- Typically, evidence is expected to be publication-based
- Provide comparable detail in relation to creative activity where relevant (e.g. evidence of creative literary/artistic work)
- Explanation of publication mode is generally important
- Levels D and E Academic Profiles provide indications of what will be regarded as suitable activity and evidence

The Application Itself

... Section 2: Case for Promotion

Research and/or Creative Activity

- Download “Research Publications” and “Externally Funded Grants/Research Contracts” data from the sources below and include in application as Sections 10 and 11 respectively
 - Complete “Summary of Internal/Non-Traditional Grants” template (Section 12) indicating demonstrable activity in obtaining grants during relevant period, including from non-traditional sources
 - Applicants should ensure completeness and accuracy of their data on
 - For publications: ResearchNow (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

The Application Itself

... Section 2: Case for Promotion

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-only 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

The Application Itself

... Section 2: Case for Promotion

University, Professional and Community Service (Guide p 11, Note #8)

University Service

- Provide information about:
 - the nature of the participation and the quality and impact of your contribution
 - simply listing committee memberships and meeting attendances unlikely to be sufficient; quality and impact of contribution is what counts
- Provide detailed information and examples of
 - high level leadership of administrative functions
 - effective performance in administration including management of staff, academic units and/or areas of the College or University
 - include supporting evidence of key achievements
- 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

The Application Itself

... Section 2: Case for Promotion

University, Professional and Community Service

Professional Service

- **Contributions to the profession**
 - Describe any leadership roles in relevant professional bodies (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 that does not violate the confidentiality agreement, including letters from partners attesting to impact and quality of research

The Application Itself

... Section 2: Case for Promotion

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

The Application Itself

... Section 2: Case for Promotion

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

The Application Itself

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**

External Assessors

Section 4: External Assessors (Guide p11, Note #10)

- The Vice-President & Executive Dean / Portfolio Head (in consultation with the applicant's supervisor) nominates **one external assessor for Level D**, or **two external assessors for Level E**, who are:
 - of high international reputation
 - independent of the University
 - not someone with whom the applicant has collaborated or published at all or, where this is not practicable, not someone with whom the applicant has collaborated or published within the previous five years, and
 - able to provide an assessment that ensures the Promotions Committee will have before it adequate comment on the applicant's performance across all areas of academic activity.

External Assessors

Section 4: External Assessors (Guide p11, Note #10)

- **Confidentiality**
 - names of nominated assessors, and their reports, are confidential and will only be made available to the members of the relevant Promotions Committee
- **Further Information**
 - Promotion committees may seek additional information and/or may contact third parties to provide further information
 - applicant will be advised accordingly

The Application Itself

Section 5: Role of Designated Supervisor (Guide pp 12-13, Note #11)

- Provides guidance to applicant in preparing a case that:
 - most effectively represents performance
 - Provides evidence of suitability for promotion
- For research-only, education-focused and teaching specialist roles, ensures applicant's Position Description is up-to-date and approved by People & Culture and attached to application
- Ensures application framed such that terminology specific to a particular discipline can be readily understood by the relevant Promotion Committee
- Consults with Vice-President & Executive Dean/Portfolio Head to identify University-nominated assessors (and substitutes) and emails relevant details directly to P&C Client Services (email: acadprom@flinders.edu.au)
- Checks application for completeness prior to electronic submission to Vice-President & Executive Dean/Portfolio Head

The Application Itself

... Section 5: Role of Designated Supervisor

- 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-only and specialised roles)
 - Rates applicant's case for promotion for each area of academic activity (1 to 5 – whole numbers only)

The Application Itself

Section 6: Role of Vice President and Executive Dean/Head of Portfolio

(Guide p14, Notes #12)

- Ensures supervisors' reports add value to the process by providing specific and verifiable comments in their reports
- Comments on applicant's case for eligibility for promotion where applicant does not hold required qualification(s)
- Consults with Dean (People & Resources/supervisor to identify University-nominated assessors (and substitutes)
- Provides evaluative comments on applicant's case, including any relevant information not already provided
- Rates applicant's case for promotion for each area of academic activity (1 to 5 – whole numbers only)
- Emails completed application to staff member for their signature and any final comments

Application Process

Application Form

- Only applications submitted on 2020 version will be accepted

Strict page limits

- **Case for Promotion (Section 2):**
 - 4 x A4 pages
 - use CV 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)

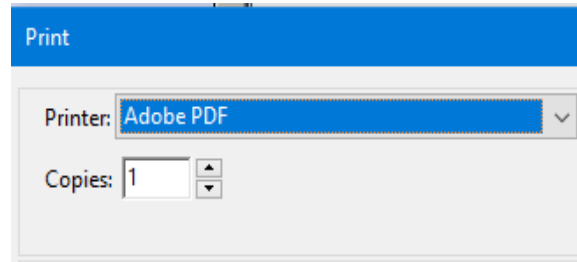
Read the application form carefully and ensure all sections are completed using the specified format and within the space limitations specified.

- 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:

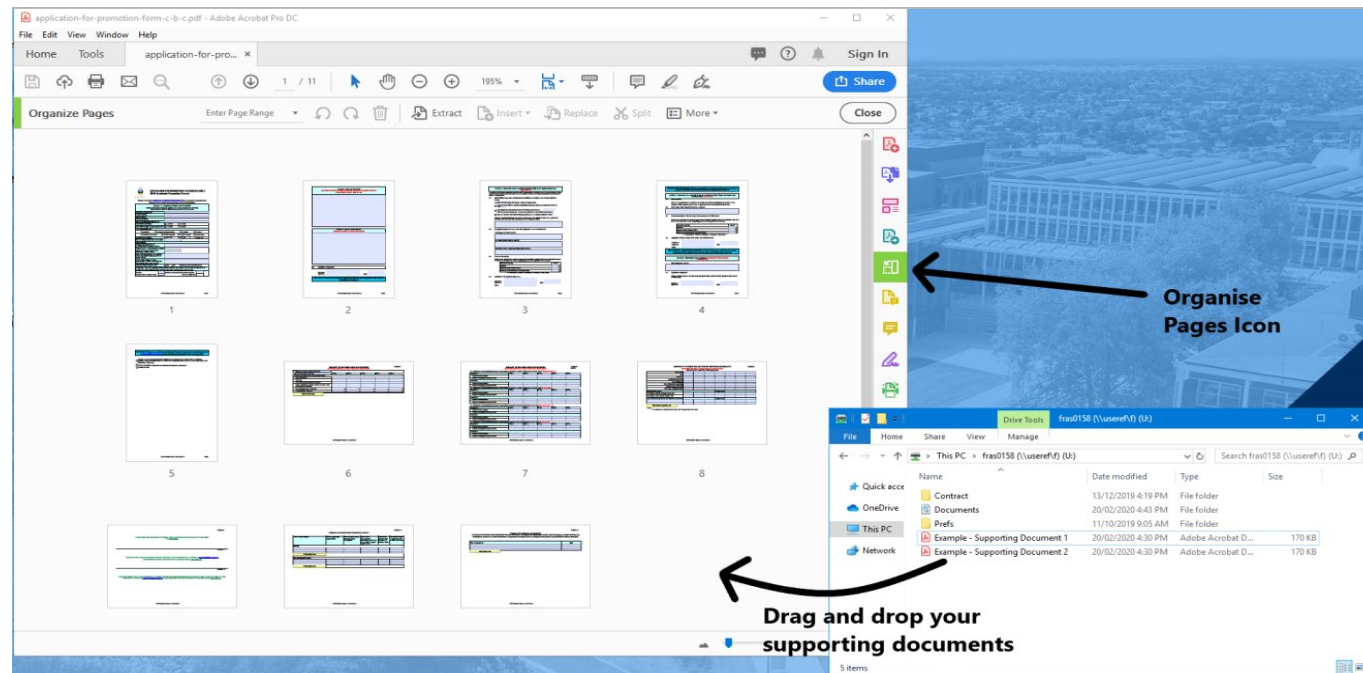
- Save a static copy of your completed form by selecting File, Print, Change the Printer to Adobe PDF and click print:



- 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 7-14
- **Signed and complete** application should be emailed to: acadprom@flinders.edu.au as one single PDF file incorporating:
 - Sections 1-14
 - Position Description (research-only or specialised positions)
 - Curriculum vitae

Additional Information

- Applicants are not required to provide material additional to that specifically required in the Application Form
- Additional information **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 the application
- Where applicable, Summary of Additional Information template (Section 14) should be completed
- Additional information will not form part of application but will be made available for reference of Committee members at meeting

Closing dates for applications

Level D and E

- **To designated Supervisor (if not Dean P&R)**
 - Level D and E **Friday, 10 July 2020**
- **To Dean (People & Resources) of College**
 - Level D and E **Friday, 17 July 2020**
- **To Vice-President & Executive Dean/Portfolio Head**
 - Level D and E **Friday, 31 July 2020**
- **To P&C Client Services (acadprom@flinders.edu.au)**
 - Level D and E **Friday, 14 August 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

OR

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

www.flinders.edu.au/hr/hr_home.cfm

- All promotion enquiries - email:
 - acadprom@flinders.edu.au

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Thank you

Questions/Discussion



INSPIRING

Question & Answer Panel Session