

Academic Promotions Toolkit

Effective for Promotion Rounds in 2018

Introduction

The Academic Promotions Toolkit is intended to provide supporting information to guide the development of your application for academic promotion. All applicants must refer to the full policy suite prior to commencing, and during the development of, their application: [Academic Promotion Policy D09-1933P](#) and [Academic Promotion Procedure D09/1975P](#).

Applications must follow the structure outlined below and detailed in this document. All mandatory inclusions and specified page limits must be adhered to.

An application for Academic Promotion comprises three sections only:

1. Application Form

The form covers essential information relating to the applicant's employment, the Leadership Statement (for Levels B to D), referee nominations, and discipline specific information. The form includes the option of providing an Equity Statement for consideration of performance relative to opportunity.

2. Curriculum Vitae

The CV must not exceed **20 pages (with a preference for up to 10 pages)** and should only include evidence which is not in the other sections of your application.

3. Portfolio of Teaching and Learning, Research and Innovation, and Service and Engagement

The portfolio must not exceed 6 pages in length, and applicants can choose how they wish to allocate available space to each of the three areas.

Through the provision of appropriate evidence of impact, applicants must demonstrate Sustained Excellence in at least two areas to be considered for promotion. Applicants must demonstrate they meet performance expectations in the third area of performance. To give guidance to the Promotions Committee, applicants must indicate which two of the three areas they consider their performance has been at a level of Sustained Excellence.

The **exception to this is Research Only** applicants who will be judged principally on their contribution to Research and innovation.

Additional material, such as books and course materials, may be provided to the relevant Promotions Committee for consideration. This process is fully described in the Academic Promotion Procedure.

Overview of Application Process

Before Applying for Promotion

Applicants **must** initiate a discussion with their Head of School and Pro Vice-Chancellor prior to commencing their application, and are encouraged to continue discussions with their Head of School through the development of their application. Heads of Schools and Pro Vice-Chancellors may not withhold an application. However, they should offer advice as to whether an application should proceed.

Referees

Applicants are able to provide a list of suggested referees for consideration by the Head of School and Faculty Pro Vice-Chancellor. Applicants are also able to provide a list of individuals they would prefer are not asked to provide a reference, and must provide an appropriate reason why they prefer an individual does not act as a referee. The Head of School will consider these suggestions, and provide the Faculty Pro Vice-Chancellor with a shortlist of possible referees, and may include a separate list of independent referees. Applicants must not request or obtain any references. The Faculty Pro Vice-Chancellor and/or Deputy Vice-Chancellor (Academic) will write to selected individuals and invite them to provide a reference as per the University Referee Template. References will be provided to HRS. Only references requested by the Pro Vice-Chancellor, Deputy Vice-Chancellor (Academic) or HRS will be accepted in the application process.

Head of School Report

The Head of School must be allowed sufficient time to write and provide their report. The applicant must read and sign their Head of School Report prior to providing it to HR Services as part of their application submission. An applicant who concludes that the Head of School's report requires explanation or qualification, may provide comments in writing. Those comments must be signed by both the applicant and the Head of School and attached to the Head of School's report. The Head may not provide a counter response to the applicant's comments.

Research Profile Page on UON Website (NEXUS System)

It is recommended applicants maintain their UON research profile page. Referees and promotion committee members may view the page. Some updates on the page are also the source data for the PEF Outcome Report.

The PEF Outcome Report

The PEF (Performance Expectations Framework) Outcome Report is a verified data capture of research outputs, grants, supervisions, and student evaluation of teaching information. The report is undertaken by the University's Strategy, Planning and Performance (SPP) team. The report is provided to the relevant promotion committee as part of the evidence which can be considered for promotion.

The report captures data relevant to PEF outcomes ONLY, to specified timeframes listed at the end of the report. Evidence of performance not captured through the PEF Outcome Report is provided by the applicant in the Portfolio, CV and Application Form sections of the promotion application.

The Performance Expectations Framework is based on whole School targets for a full-time academic. The PEF Outcome Report is viewed in reference to information provided by the applicant, including contract employment information and FTE status. Applicants can provide further insight into any impacts of their employment contract in the Equity Statement section of the Application Form.

A **complete list** of an applicant’s research outputs will be exported from the University’s NURO Research Publications Management System. The list will form part of the PEF Outcome Report. Only outputs uploaded to NURO will be accepted as part of an application. Publications verified in NURO up to the day the promotions committee convenes will be considered by the relevant promotion committee.

Primary data sources for the PEF Outcome Report and where to seek assistance:

Data Source	Support Area
NURO - Research outputs including publications. A full history of outputs is captured, however only HERDC outputs are categorised in the report.	Senior Research Librarian
RIMS - Grants database containing audited income data provided by Research and Innovation Services. The applicant’s role and share/portion of the grant is listed.	research-grants@newcastle.edu.au
BLUE SYSTEM – Teaching surveys are automatically captured.	Head of School/Faculty if advice required regarding undertaking surveys.
NEXUS (Research Profile Page) – Applicants can update any current external HDR supervisions or those prior to commencing at UON via manual entry.	RPS@newcastle.edu.au
NUSTAR – UON HDR Supervisions are automatically captured.	graduate-research@newcastle.edu.au

A full list of data sources and generation dates is available at the end of the PEF Outcome Report.

Applicants will receive two versions of the PEF Outcome Report:

- The first report is captured approximately a month before promotion committees are due to convene, and provides an opportunity for applicants to check the data and make any relevant updates into University systems before the second data capture.
- The second report is captured in early October, and is provided to the relevant promotion committee. This report is final.

Applicants are responsible for updating and ensuring that all relevant information is captured by University systems so that the final PEF Outcome Report is complete and up to date. Applicants can check the PEF Outcome Report already provided through the Faculty PRD process, and use it to gain an understanding of the information in it and what should be updated. The Head of School is the first point of contact for questions in relation to the Performance Expectations Framework.

Changes cannot be made to the final report, however applicants are able to provide updates by sending an email to academicpromotions@newcastle.edu.au up to the day their promotion committee convenes.

Promotions Committees and the Decision-Making Process

For applications to Level B and C -

- Applications are provided by HR Services to the Faculty Promotions Committee.
- The applicant will be invited to attend an interview meeting with the Faculty Promotions Committee, unless they have requested not to, or the Committee considers the applicant is not promotable.
- The Head of School will attend the interview with the applicant.
- Following the interview process, the Faculty Promotions Committee will provide advice to the Deputy Vice-Chancellor (Academic), who is responsible for the final determination of successful or unsuccessful promotion.

For applications to Level D and E -

- Applications are provided by HR Services to the University Promotions Committee.
- The University Promotions Committee will meet to shortlist candidates, including to review referee reports and select which candidates will be required for an interview, and to conduct the interview process. If the University Promotions Committee considers an applicant is outstanding, the Committee may agree to progress that candidate directly to promotion without requiring an interview process. The Committee may also determine not to invite an applicant for interview if they consider them not promotable.
- The University Promotions Committee will take a vote as to whether or not each applicant should be recommended for promotion.

Appeals

Applicants will have the right to appeal against the decision in relation to their application on the grounds that the procedures outlined in the Academic Promotions Procedure were not followed. Appeals need to be lodged with the Director, People and Workforce Strategy, within 14 days of notification of the result of the application. The appeals process is described in full in the University Academic Promotions Policy and Procedure documents.

Key contacts

Application Support Rochelle Feenan HR Services academicpromotions@newcastle.edu.au Tel: (02) 4921 6548	Equity Support Rachel Fowell Equity and Diversity Manager rachel.fowell@newcastle.edu.au Tel: (02) 4921 5248
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The Application Form

The Application Form provides key information regarding the applicant, including discipline explanations, selected areas for sustained excellence and applicant nominated referee information.

Applicants for levels B, C and D provide a Leadership Statement which is a summary of key evidence to support Leadership claims.

Equity Statement

Applicants can include an Equity Statement for consideration of performance relative to opportunity. Applicants for promotion are encouraged to specify any relevant circumstances that may have impacts in relation to the promotion criteria. This can include but is not limited to; parental leave, part time contracts, short term contracts, health, personal circumstances, carer responsibilities, relocation, mobility, research focus or discipline changes, disruptions or changes in academic work and load, and workplace culture and redesign.

Leadership Statement

Level B, C and D applicants provide a short statement demonstrating leadership behaviours appropriate to the promotion level being applied for. Examples should include increasing leadership in the discipline/profession, the University and the community.

Applicants for promotion to level E provide a one-page leadership statement as part of the Portfolio section of the promotion application.

Discipline Norms

Discipline specific information is provided to committees to support their understanding of an applicant's work and research field when making a determination regarding sustained excellence in performance.

Applicants for promotion have the opportunity in the Application Form to provide discipline specific information regarding research income, leadership opportunities, and research outputs including usual publishing and authorship for their discipline, as well as commentary regarding non-text based research outputs. Examples of non-text based outputs may include creative performance or display; relative citation indexing measures such as exhibitions at institutions (national/international level), and explanations of the value in the standing of the exhibition venue; and any other research output which takes into account the practices of the discipline.

Applicants should **not** list their NURO research outputs in this section of the application, but rather describe the usual practice for their field of research as described above.

Applicants are encouraged to comment on their wide discipline contribution, including where relevant global engagement or interaction with the broader community.

Referees

Applicants must discuss the suitability of their nominated referees with the Head of School.

Portfolio Development

In addition to your Application Form and Curriculum Vitae, applicants are required to produce a portfolio that outlines activities and achievements in each of the three areas of: Teaching and Learning, Research and Innovation (including the Scholarship of Teaching), and Service and Engagement.

The applicant must demonstrate their achievements and the impact of their work, through appropriate evidence, since their last promotion or appointment, addressing the descriptors published in the [Performance Expectations Framework for Academic Staff](#).

The total combined portfolio must not exceed 6 pages in no less than 10-point font size.

Applicants can choose how they allocate the available space to each of the three areas. Applicants must indicate which two of the three areas they consider their performance demonstrates Sustained Excellence, except for Research-Only applicants.

Applications for Professorial Promotion only

Applicants for promotion to Level E – Professor must commence their Teaching, Research and Service portfolio with an additional one-page statement outlining their commitment to, and evidence of, outstanding leadership.

Teaching and Learning

This section must include a summary of achievements relating to Teaching and Learning achievements, including where relevant:

- a statement on learning or teaching activities and innovations since appointment to the present level
- the underlying rationale of the applicant's approach to teaching and learning
- the applicant's involvement in, or contribution to, course and program design and delivery
- an evaluation of the effectiveness and impact of the applicant's teaching in terms of student learning; and
- events and experiences in which the applicant has shown leadership in teaching and learning.

Research and Innovation (including Scholarship Related to Teaching and Learning)

The section must include a summary of achievements relating to Research and Innovation, including where relevant:

- a statement on major research achievements since appointment to the present level
- a description of the contribution the research program has made to the discipline
- a list of grants received
- a publication summary with evidence of quality and impact
- a summary of research related work (such as legal practice, medical and health practice, engineering and computing practice, architectural practice, visual arts practice, drama or music) other than publications, to be considered as evidence of research achievement

- a summary of other ways in which research expertise has been recognized, such as invitations to collaborate with colleagues, awards or fellowships
- a summary of demonstrated research leadership
- attendance and participation in research development activities; and
- the applicant's experience in and contribution to research supervision.

Applicants focusing on the Scholarship of Teaching and Learning should also cover the following, where relevant:

- a statement on major scholarship of teaching and learning achievements since appointment to the present level
- a description of the contribution the scholarship has made to the discipline
- ways in which the applicant has adopted a scholarly approach to teaching and learning, including peer review of teaching
- a list of teaching and learning grants received
- a summary of evidence of quality and impact of publications; and
- attendance and participation in learning and teaching development activities.

Service and Engagement

This section must include a summary of achievements relating to Service and Engagement activities, including where relevant:

- a statement on major service activities since appointment to the present level
- details of service to the University, the profession and the discipline, emphasising activities that are beyond normal expectations
- a list with additional comment on service and other relevant community activities; and
- a list of all professional activities, including activities such as professional society responsibilities, editorial boards, consultancies for government or private sector.

Curriculum Vitae Requirements

CVs can be up to a maximum of 20 pages in length (with a preference for 10 pages).

Applicants should only include information which has not been included elsewhere in the application.

Using the CV template as a guide, the following can be included:

1. Formal Qualifications

- Listed in reverse chronological order from date of completion
- Name of qualification and Institution

2. Awards, Fellowships and Memberships

- Listed in reverse chronological order from date of award or commencement of membership
- Details and Institution

3. Current Employment

- Date Appointed
- Position and Title, School/Department, Faculty, Institution

4. Previous Employment

- List previous employment in reverse chronological order.
- Date Appointed, Position and Title, School/Department, Faculty, Institution

5. Grants

- You can provide a summary of major successful grants received, including national competitive grants, ARC, CRC, NHMRC, local and state government funding, industry grants, University grants and any other significant funding.
- The University will source and verify grants and funding data and a report will be provided to the relevant promotions committee.

6. Research Outputs

- You can provide a summary or comments regarding research outputs, including references to books, book chapters, refereed and non-refereed journal articles, non-traditional research outputs, refereed conference proceedings, keynote and plenary conference papers, significant industry papers, patents and license agreements, editorial boards, peer reviewing, Ministerial addresses and consultation.

7. Teaching Achievements

- You can provide any further evidence to support teaching and learning claims of performance which are not already provided elsewhere in your promotion application.

8. Service Achievements

- You can provide any further evidence to support service and engagement claims of performance which are not already provided elsewhere in your promotion application.