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| APPLICANT DETAILS |

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| Title: |  |
| First name: |  |
| Last name: |  |
| Employee number: |  |
| College: |  |
| Current award classification and level: |  |  |
| Academic level applying for: |  |
| Date notified of Promotion Outcome |  |

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| GROUNDS FOR APPEAL |

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| In accordance with Part I of the Higher Education Academic Promotion Procedure:* Applicants may appeal against promotion decisions on the grounds that the Promotion Panel has not followed correct procedure, that is, failed to comply with the provisions in the [Higher Education Academic Promotion Policy](https://policy.vu.edu.au/view.current.php?id=00023) and [Procedures](https://policy.vu.edu.au/view.current.php?id=00024) (clause 91).
* Requests for appeal cannot be based on an applicant’s disagreement with the Promotion Panel’s decision or views regarding the merit of his/her application (clause 92).
* The appellant must clearly set out below the grounds of each alleged breach of the policy and procedures (clause 94). Where the appeal is based on an alleged breach of more than one clause in the policy, each alleged breach should be addressed in order.
* All supporting written evidence must accompany the appeal notice (clause 95).
* Any such appeal will be based on the application as submitted. No additional information other than the grounds for appeal may be submitted (clause 96).
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