



Flinders
UNIVERSITY



Academic Promotion Information Session

Levels D and E

2022 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
- 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, meaning that special circumstances are taken into account.
- Assessment criteria: Ability to consider *all* past performance but with *particular emphasis on the past three years*.
- Scope to seek promotion from Level C to Level E with Vice-Chancellor's approval.

The Level D and E Promotions Committee

- Deputy Vice-Chancellor (Research) nominated by the Vice-Chancellor as Chair
- Deputy Vice-Chancellor (Students)
- 1 Level E academic staff member from each College
- 1 Level E academic staff member from a University Portfolio
- 2 Level E academic staff members nominated by Academic Senate
- President of the Flinders Branch of the NTEU or nominee (non-voting, optional)
- Committee must have appropriate gender balance
- Factors that inform performance relative to opportunity are brought to the attention of committee by the Chair

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 Criteria

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 Criteria (continued)

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 over recent years has been sustained* at a high level relative to the **Academic Profile** for the current classification and that this performance 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 academic roles.

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

The Application

Application Form and Guide

Application Form, and Guide to Application Form

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

Refer to and use 2022 documentation when preparing promotion 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
- An applications is considered on its merits by the Committee where:
 - A higher degree thesis has been submitted prior to the closing date for promotion; *or*
 - evidence of qualification equivalence is presented (where specified as acceptable under the profile)

Section 1: Applicant Profile and Checklist: Weightings

Relevant to Level D only

- Weightings for the teaching, research and service components are allocated by applicant up to total of 10
- Separate weighting ranges apply to each academic category (whole numbers only)
- The committee can adjust your weightings within the following ranges if it improves your score

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

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)
 - Position Description (research-only and specialised roles)
 - Evidence of Performance for Promotion – Guidelines
 - 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/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).

Making the case for performance in Teaching and Related Duties:

Section 2

- 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 your personal approach/general philosophy regarding teaching and assessment
- outline new topics/courses developed, curriculum reviews undertaken, topic co-ordination responsibilities
- outline objectives set and how well achieved
- outline teaching innovations you have introduced and evidence of any impact from them (SETs, student retention, student success)
- discuss your approach to honours/postgraduate supervision (noting that Higher Degree Research student supervision can be included in the teaching section or the research section, but not both)
- discuss Student Evaluation of Teaching (SETs) and peer evaluation of teaching in relation to your teaching approach and comment on strengths and weaknesses and actions taken in response
- discuss evidence of the impact those actions have had (as above).
- provide evidence that teaching is informed by current research practice
- Identify leadership roles with respect to your teaching area, including leadership of other staff
- Applications will **not** be considered without independent evidence of teaching effectiveness e.g. SETs, formal peer and/or supervisor evaluation

Making the case for performance in Teaching and Related Duties: Sections 7-9

- Provide requested details of your undergraduate and postgraduate teaching – topics, year levels, student numbers, summary of SET data, peer and supervisor evaluation of teaching.
- For peer and/or supervisor evaluation(s), refer:
<https://staff.flinders.edu.au/content/dam/staff/learning-teaching/evaluation/peer-review-guide.pdf>

Making the case for performance in Research and/or Creative Activity: Section 2

See the Levels D and E Academic Profiles for an indication of suitable activity and evidence

- Collaborations and/or engagement with research partners/end-users/stakeholders, highlighting:
 - your leadership of the project(s)
 - your initiative in bringing industry, government or other research partners or end-users to the research
- What evidence do you have of the quality and impact of your research, e.g.:
 - high quality research outputs as evidenced by quality of journal or publisher, and/or citations
 - impact of creative literary or artistic work through performances or exhibitions, reviews etc.
 - external research funding
 - contributions to strong ERA assessments
 - use in government policy developments or practice
 - IP generation and commercialisation
 - translation to industry or professional practice etc.

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”

Making the case for performance in Research and/or Creative Activity: Level E only

- ***Evidence of eminence in the field e.g.:***
 - National and international invited keynote presentations
 - journal editorships
 - high level international collaborative engagements
 - high level medium to long term external engagement
 - sustained long term very high level of performance as per the previous slide.

Making the case for performance in Research and/or Creative Activity: Sections 11 - 13

- Download “Research Publications” and “Externally Funded Grants/Research Contracts” data from Flinders Intelligence Portal (FLIP) <https://flinders.sharepoint.com/sites/pas/Pages/Your-research-home.aspx> and include in the application as Sections 11 and 12 respectively.
- Complete “Summary of Internal/Non-Traditional Grants” template (Section 13) indicating demonstrable activity in obtaining grants during relevant period, including from non-traditional sources

Making the case for performance in University, Professional and Community Service: Section 2

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

Making the case for performance in University, Professional and Community Service: Section 2

Professional Service

- **Contributions to the profession**
 - Describe leadership roles in professional bodies (e.g. as 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
 - Evidence can usually be presented in a way that does not violate a confidentiality agreement
- **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

Making the case for performance in University, Professional and Community Service: Section 2 (continued)

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

- 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, changes to primary duties/responsibilities that has impacted on one or more of the assessment categories etc.
- Applicants should indicate *in what way and to what extent* the circumstances cited are claimed to have restricted your 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
 - If so, the applicant will be advised accordingly

Section 4: External Assessors

- 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 provides comments on the applicant's performance across all areas of academic activity.
- **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. If so, the applicant will be advised accordingly

Role of Designated Supervisor

- 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

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)

Role of Vice President and Executive Dean/Head of Portfolio

- 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 2022 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.

Submitting Your Application

- Email your completed application to acadprom@flinders.edu.au on, or before, the application due date.
 - Refer to the of Guide to Academic Promotions
<https://staff.flinders.edu.au/content/dam/staff/pc/guide-to-academic-promotion.pdf>
 - Complete and attach required supporting documents
 - Position Description (research academic, teaching specialist or specialised roles)
 - Curriculum Vitae
 - Your email to acadprom@flinders.edu.au **must include** your completed and signed application form, with all required attachments clearly identifiable by the document name e.g. *Section 10 – Peer Evaluation of Teaching*

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, 12 August 2022**
- To Vice-President & Executive Dean/Portfolio Head
 - Level D and E **Friday, 26 August 2022**
- To P&C Client Services (acadprom@flinders.edu.au)
 - Level D and E **Friday, 9 September 2022**

Applications will be acknowledged within 2 working days

Key Resources

- Key resources for the 2022 academic promotion round available via a central point of reference at the Academic Promotion 2022 webpage:
www.flinders.edu.au/hr/academic-promotion.cfm
- Promotion enquiries – contact your People and Culture Business Partner in the first instance, or email:
 - acadprom@flinders.edu.au

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Thank you

Questions/Discussion



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