

# Academic Promotion Policy

## Section 1 - Introduction

(1) This policy acknowledges the critical importance of career progression for the effective and efficient operation of the University and for the recognition of its staff. This policy recognises that academic staff may have different career stages and seeks to ensure that promotion recognises the priorities of teaching, research, scholarship of teaching and learning, and service and engagement.

## Section 2 - Policy Intent

(2) This policy provides the principles that will underpin a fair and equitable academic promotions process.

## Section 3 - Policy Principles

### Academic Standards

(3) The University's promotion process will offer recognition and reward for sustained excellence.

(4) Candidates must demonstrate excellence over a sustained period with the significance of the work, in each relevant category, widely recognised locally, nationally and where appropriate internationally, well documented and evidenced, and corroborated by a number of external independent assessors. The candidate's profile should demonstrate sustained performance clearly within the standard expected at the level above the current level of appointment.

(5) Candidates for promotion will demonstrate they have maintained active and effective scholarship in their disciplines by contributions to teaching, research, and service to their discipline/profession, the University, and the community.

(6) Academic promotion will reflect the expectation that as academic staff progress through the levels of academic appointment:

- a. there is an increase in the quality and effectiveness of their teaching and their contribution to all aspects of teaching and learning;
- b. there is an increase in the quality, impact and engagement of their research output, including research related to the scholarship of teaching and learning;
- c. their role in the promotion of scholarship expands;
- d. their qualitative contribution to their discipline/profession increases; and
- e. they demonstrate increasing leadership in their discipline/profession, the University and the community.

### Merit

(7) Promotion to all levels will be on the basis of the merit of the case presented without reference to staffing profiles, quotas or resources.

(8) Consideration will be given to performance relative to opportunity to ensure that the limits imposed on opportunity by additional responsibilities is acknowledged in assessing achievements.

(9) The University recognises that due to a number of factors, some candidates may have less opportunity than others to meet the full criteria for promotion. As a result, these candidates are encouraged to outline their unique circumstances and to what degree they believe their circumstances have impacted their career. Performance will be assessed relative to the actual time and specific opportunities available to the applicant whilst continuing to maintain a focus of quality, impact and engagement. Examples where Relative to Opportunity may be applicable:

- a. Reduced working hours such as part-time hours;
- b. Career breaks such as parental leave or carer's leave;
- c. Disability or ongoing health issues; and
- d. Discipline specific challenges.

(10) The outcome of previous applications for promotion will have no relevance in a promotion round aside from the "two year wait rule" (see clause 16).

### **Equal Opportunity**

(11) The promotion process will have regard for the principles of equal opportunity, fairness and social justice in accordance with relevant discrimination legislation.

## **Section 4 - Roles and Responsibilities**

(12) All staff with access to promotion documents will maintain confidentiality at all times.

(13) Candidates for promotion will participate in the process openly and honestly.

(14) Members of the College Promotion Committees and the University Promotion Committee must consider and identify any real or potential conflicts of interest prior to consideration of an application.

(15) The Deputy Vice-Chancellor (Academic) and Vice President must develop and maintain a procedure to support this Policy (see [Academic Promotion Procedure](#)).

## **Section 5 - Relevant Definitions**

(16) In the context of this document, candidates are required to wait two (2) years from their last application submission before submitting a further application in order to demonstrate sustained excellence.

## Status and Details

|                              |  |
|------------------------------|--|
| <b>Status</b>                | Current  |
| <b>Effective Date</b>        | 9th May 2019   |
| <b>Review Date</b>           | 9th May 2022   |
| <b>Approval Authority</b>    | Director, People and Workforce Strategy  |
| <b>Approval Date</b>         | 7th May 2019   |
| <b>Expiry Date</b>           | Not Applicable   |
| <b>Responsible Executive</b> | Mark Hoffman<br>Deputy Vice-Chancellor (Academic) and Vice President   |
| <b>Enquiries Contact</b>     | Martin Sainsbury<br>Chief People and Culture Officer<br>martin.sainsbury@newcastle.edu.au<br><hr/> HR Support<br>4033 9999 |

## Glossary Terms and Definitions

**"Academic staff"** - An academic employee holding a substantive academic position of 0.5 full-time equivalent or above where the contract length is twelve months or longer.

**"Candidate"** - With regard to Higher Degree by Research it has the same meaning as student. For all other instances it is a person considered for appointment to a position.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.