Guidelines
For
Promotion to Professor

In accordance with the system approved by Senate, promotion to Professor will be managed by the Senate Professorial Promotions Committee.

The rank of Professor is reserved for individuals with outstanding performance. Quality is the key criterion and, although no quotas are prescribed, promotion to this rank is expected to be limited in number annually. Successful applicants are expected to meet the standards for Chair level appointments in major universities.

Successful candidates will have the title of Professor bestowed on them from 1 January of the following year.

Criteria for Promotion to Professor.

The criteria for promotion to Professor are set out in the HUPP Policy 5.70.17: Criteria for Academic Performance at Level E for each of the three main types of academic roles – Teaching and Research (T&R), Teaching Focussed (TF) and Research Only (RO). The candidate will have to demonstrate that he/she is meeting these criteria before being promoted to Professor.

In addition, specific Criteria for applicants with clinical appointments are as follows:

- Exercising leadership in clinical teaching, particularly in program development. They would also provide leadership in clinical scholarship and clinical practice, and would maintain a high level of involvement in professional activities within their speciality at national and international levels. This would involve special external recognition by the clinician’s peer group.
- Further, the applicants would be expected to demonstrate:
  - Evidence of national and/or international leadership in areas of health education including curriculum development and implementation
  - Evidence of national and/or international recognition in clinical skills and supervision
  - Evidence of national and/or international recognition of leadership in clinical practice
  - Evidence of national and/or international recognition by the profession – member of national or international government policy groups, taskforces or expert committees

Eligibility
Academic staff at any level may apply for promotion to Professor unless they have unsuccessfully applied for promotion to Professor within the last three years, and have not been given approval to reapply within that period. However, applicants may not apply for promotion to any other rank in the same year.

THE APPLICATION PROCESS

What the Applicants Should Do

It is the applicant's responsibility to assemble the required documentation and submit it by the required date (including the report from the Head of School).

Applicants should prepare the following and submit the package to their Head of School in time to have an Annual Review meeting and meet the Schedule set out in (3) below. This procedure allows the Head of School to make an informed recommendation about the applicant’s readiness for promotion against the stated selection criteria.:-

- A complete Academic Portfolio of Achievement, covering the period before appointment to The University of Queensland as appropriate. This is particularly relevant in the record of research activity and PhD supervision. There is no need to send a CV. Include a summary table of TEVALS [and of CVALS if you wish]. There is no need to send all of the actual TEVAL results unless you particularly wish to.

- A covering letter of no more than five pages. Referring to the selection criteria for promotion to Professor, this letter should summarise your case to be promoted to Professor. It should highlight what you consider to be your most notable achievements in the main areas relevant to your role: in research and research training, teaching and learning, the scholarship of teaching and service. Within the section on research achievements, you might wish to comment on the major contributions to your field, your most significant publications (and why) and other evidence of international standing. This could be evidenced, for example, by citation data, reviews of books and other scholarly work and by measures of esteem (e.g. membership of Academies). In the teaching and learning domain you may wish to illustrate your contribution and achievements with reference to demonstrated impact on the success of graduates and post-graduates whom you have supervised. In the scholarship of teaching you may wish to cite your impact on educational policy and curriculum development, leadership in educational activities of national and international organizations and leadership of collaborative partnerships with other educational institutions or other bodies. (This could include scholarly publications, keynote addresses related to teaching and learning, awards and prizes for teaching, and evidence of national and international standing).

- The names of five (5) referees with up-to-date contact details (e.g. address, telephone number, fax number and email address). The applicant should indicate which field the particular referee is qualified to comment on (e.g. research, research leadership, teaching, scholarship of teaching, or service, etc.). The applicant should also include a short statement, setting out the reasons why each
particular referee has been nominated. Applicants may also nominate people they would prefer the Committee not to contact.

The Committee retains the right to obtain information from referees as it deems appropriate in each case, including reports obtained in confidence from referees selected by the Committee.

The applicant will receive the Head's Recommendation back from the Head of School, sign it and then send a copy of it plus the application to the Executive Dean. When a candidate has a joint appointment, he/she should seek a Head’s recommendation from each Head or Director and a referee’s report from each relevant Executive Dean.

The applicant should then send **fifteen (15) copies** of the

- Portfolio
- Covering letter, with nominated referees
- Head's Recommendation form

to the Director, Human Resources Division. by the date set out in the Schedule below.

The applicant will receive a signed copy of the Executive Dean's Report from the Executive Dean. Should the applicant believe that any comments in the Head's or Executive Dean's report require it, the applicant may send a letter to the Chair of the Committee, addressing those comments. The Chair will ensure the letter is circulated to the members of the Committee.

**What the Head of School Should Do**

The Head should carefully examine the documentation submitted by the applicant and then hold an Annual Review meeting. It is important that the Head **realistically** assesses the application and the extent to which it meets the criteria and whether the application should be submitted now or deferred until a stronger case has been assembled. The Head should consult with other members of staff in the Department at Professorial level as appropriate.

The Head should complete the **Head’s Recommendation: Assessment for Continuing Appointment/Promotion/Mid-Term Review** form, ensuring that each of the criteria for promotion to Professor is covered under the relevant heading of Teaching, Scholarship of Teaching, Research and Service on the form.

The Head should make clear whether he/she ‘strongly recommends’, ‘recommends’ or ‘does not recommend promotion’.

After signing this form, the Head should forward it to the applicant who has the responsibility to send the application and Head's Report to the Executive Dean.

The Head should also send (separately to the Director, HR Division) the names of five (5) individuals knowledgeable about the applicant and able to assess the applicant's performance in research, teaching and/or administration; a statement as to why these particular individuals have been suggested. The Head’s referees should be different from those nominated by the applicant, and should be drawn from a wider group than
those who have been close collaborators with the applicant. The referees should be ranked in order of usefulness in providing a report. The names of these referees should remain confidential.

These individuals may, at the discretion of the Professorial Promotions Committee, be invited to act as referees. Referees for promotion at this level should normally be of professorial standing or equivalent and should generally be from outside the University, either eminent Australians in the field or eminent international scholars.

**What the Executive Dean Should Do**

On receipt of the complete application and Head's Report from the applicant, the Executive Dean is requested to provide a report on the applicant.

Reports should include the following information:

- the source, nature and extent of knowledge of the applicant;
- detailed evaluation and comment according to as many of the criteria for promotion as is possible within the scope of knowledge of the applicant;
- comment on any other aspect of the application considered relevant;
- where relevant, comment on or additions to the referees proposed by the Head of School [this may require some consultation with the Head of School about the adequacy of the total list of referees.]; and
- a clear overall recommendation for or against promotion.

The Executive Dean should send his/her completed report, with the names of any referees ranked in order, directly to the Director, HR Division, by the due date in the schedule below, and should also send a signed copy of their report to the applicant.

**SCHEDULE**

**By end April** applicants will have submitted *Academic Portfolio* to their Head of School in time for the Annual Review to be scheduled and completed.

**By first week of May** the Head will have completed the *Head’s Recommendation: Assessment for Continuing Appointment/Promotion/Mid-term Review Form* and sent it back to the applicant for signature.

**By end of second week of May** the applicant will have sent a copy of the application and the Head's Recommendation to the Executive Dean.

**By end of May** the applicant should have submitted the application, together with the Head's recommendation, to the Director, Human Resources Division. Fifteen (15) copies of the documents are required. Please do not bind or staple the documents.

**By end of May** the Executive Dean, having received the application and the Head’s Recommendation from the applicant, will have completed his/her referee report and
sent it to the Director, HR Division, and should also have sent a signed copy of their report to the applicant.

In November, candidates who have been identified by the Committee will be invited for an interview. Candidates who have not been selected for interview will be notified at the same time of their unsuccessful application.

At the last Senate meeting of the year, the Senate will consider the recommendations for Promotion.

WHERE THE HEAD OF SCHOOL IS AN APPLICANT

Where a Head applies for promotion to Professor, he/she will submit a Portfolio and undertake an Annual Review with the Executive Dean in accordance with University policy.

The Executive Dean will complete a recommendation form and the Head will sign it and forward fifteen (15) copies of the application and Dean's report to the Director, HR Division. The Executive Dean will consult as appropriate with other senior staff, generally Professors, in the Head’s Department or in cognate Departments. The Executive Dean will ensure that an adequate list of referees is included.

In any case when the Head or Dean may have a “conflict of interest” (as defined in the University’s Code of Conduct) in relation to a candidate, the Head or Dean will remove him/herself from any involvement in recommendations on that candidate.

INTERVIEWS

On the basis of an evaluation of the application materials, reports of Heads of School and Executive Deans as well as reports from referees, a short list of applicants will be constructed. The Committee will interview applicants on the short list, as necessary.

It is important for applicants to note that they must be available for interview in early November and that no alternative arrangements can be made. If applicants are not available for interview, then promotion will not be considered.

At the interview, applicants will be asked to present a brief summary statement as to why they should be promoted and then take questions from the Committee.

FEEDBACK

Unsuccessful applicants will, upon request, receive feedback on their application.

LIMIT ON RE-APPLICATION

Unsuccessful applicants may not re-apply until three years have elapsed from the date of their previous application, although exceptions can be made by the Vice-Chancellor in rare circumstances.

Please direct any inquiries to the Director, HR Division, who acts as Secretary to the Committee, on extension 52056.