Academic Promotion Information Session – 2024

Flinders University acknowledges the Traditional Owners and Custodians of the lands and waters on which its campuses are located, these are the Traditional Lands of the Arrernte, Dagoman, First Nations of the South East, First Peoples of the River Murray & Mallee region, Jawoyn, Kaurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders past, present and emerging.

Today, over **400 ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS** are enrolled in courses at Flinders University.

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Flinders' Approach to Academic Promotion

- Academic Promotions are a peer-evaluation process, where applications are assessed by a committee of peers in the second half of the year

- A case for promotion is assessed based on;

  - Evidence and materials submitted in the application only and,

  - Independent external assessor reports (Level D and E)

- The committee has the ability to consider ALL past performance presented in the case, with emphasis on the past three years

- If an application for promotion is successful, it will take effect on 1 January the following year

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Equal Opportunity

Flinders University is committed to providing Equal Opportunity to ensure career growth and promotion is available to all Academics

- The committee will take into consideration an applicant's performance **relative to opportunity**

- The applicant may include any Special Circumstances which may have affected the progress of their career, for example;
    - Significant career interruptions
    - Family and caring obligations
    - Employment fraction reductions
    - Illness
    - Cultural load
    - Changes to key responsibilities that have impacted on one or more of the assessment categories

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Equal Opportunity

To have Special Circumstances considered by the committee, applicants should clearly articulate

- the nature of the special circumstances
- the nature and **extent** of the impact on your progression against the relevant Academic Profile and/or Position Description as a result of the special circumstances
- Where a temporary change to an applicant's primary duties/responsibilities has occurred, evidence should be provided on the nature of change(s) and the impact on performance described.

Applicants who work on a part time basis, can calculate their ***Full-time equivalent years of effort*** using the fraction calculator on the promotions page.

This figure can be included as part of special circumstances

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Equal Opportunity

Indigenous Workforce Strategy (IWS)

- Flinders University is committed to enhancing development and advancement opportunities for Aboriginal and/or Torres Strait Islander staff.

- Indigenous staff to have the opportunity to identify as an Aboriginal and/or Torres Strait Islander person in their promotion application, and choice to request an appropriately qualified Aboriginal and/or Torres Strait Islander observer or member of the Academic Promotions panels during the assessment of their application.

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Promotions Committee – Level B-C

Level B and C Promotions Committees comprise:

- **VPED (Chair)**
- Dean (Education) and Dean (Research)
- Four (4) academic staff from within the College selected to reflect the diversity of College discipline
- Two (2) academic staff members *external* to the College to assist with consistency across the University

All members are at level C or above

Committees will have an appropriate gender balance

A committee member with a conflict of interest will be required to leave the room during the assessment

The committee may also include appropriate non-voting members

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Promotions Committee – Level D-E

The Level D and E Promotions Committee comprises:

- **Deputy Vice-Chancellor (Research) – (Chair – as VC Nominee)**
- 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)

Committees will have an appropriate gender balance

Committee member with a conflict of interest will be required to leave the room during the assessment

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Eligibility

Employees engaged in the following employment categories (full time and part time) are eligible to apply for promotion:

- Continuing
- Continuing contingent-funded
- Convertible academic staff
- Fixed-term academic staff (including grant-funded) with 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.

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Assessment

- The three areas of academic activity referred to in the Academic Profiles are:
  - Teaching (and Related Duties)
  - Research and/or Creative Activity
  - University, Professional and Community Service

Assessment

A case for promotion is assessed based on:

- performance, backed by evidence against the relevant Academic Profile and/or Position Description
- contributions made to, and **sustained** high performance across applicant's current classification level; **and**
- An upward trajectory that demonstrates ability to perform at the classification level to which promotion is sought.

Details of previous promotion application details or outcomes are not shared with the committee

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

Application Profile and Weightings
Level B-D only

- Applicants can indicate where they see their strength to be based on the rating table below
- Weightings across each area must add up to a total of 10 with minimum and maximum weightings prescribed by the Academic type
- Weightings are an indication and may be adjusted to improve the strength of the application

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

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Making your case

- Refer to Academic Profiles and, if applicable, the Position Description for your position and ensure your case reflects the appropriate level of promotion sought.

- Provide commentary of activities/achievements in each area relevant to your application (teaching and/or research, and service) against the profiles and your Position Description

- Be clear and concise; don't get lost in the detail

- Provide appropriate evidence that supports the examples you provide

- Prepare your case with the audience in mind – they are unlikely to be familiar with your area of expertise

- Avoid discipline-acronyms and language that may not be well understood

- Further information for applications to for promotion to Level E will be at the end of this presentation

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Making your case - Research

Committees will be looking for evidence against the relevant Academic Profile of:

- Increasing levels of leadership in your research

- Increasing supervision and mentorship of Higher Degree Researchers (HDR)

- Increasing numbers and quality of publications

- Success in engaging with external stakeholders and end-users and developing research collaborations with them

- Success in attracting external research funding

- Evidence of innovation and impact of your research at a domestic and international level

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Making your case - Teaching

Committees will be looking for evidence against the relevant Academic Profile of:

- Your approach to teaching

- Clear teaching philosophy

- Reflection on, and response to, feedback from peer reviews and student responses

- Research informed teaching

- Leadership in teaching

- Innovation in teaching and evidence for the **impact** of your innovation

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Making your case – University Professional and Community Service

The committee will be looking for evidence of service undertaken in your current role at Flinders University, including:

- Contribution to University leadership

- Contributions to your profession/field at a domestic and/or international level and the impact of this

- Consultancy and commissioned work

- Standing as an expert in the field, e.g. through advisory roles to industry or government bodies

- Media presence and impact

- Editorial responsibilities for professional journals

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Roles and Responsibilities
Designated Supervisor

- Provide guidance to applicant in preparing a case

- Ensure the Position Description is current for applicants in Teaching Specialist, Research only, or other specialised roles

- Provide guidance in framing an application that can be readily understood

- Review the submitted application and provides supporting information to:

  - Confirm qualifications criteria is met relevant to the Academic Profile or

  - Comment on eligibility for promotion where applicant does not hold required qualification(s)

  - Provide a clear statement on norms and expectations for teaching and research output within the relevant academic area

  - Provide additional context about area in which the applicant is employed

  - Provide an overall assessment of applicant's contribution in each area of activity against relevant Academic Profile, and Position Description if relevant

  - Comment on applicant's areas of strength

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Roles and Responsibilities
Dean People and Resources

For applicants to Level B and C

- Reviews and provides an assessment

For applicants to Level D and E

- Consults with Vice-President & Executive Dean/Portfolio Head to identify University-nominated assessors (and substitutes) and emails details directly to acadprom@flinders.edu.au

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Roles and Responsibilities
Level D and E Only

Vice President and Executive Dean

- 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

- Forwards completed application to staff member for their signature and any final comments

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Assessor Reports
Level D and E Only

The Vice-President & Executive Dean nominates
- one external assessor for Level D; two for Level E
- The Assessor will be able to provide an independent assessment that provides comments on the applicant's performance that they can reasonably comment on across all areas of academic activity. Assessor reports are confidential and only made available to the committee

Information that will be sent to the assessor includes:
- Academic profiles and policy
- Copy of CV
- 3,500 word submission extracted from the promotions application

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Promotion to Professor
Level E Only

Promotion to Professor is the highest level of Academia

For applications to be successful, the committee will be looking for evidence of;

- outstanding performance in two areas of academic activity and;
  - evidence of outstanding leadership
  - scholarly achievement
  - international eminence or, where appropriate for the discipline, national eminence, and;
  - for teaching and research academics:
    - substantial contributions in the other area of academic activity

Applications to Level E will have two additional questions posed to them in the application process

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Application Process

Promotions applications will be submitted through **Service One:**

- Some data will pre-populate, please notify People and Culture if any of this is incorrect

- There will be optional statistical data available

- Case is limited to 3,500 words

- You will be able to use formatting in your application

- Text prompts have been created throughout the form to assist applicants

- user guide with video instruction is being prepared and will be on the promotions web page

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Attachments

Each attachment will need to be collated into a PDF and saved with a standard naming convention.

There will be an upload button for each attachment relevant to your application

- Curriculum Vitae
- Position Description (if applicable)
- Teaching evidence (SETs)
- Teaching evidence (Peer reviews)
- Research evidence (Publications)
- Research evidence (Grant information)
- Up to **20** pages of supplementary data to support the application for example (1PDF)

Each attachment must be saved as a single document PDF and saved with a standardised naming convention which will be in the help text in the application form.

Naming conventions – help text

* Position Description ❓

> Save all pages into 1 PDF document with the naming convention pd_firstname_lastname
> i.e. pd_john_smith ✖

* Curriculum Vitae ❓

> Save all pages into 1 PDF document with the naming convention cv_firstname_lastname
> i.e. cv_john_smith ✖

* Research publications data (downloaded from FLIP) ❓

> Save all pages into 1 PDF document with the naming convention research_publication_firstname_lastname
> i.e. research_publication_john_smith ✖

* Research grant/Research contract data (downloaded from FLIP) ❓

> Save all pages into 1 PDF document with the naming convention research_evidence_firstname_lastname
> i.e. research_evidence_john_smith ✖

* Student Evaluation of Teaching (SETs) ❓

> Save all pages into 1 PDF document with the naming convention set_firstname_lastname
> i.e. set_john_smith ✖

Additional optional attachment (supporting evidence) ❓

> 20 pages maximum.
> Save all pages into 1 PDF document with the naming convention additional_evidence_firstname_lastname
> i.e. additional_evidence_john_smith ✖

* Evidence of external validation of outstanding performance in teaching ❓

> Save all pages into 1 PDF document with the naming convention external_validation_firstname_lastname
> i.e. external_validation_john_smith ✖

* Evidence of Peer and/or Supervisor Evaluation of Teaching ❓

> Save all pages into 1 PDF document with the naming convention teaching_evidence_firstname_lastname
> i.e. teaching_evidence_john_smith ✖

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Process map – Level B and C

Step 1
- Applicant completes an online application from in Service One which flows to the Designated Supervisor

Notification to Applicant: Your academic promotion application has been submitted for assessment

Step 2
- Designated Supervisor assesses application, adds comments, then submits to the Dean (P&R)

Notification to Applicant: Your academic promotion application has been assessed by your supervisor

Step 3
- Dean (P&R) or Portfolio Head assesses application, comments, then submits back to Applicant

Notification to Applicant: Your academic promotion application is ready for your final comments

Step 4
- Applicant receives application for final review an then submits application which flows to People and Culture

Step 5
- People and Culture process application and make available to the Committee via Service One dashboard

Step 6
- Promotions Committee review application in readiness for the Committee meeting

Step 7
- Once committee meetings are complete, People and Culture process promotion outcomes from Service One

Applicant receives formal notification letter from People and Culture. If successful, Promotion is processed by P&C in Workday effective 1st of January the following year

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Process map – Level D and E

Step 1
- Applicant completes an online application from in Service One which flows to the Designated Supervisor

Notification to Applicant: Your academic promotion application has been submitted for assessment

Step 2
- Designated Supervisor assesses application, adds comments, then submits to the Dean (P&R)

Notification to Applicant: Your academic promotion application has been submitted for assessment

Step 3
- Dean (P&R) in conjunction with VPED identifies Assessors and emails to acadprom@flinders.edu.au

Step 4
- VPED assesses application and comments in Service One, then submits to flow back to Applicant

Notification to Applicant: Your external assessors for your academic promotion application are being confirmed

Step 5
- Applicant receives application for final review and then submits application which flow to People and Culture

Step 6
- People and Culture process application and make available to the Committee via Service One dashboard

Step 7
- Promotions Committee review application in readiness for the Committee meeting

Step 8
- Once committee meetings are complete, People and Culture process promotion outcomes from Service One

Applicant receives formal notification letter from People and Culture. If successful, Promotion is processed by P&C in Workday effective 1st of January the following year

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Application Checklist

Prior to submitting your application, check through the Service One application form to ensure;

- All fields are completed

- It has been reviewed by;

  - Designated Supervisor

  - Dean (People & Resources) (Lev B/C)

  - Vice-President & Executive Dean/Portfolio Head (Lev D/E)

- All relevant attachments have been checked, saved correctly and uploaded – once submitted, this can not be changed

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Feedback

- If an application for promotion is unsuccessful, the chair will provide an opportunity for the applicant to seek feedback.

- The feedback will be based on the committee discussion during the assessment of the application

- While guidance can be provided on strengths and gaps in the case presented, specific information around voting or why the application was unsuccessful will not be available

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Closing Dates - Timeframes

Level B and C

- To Supervisor (even if supervisor is Dean P&R)   Friday, 19 July 2024

- To Dean (People and Resources) of College   Friday, 26 July 2024

- To People and Culture   Friday 9 August 2024

Level D and E

- To designated Supervisor   Friday, 2 August 2024

- To Vice-President & Executive Dean   Friday 9 August 2024

- To People and Culture   Friday 23 August 2024

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Key Reference Material

- **All applicants should access the following in preparing applications:**

    - Academic Promotions Policy

    - Academic Promotions Procedures

    - Academic Profiles Policy

    - Academic Profiles

    - Guide to Academic Promotion, tutorial video and FAQs

All Academic Promotion information is available at

https://staff.flinders.edu.au/learning-teaching/academic-promotion

Promotions enquiries can be directed to your People and Culture Business Partner or email acadprom@flinders.edu.au

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Questions

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