5.80.12 Promotion of Academic Staff (Levels A - D)

**Policy Number:** 5.80.12  
**Policy Name:** Promotion of Academic Staff (Levels A - D)  
**Contact Officer:** Manager, Continuing Appointments and Promotions (Academic)  
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**Related Policies:** 5.41.5, 5.70.17

1. General statement

Academic promotion at the University is upon the basis of merit and, to be promoted, candidates in all types of academic roles whether as -Teaching and Research, (“T&R”); Teaching-Focussed, (“T-F”), and Research-Only, (“RO”) must be able to demonstrate that they have reached the skill base specified for the academic level to which they seek promotion (see HUPP 5.70.17 Criteria for Academic Performance). Promotion is mainly dependent on demonstrated ability and achievement since the candidate's appointment to the position currently held at the University. Secondary evidence may be derived from work undertaken during earlier career stages that has underpinned the achievement of the relevant standard for promotion.

As set out in the Guidelines for Academic Promotion, academic staff have the flexibility to accentuate aspects of their portfolio and build a case that reflects their strengths and achievements, using weightings, although all activities will need to be considered in any such application.

1.1 Candidates should note the following general points:

(a) It is advisable for staff members considering applying for promotion to discuss their readiness for promotion with their Head of School or Director of Centre/Institute. The decision to make an application rests with the staff member.

(b) The Head of School or Centre/Institute Director is asked to comment on each application from that unit following consultation with other senior academics. The Head/Director may also consult with other appropriate persons. Where the Head/Centre Director is a candidate, the Executive Dean or Institute Director will be requested to nominate some other person to undertake consultation and to comment on the application. Heads/Directors are required to supply a copy of their report to the applicant and to indicate against their own signature that they have done so. The applicant has the option of submitting a response to the Head/Directors’ report to the LCPC.

(c) Staff members on probation are eligible for consideration for promotion.

(d) Fixed term appointees are eligible to be promoted within the period of their contracts.

(e) Research Only staff will be eligible to apply for promotion provided the employment contract extends (or is expected to extend) beyond the promotion effective date -but only if:

(i). the terms of funding for the research grant/contract permit the promotion; and
(ii) arrangements for the funding of the increase in salary have been agreed.
(f) Staff members currently on secondment to another institution are eligible for promotion.

(g) Consistent with The University of Queensland Discrimination and Harassment policy, and state and federal Acts, staff members should not be treated less favourably due to their sex, gender identity, parental status, family responsibilities, pregnancy, breastfeeding, age, race, and/or impairment, for example. These attributes may impact on a staff member’s capacity to work uninterrupted and/or full time.

(h) The University is committed to providing an equal opportunity environment for its staff in its performance appraisal, continuing appointment and promotion processes through the principle of ‘performance relative to opportunity’. The quality of the staff member’s performance will be assessed against the standard for that level. In terms of expectations for activity and output, consideration will be given to the fraction at which they are employed, periods of absence and/or personal circumstances. Where information about a staff member’s personal circumstances is provided, that information will remain confidential to the assessing committees.

(i) There is one promotion round each year. The dates for submission of applications are advised annually by Human Resources Division. In exceptional circumstances an application for promotion can be considered out-of-cycle by permission of the Chair of the Local Confirmation and Promotions Committee (LCPC) in consultation with the Chair of the Central Confirmation and Promotions Committee (CCPC). Application is to be made in writing to the Chair of the LCPC by the staff member’s Head of School or Centre/Institute Director.

(j) Staff will not be eligible to apply for promotion for at least two years from the date of appointment or promotion to the current level, except in exceptional circumstances by authorization of the Chair of the CCPC in consultation with the Chair of the LCPC. Application is to be made in writing to the Chair of the CCPC by the staff member’s Head of School or Centre/Institute Director.

(k) Re-application for promotion after unsuccessful application will not occur within two years from the previous application date, except in exceptional circumstances by authorization of the Chair of the CCPC, in consultation with the Chair of the LCPC.

(l) Applications from candidates who subsequently resign or whose employment is otherwise terminated will cease to be processed from the date of receipt of the resignation.

2. Promotion Procedures

2.1 The Local Confirmation and Promotions Committees’ (“LCPC”) Structure and Responsibilities

(a) The Local Confirmation and Promotions Committee (“LCPC”) acts on promotion decisions for all types of academic appointments (Teaching and Research, Teaching Focussed and Research Only) for a Faculty and cognate Institute(s) and is comprised of:

- A chair who is the Executive Dean or Director of the cognate Institute(s);
- One Level D or E staff member who is the Local Committee’s representative on the Central Committee and is the Central Committee’s representative on another Local Committee;
- One Central Committee representative from another Local Committee (normally an Arts/Humanities representative would be on a Sciences Local Committee and vice versa);
Four staff members (one staff member at Level E, two at Level D and one at Level C, or alternatively three staff members at Level D and one at Level C), giving balanced representation across the Faculty and cognate Institute(s).

A quorum will be the Chair, the CCPC representative and two other members.

(b) Members of the LCPC should not themselves be subject to probation. The Level C member should not be an applicant for promotion during the term of their appointment on the Committee.

(c) Committee members must declare all conflicts of interest to the Chair of the LCPC in the first instance, who will determine the level of conflict and take appropriate action including referring the matter to the Chair of the CCPC, where appropriate.

(d) Committee members will respect the confidentiality of the Committee’s deliberations and associated continuing appointment documentation and the privacy of the staff member, including any personal circumstances, at all times.

(e) The Guidelines for committee members, University Officers and CA&P Section contain further information relevant to committee members.

(f) Local Committees decide on promotions to Levels B, C and D but may refer cases to the Central Committee. The case will be referred to the CCPC for consideration where there is a lack of consensus on the outcome. For promotions, the LCPC’s deliberations result in one of the following decisions:

   1. Promote
   2. Case referred to the CCPC
   3. Do not promote

In all cases where a decision has been made to either promote a candidate or to not promote a candidate the Local Committee’s decision and promotion documentation are to be forwarded to the CCPC and to the Senior Deputy Vice-Chancellor.

In cases where the LCPC refers the matter to the CCPC for resolution, LCPC Summary reports and relevant promotion documentation are provided to the CCPC on the candidates concerned.

In cases where the LCPC’s decision does not agree with the recommendation from the Head/Director, the Chair of the LCPC informs the Head/Director.

2.2 The Central Confirmation and Promotions Committee (“CCPC”)

The Central Confirmation and Promotion Committee (“CCPC”) is comprised of:

- the Chair, who is President of the Academic Board;
- the Senior Deputy Vice-Chancellor (for policy decisions only);
- the Deputy Vice-Chancellor (Academic);
- Deputy Vice-Chancellor (Research);
- The Deputy President of the Academic Board;
• The “representatives” from each of the LCPCs.

A quorum will be the Chair, at least one Deputy Vice-Chancellor (or the Senior Deputy Vice-Chancellor for policy decisions) and at least three “representatives”.

The CCPC should consider cases for promotion to Levels B, C, and D referred by LCPCs, but does not reopen LCPC decisions on whether to promote or not to promote a candidate. The CCPC makes the final decisions in all referred cases and conveys decisions to candidates and to the Senior Deputy Vice-Chancellor.

The CCPC acts as a policy, monitoring and decision-making committee at University level. It reviews and monitors the mid-term review, final review and promotion processes each year and provides overall outcomes and statistics to the University through the Academic Board.

2.3 Interviews

All candidates are interviewed by the appropriate LCPC. The interview augments the written application and affords an opportunity for interaction between committee members and the applicants, and to raise and answer questions on procedural matters. Any candidate who objects to the presence of a member of the interviewing committee should inform the Chair of the LCPC in writing of this objection and the reasons for it, as soon as possible prior to the convening of the meeting. The Chair has the authority to withdraw a committee member, based on the applicant’s written objection. Members of the committee may be allowed to withdraw from the interview of any particular candidate should the member perceive there is a conflict of interest. In either such case, a stand-in may be appointed by the Chair of the LCPC.

2.4 Documentation considered

Promotion Committees give consideration to the following material:

1. the Academic Portfolio of Achievement and the recommendation of the Head/Director;
2. research referee reports (for T&R and RO appointments);
3. referee reports on scholarship of teaching (for TF appointments);
4. teaching referee reports and independent objective evaluations of teaching (for T&R and TF appointments and RO appointments where applicable).

Candidates will have the opportunity to respond to any adverse comments made by assessors or referees.

2.5 Date on which promotion takes effect

The Chair of the CCPC will notify applicants of the results and, if successful, promotion takes effect from 1 January of the following year.

2.6 Feedback for unsuccessful candidates

Unsuccessful candidates will receive feedback by interview. The Chair of the LCPC and LCPC nominee, or the Chair of the CCPC, if appropriate, will meet with unsuccessful candidates on request.
2.7 Appeals mechanism

Appeals in relation to academic promotion:
- Must be lodged in writing with the Senior Deputy Vice-Chancellor within 14 days of the date of issue of notification; and
- Must be based on procedural matters and not, for instance, on matters which could be considered as arguments on merit, length of service or a claimed prior precedent.

The Senior Deputy Vice-Chancellor has discretion in reviewing the case, with his or her decision being final. It is expected that unsuccessful candidates seek the feedback discussion prior to appealing.

Guidelines for Candidates for Academic Promotion

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