



Academic Promotion Information Session - 2023



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, Kurna, 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.



Academic Promotion Information Session

Level B–E
2023 Round

Flinders' Approach to Academic Promotion

- Promotions are a peer-evaluation process carried out in accordance with the University Academic Promotions Policy and Procedures
- A case for promotion is assessed, based on evidence and materials submitted in the application and, at Levels D and E, a report submitted by external assessors
- Where appropriate, assessment is made of performance relative to opportunity, meaning an applicant will have special circumstances taken into account that may have interrupted their career progression
- Promotions committees sits in the second half of each year
- If an application for promotion is successful, it will take effect on 1 January the following year
- The committee has the ability to consider ALL past performance (i.e. not limited to the period since appointment or last promotion), but with particular emphasis on the past three years
- Promotion applications to level B and C are assessed by a College-based promotions committee
- Promotion applications to level D and E are assessed by a University wide promotions committee

Special Circumstances

Flinders University is committed to providing an 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 matters which may have affected the progress of their career, for example;
 - Significant career interruptions
 - Family and caring obligations
 - Employment fraction reductions
 - Illness
 - Changes to key responsibilities that have impacted on one or more of the assessment categories etc.
- Applicants should clearly articulate the nature of the special circumstances and the nature and extent of the impact on performance against the relevant Academic Profile and/or Position Description
 - e.g. caring responsibilities interfered with opportunities to travel to conferences.
- 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.

Promotions Committee – Level B-C

Level B and C Promotions Committees have the following membership:

- Vice-President and Executive Dean (Chair)
 - Dean (Education), 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*
 - President of the Flinders Branch of the NTEU or nominee (non-voting, optional)
 - One (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
 - A committee member with a conflict of interest will be required to leave the room during the assessment

Promotions Committee – Level D-E

Level D and E Promotions Committees have the following membership:

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

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
- Scholarly Fellow following successful completion of their probationary period

Sessional fixed-term, Casual staff and Academic Status holders are not eligible to apply for promotion.

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
- A case for promotion is assessed based on the application and supporting evidence submitted in the current application
- Details of previous promotion application details or outcomes are not shared with the committee
- Promotion is based on evidence of:
 - performance, backed by evidence against the relevant Academic Profile and/or Position Description if applicable
 - 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.
- 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 seeking promotion to Level B-D 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
- Note that weightings are an indication only and the committee may adjust them 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

Making your case

- Refer to Academic Profiles and/or, if applicable, the Position Description for your position and ensure your case reflects the appropriate level of promotion sought.
- Provide clear and concise commentary of activities/achievements in each area relevant to your application (teaching and/or research, and service) against the profiles and your Position Description (if applicable)
- Provide appropriate supporting evidence that confirms any claim you make if the evidence is not available in existing University databases that record teaching and research contributions and outcomes.
- 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
- Don't get lost in the detail
- Further information for applications to Professor will be at the end of this presentation

Making your case - Research

As the level of promotion sought increases, committees will be looking for evidence 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

Making your case - Teaching

The committee will be looking for evidence 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

appropriate to the expectations for your current Academic level.

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

appropriate to the expectations for your current Academic level.

Roles and Responsibilities

Designated Supervisor

- Provide guidance to applicant in preparing a case that:
 - most effectively represents performance
 - provides evidence of suitability for promotion
- For applicants in research academic, teaching specialist or specialist roles, ensure applicant's Position Description is up to date and attached to application
- Provides guidance around framing the application so terminology specific to a discipline can be readily understood by the Promotion Committee
- Reviews the submitted application and provides supporting information that:
 - confirms that the 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
- Consults with Vice-President & Executive Dean/Portfolio Head to identify University-nominated assessors (and substitutes) and emails details directly to acadprom@flinders.edu.au

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

Level D and E Only

- The Vice-President & Executive Dean (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

Level E Only

Promotion to Professor is the highest level of Academia

For applications to be successful at this level the committee will be looking for evidence of;

- 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;
 - for teaching and research academics:
 - substantial contributions in the other area of academic activity

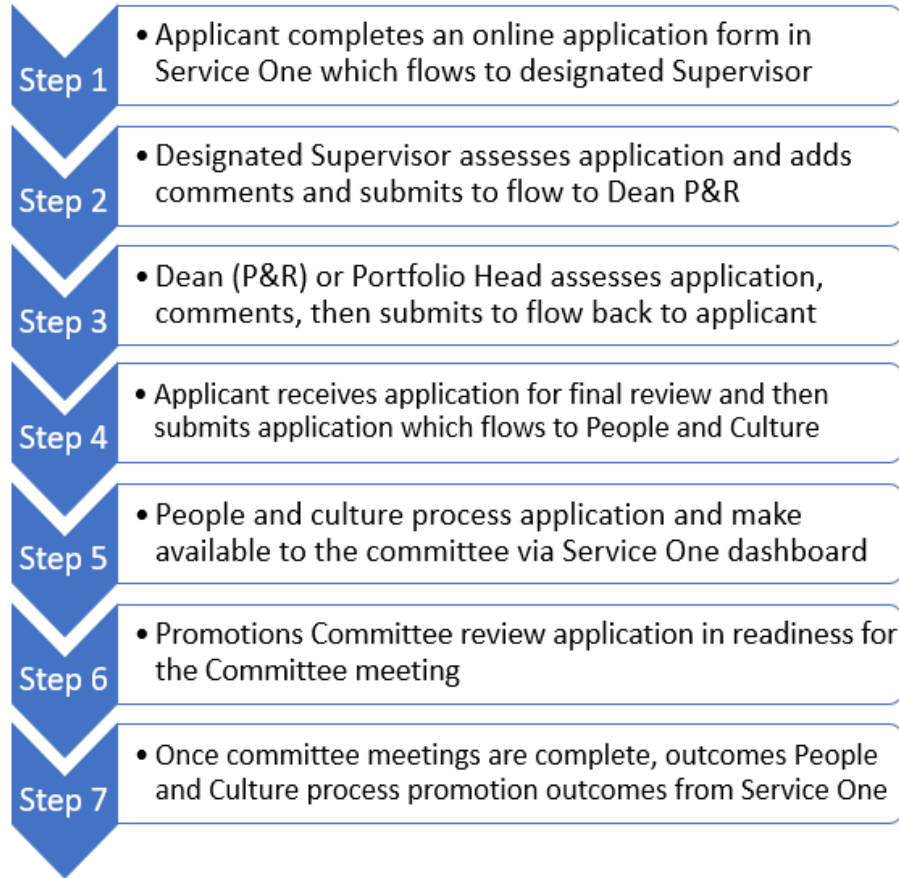
Application Process

2023 Academic Promotions applications will be submitted through an online **Service One** form

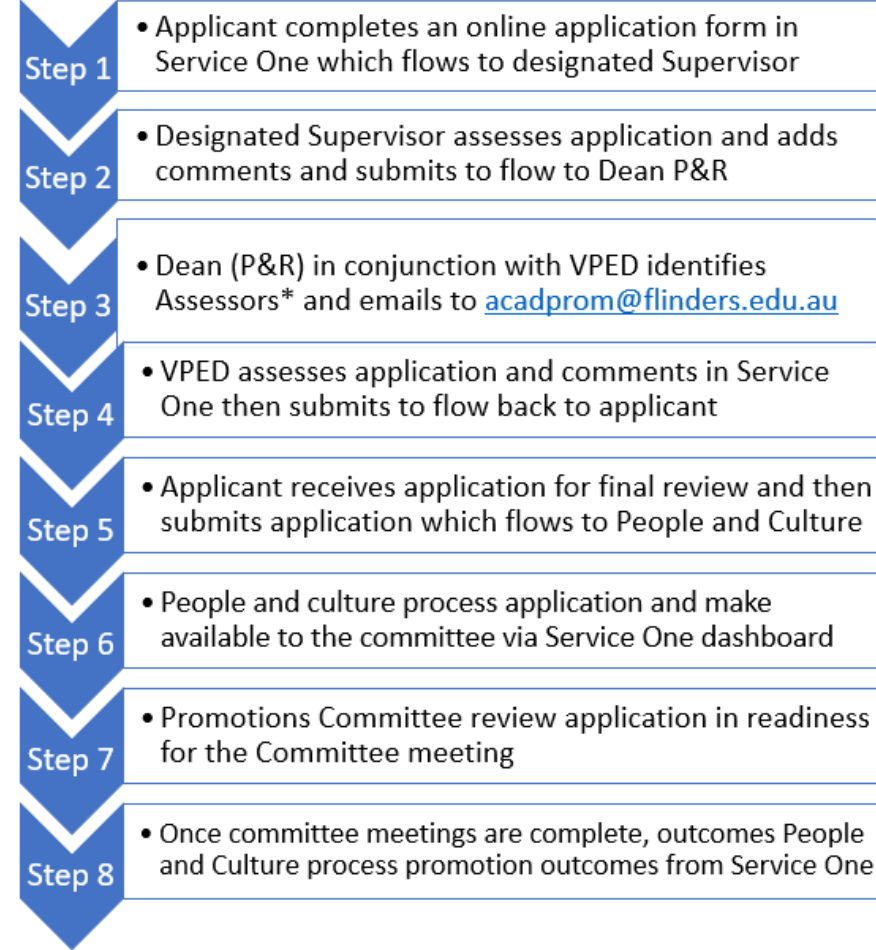
- Some data will pre-populate, please notify People and Culture if any of this is incorrect
- Text prompts have been created throughout the form to assist applicants
- A user guide with video instruction is being prepared and will be on the promotions web page
- Applicants can attached up to three **(3)** PDF documents, being;
 - Curriculum Vitae
 - Position Description (if applicable)
 - Up to **20** pages of attachments scanned into one document to support the application for example;
 - 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 as “in press” (e.g. copy of acceptance letter or email confirmation)

Process map

Level B and C Applications



Level D and E Applications



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)
- Curriculum Vitae has been saved as PDF and attached
- Position Description (if applicable) saved as PDF and attached
- Supportive evidence (to a maximum of 20 pages) has been PDF into one document and attached

Closing Dates - Timeframes

Level B and C

- To Supervisor (if not Dean P&R) Friday, 21st July 2023
- To Dean (People and Resources) of College Friday, 28th July 2023
- To People and Culture Friday 11th August 2023

Level D and E

- To designated Supervisor (if not Dean P&R) Friday, 4th August 2023
- To Vice-President & Executive Dean Friday 11th August 2023
- To People and Culture (with nominated referees) Friday 18th August 2023

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

Questions

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