

**APPLICATION FORMAT (in accordance with Part K of the HEAP Procedure)**

1. **Application form**

You must use the application form provided on the People and Culture [intranet site](#).

2. **Application for Promotion**

Index page

**Maximum 1 page**

Brief Curriculum Vitae

**Maximum 2 pages**

Case for Promotion

**Maximum 10 pages (for Levels B&C) and maximum 12 pages (for Levels D&E)**

Applicants are expected to present a case for promotion under the following headings.

- **Introduction/Executive Summary**  
Provide a holistic overview of your case for promotion.
- **Learning and Teaching**  
Address at least one of the following criteria to make your case. Applicants may choose to address all criteria, depending on their particular areas of strength and achievement. For more information refer to the [Career Development and Promotion Guide](#).
  1. Design and planning of learning activities.
  2. Teaching and supporting student learning.
  3. Assessment and giving feedback to students on their learning and learning support activities.
  4. Developing effective learning environments, student support and guidance.
  5. Integration of scholarship.
  6. Support and guidance in the development of Higher Degree by Research (HDR) supervision and related research courses.
- **Research**  
Address at least one of the following criteria to make your case. Applicants may choose to address all criteria, depending on their particular areas of strength and achievement. For more information refer to the [Career Development and Promotion Guide](#).
  1. Participation in research, grants, collaborative research teams and creative/industry-engaged works and projects.
  2. Established record of achievement in research outputs and impact, including the Scholarship of Learning and Teaching.
  3. Effective contribution to research partnerships, policy and collaboration.
- **Academic Citizenship and Engagement**  
Address at least one of the following criteria to make your case. Applicants may choose to address all criteria, depending on their particular areas of strength and achievement. For more information refer to the [Career Development and Promotion Guide](#).
  1. Professional and community service and leadership within the discipline, industry and community.
  2. Contribute to academic professional development and leadership.
  3. Service to course and university organisational units.
  4. Service related to academic governance and University policy.
- **Conclusion**

**Evidence supporting the application**

This may include graphs, tables, etc.

**Maximum 8 pages (for Levels B&C) and maximum 10 pages (for Levels D&E)**

**Attachments**

- Claim for interrupted career (**Maximum 1 page**)  
In accordance with clause (22f) of the [Higher Education Academic Promotion Procedure](#), the claim must include the time periods over which the interruption is claimed.
- Special approval  
(you must use the MEMO provided on the People and Culture [intranet site](#))  
In accordance with 'Part B – Eligibility' (clause 13) of the [Higher Education Academic Promotion Procedure](#).
- Academic Promotion Evidence Template (**No limit**)  
(You must use the template provided on the People and Culture [intranet site](#).)  
Note: SET/SEU data (or equivalent) is a mandatory requirement for all applicants and must be included in the Academic Promotions Evidence Template.

3. **Supervisor Report**

- Response to Supervisor Report (optional). **Maximum 1 page**

**APPLICATION SUBMISSION (in accordance with Part K of the HEAP Procedure)**

Submit the following documents as **individual attachments in PDF** format (documents are not to exceed 5mb):

1. **Application Form**
2. **Application for Promotion**
3. **Supervisor Report, and optional one-page response to Supervisor Report**

Your application for promotion should be in **Arial Narrow, 11-point font** with:

- **Pages numbered and clear headings**
- **Minimum page borders of 1cm**
- **Single line spacing**

Applications must be submitted electronically to [Promotions@vu.edu.au](mailto:Promotions@vu.edu.au) by the **closing date of applications**, in accordance with the formatting, submission and page limits specified in Part K of the [Higher Education Academic Promotion Procedure](#), and using the standard templates available from the Academic Promotions section of the People and Culture intranet site.

Should an application not comply with the requirements in this document, the application will be returned to the applicant prior to consideration by the Promotion Panel on the grounds of non-compliance. Where an application is returned to the applicant, the original closing date will not be altered to accommodate resubmission of the application.