Higher Education Academic Promotions Procedure

Section 1 - Purpose / Objectives

(1) This document sets out the application process and other requirements for Higher Education Academic Promotion, and must be read in conjunction with the Higher Education Academic Promotion Policy. Refer to the Associated Information for an outline of the promotion process.

Section 2 - Scope / Application

(2) These procedures apply to all matters associated with the promotion of eligible higher education academic staff at Victoria University.

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) See Higher Education Academic Promotions Policy .

Section 5 - Procedures

Part A - General

(5) These procedures will be used with reference to the principle of equal opportunity.

a. The Higher Education Academic Promotion Policy and Procedures are informed by the University's commitment to equity, diversity, inclusion and social justice as expressed by the University's Equity and Diversity Policy for Staff, Yannoneit Employment Strategy and the Aboriginal or Torres Strait Islander Education and Acknowledgement Policy.
b. The University supports this commitment through training of Promotion Panel members and the inclusion of an observer who has particular expertise in equity and inclusion imperatives on each Promotion Panel and a specialist Aboriginal or Torres Strait Islander member when required.

(6) The process will be undertaken with appropriate confidentiality and regard to issues of conflict of interest.

a. Any breach of confidentiality is considered a serious matter by the University. All materials, discussions and deliberations in relation to academic promotion applications will be treated in the strictest confidence by all participants in the promotion process. Panel members, executive support, observers and supervisors will not

discuss applications or panel discussions and deliberations outside of panel meetings other than as part of verbal feedback to the applicant. Announcements of outcomes will be made only by the Vice-Chancellor or his/her delegate.

b. Refer to the University's Staff Code of Conduct for more information regarding conflict of interest.

(7) These procedures will operate within the standards established in the Career Development and Promotion Guide and in a manner that is consistent with the Minimum Standards for Academic Levels. These will be addressed appropriately by each Promotion Panel.

(8) Promotion will normally be restricted to the academic classification level immediately above an applicant's current academic classification. In exceptional circumstances the Vice-Chancellor may approve an applicant to be considered for promotion across multiple classification levels.

(9) Evidence for promotion will be assessed over an academic staff member's entire career, however more significance will be placed on achievements/outputs and impacts in the period since last promotion or appointment to the current academic classification level (subject to claims for interrupted career).

(10) To aid in the development of applications and in accord with the Higher Education Academic Promotions Policy, the University (through People and Culture) will provide applicants with information and assistance in a number of formats and through various media.

(11) The Promotion Panel (see Part G) will (based on the Panel's combined experience) ensure that the University's practices in awarding promotion are consistent with Career Development and Promotion Guide for Academic Levels, the Academic Categories and the Minimum Standards for Academic Levels.

Part B - Eligibility

(12) To be eligible to submit an application for promotion, Academic staff will be required to have successfully completed any probation period associated with their appointment, completed their Staff Performance and Development Plan (SPDP) in the preceding year and normally:

a. by the closing date for applications, have:
    i. completed at least two years of service (or its equivalent in broken periods of service) in an academic position at Victoria University, or
    ii. completed two years of service since last being promoted, and
b. hold:
    i. a continuing appointment, or
    ii. a fixed term appointment with a contract that extends at least one year from the date in which application for promotion is being made, and
c. have allowed at least one year to transpire following the submission of an unsuccessful application for promotion.

(13) Applicants who do not meet the eligibility requirements of clauses 12(a) and/or 12(b) and/or 12(c) must ask in writing for approval to submit an application from the Chair of the relevant Promotions Panel. The Chair of the Promotions Panel has the discretion to accept or reject applications that do not meet the eligibility requirements in clauses 12(a) and/or 12(b) and/or 12(c).

Part C - Themes of Academic Activity and Academic Categories

(14) Applications for promotion will be assessed through the following three Themes of Academic Activity and their

constituent criteria (see clause 20), which include:

a. Learning and Teaching
b. Research
c. Academic Citizenship and Engagement

(15) Higher Education Academics may nominate for promotion through one of three Academic Categories, which include:

a. Teaching and Research Academic, where emphasis is placed on evidence of achievements in Learning and Teaching Theme and the Research Theme.
b. Research Focused Academic, where emphasis is placed on evidence of achievements in Research Theme.
c. Teaching Focused Academic, where emphasis is placed on evidence of achievements in Learning and Teaching Theme.

Part D - Basis for promotion

(16) Promotion is based on:

a. The applicant's qualifications and/or relevant experience (see clauses 18 and 19).
b. High levels of performance and achievement, appropriate to academic level, disciplinary field, type of appointment in the Themes of Academic Activity.
c. Confirmation from the applicant's supervisor that the applicant has demonstrated a level of achievement and performance that is appropriate to their existing Academic Level.
d. Evidence (see clause 22) that the applicant can perform at the Academic Level in the nominated Academic Category to which the applicant seeks promotion:
    i. For applicants to Level D and E, the evidence must also provide a convincing case of notable and continuing achievement, and of academic leadership, to justify promotion, and
e. Due regard being given to equity issues, particularly those matters that affect the University's current target equity groups (women, staff with disabilities, Aboriginal or Torres Strait Islander staff and those from diverse cultural and linguistic backgrounds). See Victoria University's Equity and Diversity Policy for Staff.

(17) In addition to the above, consideration is also given to the following:

a. Interrupted careers and fractional employment due to family commitments (e.g. primary carer for children, elder-care, illness of a partner or dependant), ill health or disability where a case is explicitly made to the Panel within the application. It is recognised that applicants with interrupted careers may not have the same quantity of outputs as their counterparts who have not had family responsibilities and career breaks to fulfil carer or other family commitments.
b. The effect of the demands of substantive roles such as Dean of College, Deputy Dean, Head of Discipline Group, or equivalent.
c. Emerging disciplines that may not have a research base comparable with those of more established disciplines.
d. The impact of relevant cultural expectations or circumstances.
e. The appropriate balance of performance in disciplines and professions where there is a greater reliance on current professional practice.

Qualifications and/or relevant experience

(18) Applicants for promotion must hold a relevant doctorate, or possess and demonstrate equivalent qualifications

and experience.

(19) Promotion Panels will, in the context of the level for which promotion is applied and the nominated Academic Category, consider the appropriateness of levels and types of formal qualifications and/or substantial progress towards such qualifications or, where relevant, consider and determine the equivalence of alternative qualifications and/or experience held by applicants.

Academic achievement criteria

(20) Applications for promotion will be assessed against the constituent criteria in the Themes of Academic Activity, as outlined in Career Development and Promotion Guide and in a manner consistent with the Minimum Standards for Academic Levels.

Part E - The Application

Submitting an application

(21) All applications must be submitted in electronic format to the Executive Director, People and Culture (or nominee), as outlined on the People and Culture website and following the requirements outlined in Part K of these procedures.

Items to be submitted

(22) An application for promotion must:

a. include a completed application form, identifying the level to which promotion is sought and the nominated Academic Category.
b. provide details of relevant qualifications (including dates conferred and institutions from which the qualifications were obtained) and/or details of relevant professional or industry experience or engagement. This information may be contained within the brief Curriculum Vitae that is required to be included with the application (see clause 24d), and should highlight and provide evidence (where relevant) of relative market and other conditions and discipline area norms and expectations.
c. provide supervisor and referee reports in a manner consistent with the relevant provisions in these Procedures. (see Part F).
d. provide a brief Curriculum Vitae.
e. outline and provide evidence of achievements/outputs/impacts (such as, but not limited to, publications, output, performance, impact) in the constituent criteria of the Themes of Academic Activity relevant to the Academic Level, as outlined in Career Development and Promotion Guide Applicants should not claim the same piece of work/output evidence under more than one criterion unless they can clearly state how and to what extent that work/output applies to each respective criterion.
f. where relevant, provide information regarding interruptions, explicitly outlining any claims made for interrupted career on the basis of carer or family responsibilities, illness or injury within their application. The claim must include the time periods over which the interruption is claimed and any evidence deemed relevant to the interruption. Assistance may be obtained from People and Culture.

Format of applications

(23) Applications must be submitted electronically (see clause 21) in accordance with the formatting, submission and page limits specified in Part K of these Procedures and using the standard templates available from the Academic Promotions section of the People and Culture intranet site.

(24) Should an application be non-compliant with the requirements at Part K, the application will be returned to the

applicant prior to consideration by the Promotion Panel on the grounds of substantial non-compliance. Where an application is returned there will normally be no opportunity to re-submit the application in the current round.

Part F - Supervisor, Referee and Independent External Assessor Reports

Supervisor reports

(25) It is the responsibility of the applicant to obtain a report from his/her supervisor. The applicant should make this request no less than two weeks prior to the closing date for applications. The applicant must supply the supervisor with a copy of the final application by the closing date.

(26) If these steps are not completed within the required time frame, it will be at the supervisor's discretion as to whether the report can be completed by the required deadline, or whether the applicant will be delayed in lodging an application until the following year. The supervisor must submit the report within ten (10) working days of the closing date.

(27) The supervisor's Report must be submitted on the appropriate template available from the People and Culture intranet site. See the supervisor Report template available from the People and Culture intranet site for more detail.

(28) Where the applicant's supervisor is applying for promotion to the same level in the same round or is unavailable to provide a supervisor's report due to absence or leave, the Deputy Vice-Chancellor and Provost (or delegate) will nominate a suitable person to provide a supervisor's report.

(29) Applicants may provide up to a one-page response to the supervisor's report.

(30) One copy of the supervisor's report, together with the applicant's response (where applicable), must be provided by the applicant to the same person the application was submitted to within 12 working days of the closing date.

(31) A person providing the supervisor's report cannot be nominated as a referee.

Referee reports

(32) All applicants for promotion must nominate two academic/professional referees, one of which must be external to the University.

(33) An applicant will be asked to nominate an alternate referee should one of an applicant's original referees be a Promotion Panel member.

(34) Applicants are responsible for ensuring nominated referees are willing and available to provide a report in a timely manner and must provide current referee contact details.

(35) People and Culture will contact the referees by e-mail to request Referee Reports. Where practical, People and Culture will inform applicants of any outstanding reports. It will be the applicant's responsibility to follow up with referees. Where practical, applicants will be advised if a referee fails to submit a report.

(36) Referees are requested to submit Referee Reports within three weeks of the closing date of applications. See the Referees Report template and Instructions for further details regarding Referee Reports.

(37) Members of a Promotion Panel cannot normally provide Referee Reports for applicants to that Panel.

(38) Referee Reports cannot be obtained from other applicants for the same level in the same promotion round.

(39) All Referee Reports are provided in the strictest confidence, and it is a condition of application that Referee

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Reports will not be released to applicants.

Independent external assessor

(40) Normally the Panel would not obtain an independent external assessor for applicants to Academic Level B or C. However, an independent external assessor (from a field appropriate to the application) may be approached at the discretion of the Chair of the Panel, or, approached as a result of an appeal process.

(41) In consultation with the relevant supervisor, the Chair of the Panel may nominate external assessors for applicant(s) at Academic Level B and C in field(s) appropriate to the application. This may be undertaken for instance in the case of an appeal process when there is a specific feature of an application on which the panel would benefit from expert external advice.

(42) For Academic Level D and E, external assessors are mandatory. The Chair of the Panel will ratify nominations made by supervisors for external assessors for each applicant in fields appropriate to the application.

(43) Academic Level D or E applications should provide a minimum of one external assessment to enable an application to be considered by the Promotion Panel. Supervisors should provide at least two nominations of external assessors for ratification by the Chair of the Panel, after considering alternatives including at least two possible nominations suggested by the applicant.

(44) Applicants may also nominate the discipline from which they prefer at least one assessor to be called and provide clear reasons for this request. The Chair of the Panel will make final determination as to which assessors are authorised to be approached for an assessor report.

(45) In nominating assessors, supervisors will make every attempt to ensure that those persons are independent. As a guideline, for assessors to be considered 'independent of the applicant' they should not have:

a. co-published with the applicant (the Australian Research Council conflict of interest guidelines should be used as a reference in relation to this issue),
b. worked on a research grant together with the applicant,
c. supervised the applicant as a PhD student or have been supervised by the applicant,
d. have a close personal relationship or association,
e. have common business interests or other conflicts of interest as defined in the University's Staff Code of Conduct.

(46) Where appropriate, an assessor may be requested to assess more than one application per year.

(47) Where applicants do not want the Promotion Panel to approach a particular assessor(s), they may name the person(s) on their Application form and briefly outline the reason for the request.

(48) People and Culture will contact assessors, requesting an assessor report and providing the assessors with a copy of the promotion application excluding the supervisor's report and any confidential aspects of the Application.

(49) Assessor reports are provided in the strictest confidence, and it is a condition of application that assessor reports will not be released to applicants nor the identity of assessors disclosed.

(50) See the 'External Assessor Report' template for further details regarding assessor reports.

Part G - University Promotions Panels

(51) Applications for promotion will be considered by Promotion Panels.

(52) For all Promotion Panels the Executive Director, People and Culture or nominee will act as the Executive Officer.

(53) All panels should have an observer from People and Culture.

Panel membership

(54) Panel Membership will be dependent on the Academic Level for which promotion is being sought.

For Academic Levels B and C

(55) Applications for Levels B and C will be considered by a Promotion Panel that comprises six members, as follows:

a. The Chair — Deputy Vice-Chancellor and Provost (or delegate),
b. One internal staff member nominated by the Academic Board;
c. Two internal staff members selected by the Vice-Chancellor or nominee from a pool nominated by Deans of Colleges;
d. One external member, nominated by the Vice-Chancellor or nominee;
e. One member of another University Promotion Panel (category B or C), nominated by the Vice-Chancellor or nominee.

(56) Eligibility for membership of Panels considering applicants at Level B or C will be at Senior Lecturer (Level C) or above.

(57) The University may appoint and convene more than one Panel to consider applications for promotion to Levels B and C.

For Academic Levels D and E

(58) Applications for Levels D and E will be considered by a Promotion Panel that comprises seven members, as follows:

a. The Chair — Deputy Vice-Chancellor and Provost or other nominee of the Vice-Chancellor;
b. One internal staff member of the University nominated by the Academic Board;
c. Two internal staff members, selected by the Vice-Chancellor or nominee;
d. Two external academics from other Universities, nominated by the Vice-Chancellor or nominee;
e. Higher Education Pro Vice-Chancellor or other nominee of the Vice-Chancellor or nominee.

(59) Eligibility for Panel membership will be at Associate Professor (Level D) or above, with at least four Panel members at the rank of full Professor (Level E).

(60) Normally, there will be only one Panel appointed and convened to consider applications for promotion to Levels D and E.

Panel constitution conditions

(61) A University Promotion Panel will be deemed to be correctly comprised if five members are in attendance. Non-attending members will be encouraged to communicate their views, in writing, to the Panel through the Chair prior to the meeting of the Panel.

(62) Where membership on the Panel may be compromised by illness, absence or conflict of interest, the Chair of the Panel, in consultation with the Vice-Chancellor and where appropriate the Chair of Academic Board, may nominate an appropriate replacement.

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(63) Members appointed to a panel will have a term of three years commencing January 1 of each year. If a Panel member becomes unavailable for a promotion round during their three-year term, a substitute member will be sourced from their category of membership provided reasonable notice is given.

(64) As far as possible, appointments will reflect a relevant balance of academic interests across the University.

(65) Membership of the University Promotion Panels will be selected with due regard for the University's principles on gender balance. Each Promotion Panel shall not have more than 70% representation of one gender.

(66) Promotion Panel members shall be eligible for re-appointment. Normally, no member shall be appointed for more than two consecutive terms. This clause does not apply to the Chair of the Promotion Panel.

(67) Where a panel member is unavailable for one year of their three-year term they may be replaced for the term of the vacancy.

(68) In instances where an academic member of staff cannot sit on a Promotion Panel, they must advise People and Culture as soon as possible.

Indigenous applicants

(69) Where an application is made by an Aboriginal or Torres Strait Islander staff member, the relevant Promotion Panel will be increased by the inclusion of an Indigenous academic. This person will be appointed by the Vice-Chancellor and may be a staff member of Victoria University or from another University.

(70) An Aboriginal and Torres Strait Islander applicant may choose not to have Aboriginal or Torres Strait Islander representation on the Panel.

Panels and procedural fairness

(71) All Promotion Panels will ensure that proceedings are conducted in a manner consistent with the principles of procedural fairness. Promotion Panels should discuss each written application in detail, with reference to the relevant criteria, and determine if any aspects of the application require clarification.

(72) If the Panel requires clarification of aspects of the application prior to deliberations, areas of ambiguity should form the basis of questions to applicants, the College Dean and/or the Academic staff member nominated by the applicant. New information or concerns should not be introduced by the Panel after its deliberations have begun.

(73) At the conclusion of the Promotion Panel's deliberations, the Panel Chair will give opportunity for Panel members and observers to raise concerns of equity, fairness or process. These comments will be recorded by the Chair and forwarded to People and Culture as part of the formal periodic Policy and Procedures review process.

Panels and conflict of interest

(74) Staff involved with Promotion Panels who may have a conflict of interest as defined in Australian Research Council (ARC) Guidelines and the University's Staff Code of Conduct, or bias against an applicant, whether it be actual or perceived, are required to advise the Chair of the Panel immediately.

(75) A member who has a conflict of interest will not participate in deliberations of the Panel for the particular application.

(76) Australian Research Council (ARC) guidelines and University Staff Code of Conduct regarding conflict of interest should be used as a reference in assessing whether a conflict of interest exists.

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Disclosure of conflict of interest

(77) The following procedures should be followed:

a. All Promotion Panels must have a standing agenda item calling for declarations of actual, potential or perceived conflicts of interest.
b. If a member of a Promotion Panel has an interest such that a reasonable observer, knowing all the facts, could reasonably conclude that the interest could affect the decision or functioning of the Panel, the member must disclose the interest.
c. Notification of an actual, potential or perceived conflict of interest should be made to the Chair of the Panel.
d. If a declaration is made, the Panel must consider the relevant circumstances including the seriousness of the conflict, the risk that a conflict exists, the likelihood that decisions may be influenced, and the ability to obtain alternative suitable representation on the Panel.
e. The response to a declaration may be to determine that the issue will not affect, or be perceived to affect, the functioning of the Panel; require the individual to withdraw from the meeting for those proceedings directly affected by the potential conflict, or request that the individual resigns from the Panel. The meeting will be deemed to still be quorate in such circumstances.
f. The Panel minutes should record that a conflict of interest was disclosed. Normally there will be no requirement to record the details of the conflict.

Guidance and training for promotion panel members

(78) Members of the University Promotion Panel shall be trained in the Higher Education Academic Promotion Policy, Procedures and other relevant documents. Members of the Panel are expected as part of their duties to undergo training which will normally cover the following:

a. This Procedures document, the Higher Education Academic Promotion Policy and related policies/documents and their relationship to the University's Strategic Directions.
b. Application of the criterion for promotion, including assessment of supervisor and assessor reports.
c. The expected approach and requirements for applications.
d. The principles of equity and inclusion, confidentiality, privacy, conflict of interest and procedural fairness.
e. Benchmarks to assess equivalence of qualifications relevant to academic level and community of practice (Career Development and Promotion Guide and consistency with the Minimum Standards for Academic Leadership).
f. Measures of Learning and Teaching; Research; and Academic Citizenship and Engagement relevant to the Academic Level.
g. Training will be coordinated by People and Culture.

Guidelines for panel observers

(79) (The following guidelines apply to the inclusion of Panel Observers at Promotion Panel meetings:

a. Promotion Panel observers will have the right to view all relevant documentation supplied to Promotion Panel members.
b. Observers will have the right to speak at meetings in order to comment on proceedings in relation to process and procedures.
c. Where problems, which relate to breaches of equity, fairness, process or procedure, are identified by an observer, these items will be added to the current meeting agenda for discussion and full consideration.
d. In the event of an observer being unable to attend the promotions meeting, every effort will be made to ensure a suitable replacement is found. The non-attendance of an observer will not be cause for a meeting to not

proceed.

Part H - Application Assessment

Promotion thresholds

(80) Promotion will be based on an applicant meeting or exceeding the threshold level required for the academic level in the nominated Academic Category, as outlined in Table 1 .

(81) Definitions for 'Satisfactory', 'Meritorious' and 'Outstanding' for each of the Themes of Academic Activity can be found in Table 2 .

Panel Assessment

(82) Applications are assessed by a Promotion Panel, based on the evidence provided in the application (see clause 22), and will not take account of information that is known to the Promotion Panel, but which is not referred to and supported with evidence contained in the application.

(83) Disciplinary differences will be taken into account and, where possible, the Promotion Panel will use 'disciplinary norms' when assessing applications. If there are matters that require clarification, additional information may be sought by the Promotion Panel from the College Dean or other appropriate senior person with knowledge of a particular discipline or specialist area.

(84) The Promotions Panel will consider claims for interrupted career over the period claimed and give specific consideration to the impact of this interruption on activity, impact and output.

(85) The Promotion Panel will assess applications against the Thresholds in Table 1 . Where a decision to recommend promotion is tied, further discussion by the Promotions Panel will be held until a majority decision is reached or, if after a reasonable period of further discussion no majority decision is reached, the Chair of the Promotion Panel will have the deciding vote.

Panel Report to the Vice-Chancellor

(86) A Promotion Panel report will be submitted to the Vice-Chancellor by the Chair of the Promotion Panel. The Promotion Panel report will record the main points of their deliberations on matters related to equity in their reports. In the case of Panels for Academic Levels B and C, Panel Chairs will meet to assure parity in panel processes prior to final recommendations to the Vice-Chancellor.

(87) In relation to determinations for Academic Levels D and E, College Deans will meet collectively with the Deputy Vice-Chancellor and Provost (or delegate) to review assessments before recommendations are made to the Vice-Chancellor.

Granting or denying a Promotion

(88) The Vice-Chancellor has the sole discretion to grant or deny a promotion.

(89) The Vice-Chancellor will consider the recommendations of the Promotion Panel and has the discretion to request any other documentation from the Promotion Panel, or applicant, in making his/her determination.

Part I - After Panel Assessment and Reporting

Advice and feedback to applicants

(90) All applicants shall be advised in writing of the outcome of their application in a standard pro-forma.

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(91) Applicants who were not recommended for promotion will be made an offer of verbal feedback.

Appeals

Grounds for appeal

(92) 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 and these Procedures.

(93) 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.

Form of appeal

(94) An appellant must lodge a written notification of appeal with the Executive Director, People and Culture no later than one calendar month after the date on which the applicant received official notice of his/her unsuccessful application.

(95) Appellants must use the 'Promotion Appeal Template' and indicate each alleged breach of the policy and procedures.

(96) All supporting written evidence must accompany the appeal notice.

(97) Any such appeal will be based on the application as submitted. No additional information other than the grounds for appeal may be submitted.

Appeals panel consideration

(98) It is the responsibility of the Executive Director, People and Culture or nominee, to arrange the Appeals Panel meeting date and to notify the appellant and Appeals Panel of the date in writing. Normally, the meeting will be scheduled to occur no longer than one month after the appellant has submitted his/her written notification of appeal.

(99) The Executive Director, People and Culture or nominee will provide Appeals Panel members with copies of all relevant documentation.

(100) The Appeals Panel may interview the appellant, the Chair of the Promotion Panel, and any other person(s) it considers appropriate.

a. If an appeal is received from an Aboriginal or Torres Strait Islander academic staff member and if the staff member is required to meet with the Panel, he/she may choose to be accompanied to the interview by an Aboriginal or Torres Strait Islander academic staff member.

(101) After considering the appeal, the Appeals Panel may reject the appeal or uphold the appeal.

(102) In the event that the appeal is upheld:

a. The Appeals Panel will provide a written response and refer the application for promotion back to the Promotion Panel for reconsideration. After reconsideration, and without delay, the Promotion Panel will advise the appellant and the Appeals Panel of its reasoned decision.
b. The Chair of the Promotion Panel must provide a report to the Appeals Panel, outlining how the decision of the Appeals Panel was accounted for in the reconsideration of the Promotion Panel.

(103) In the event that the appeal is rejected, the appellant will be provided in writing with the reasons why the appeal

was rejected, but the appellant will have no further right of appeal against the decisions of the Promotion Panel or Appeals Panel.

Appeals panel membership

(104) Membership of the Appeals Panels will comprise:

a. An independent chairperson who is the nominee of the Vice-Chancellor, who is a voting member.
b. A nominee of the Chair of Academic Board, who is a voting member.
c. A suitably qualified academic employee selected by the Deputy Vice-Chancellor and Provost, who is a voting member. This member will not normally have sat on a Promotion Panel within the current year's promotion round.
d. The Executive Officer to the Panel, who is non-voting, and will be the Executive Director, People and Culture or nominee.

(105) The Chair of an Appeals Panel and at least one other voting member will constitute an Appeals Panel quorum.

Part J - Other information

Application rounds and deadlines

(106) Applicants are required to advise their supervisor of their intention to apply for promotion by the date advised in the 'Higher Education Academic Promotion Key Dates' document.

(107) Applicants must submit their application by the date advised in the Higher Education Academic 'Promotion Key Dates' document for the relevant /appropriate application round ensuring all requirements of the Higher Education Academic Promotion Policy and Procedure have been complied with.

(108) All deadlines and required formats and page limitations prescribed in the Higher Education Academic Promotions Policy and Procedures will be strictly enforced unless a specific exemption is granted in writing by the Chair of the Panel or nominee.

General Advice and Support

(109) Applicants are strongly encouraged to approach their supervisor and senior people such as Deans, Deputy Deans, Heads of Discipline Group or equivalent for general advice and engage a mentor/advisor to assist in the promotion process.

Guidelines for and training of mentors and advisors

(110) Mentor/advisor training will be offered to academic supervisors and mentors/advisors to assist them in the guidance of their fellow staff members through academic promotion applications. The Program will cover, but will not be limited to, the following issues:

a. Career Planning and preparation for promotion applications;
b. Higher Education Academic Promotion Policy and Procedures and related policies as well as the University's Strategic Directions;
c. Use of application templates;
d. Application of the promotion criteria for each academic category and level; and
e. The approach and requirement for Applications.

Update on significant developments

(111) Applicants may provide the appropriate number of copies (see Section 6 of these Procedures) of an update(s) on significant developments to People and Culture no later than 5.00pm eight business days prior to the meeting of the University Promotion Panel.

(112) Updates must be of a significant nature and apply to events that have occurred since the application was first lodged. This update must be limited to one A4 page.

Part K - Applications

(113) Format for Promotions Applications

Section 6 - Guidelines

(114) Career Development and Promotion Guide

Status and Details

Status	Historic
Effective Date	22nd July 2016
Review Date	22nd March 2019
Approval Authority	Vice-Chancellor
Approval Date	21st July 2016
Expiry Date	20th February 2017
Responsible Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 9919 5077
Enquiries Contact	Erin Taplin Director, Organisational Development Erin.Taplin@vu.edu.au

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