

Higher Education Academic Promotions Procedure

Section 1 - Summary

(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 Promotions Policy](#).

Section 2 - HESF/ASQA/ESOS Alignment

(2) HESF: Standard 3.2 Staffing.

Section 3 - Scope

(3) This Procedures applies to all Higher Education Academic staff employed at Victoria University on a full-time or part-time, fixed-term or continuing basis.

Section 4 - Definitions

(4) Measure of Research Activity (MORA) - Victoria University's model for the measurement of individual academic research activity as prescribed in the [Measuring Individual Research Activity Policy](#).

(5) Scholarship of Learning and Teaching - Refers to evidence of activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge and the linking of that enquiry to professional practice.

Section 5 - Policy/Regulation

(6) [Higher Education Academic Promotions Policy](#).

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Applicant	Ensure their applications for promotion is submitted before the closing date.
Supervisor	Complete the Supervisor Report for their College/Department and provide regular and constructive feedback to staff on their performance. State that the applicant has demonstrated a level of achievement and performance that is appropriate to their existing Academic Level.

Referee	Complete the Referee Report before the closing date.
Assessor	Complete the Assessor Report before the closing date.
People and Culture	Provide guidance and advice relating to the Promotions and Appeals process. Ensure that the Procedure is promoted and implemented to reference other relevant University policies.
Chief Human Resources Officer or nominee	Arrange and coordinate the Appeals Panel meeting
Senior Deputy Vice-Chancellor and Chief Academic Officer	Chair or nominate a delegate to Chair the panel for Levels B & C or Levels D & E and nominate members for the panel.
Vice-Chancellor	Nominate members for the panel for Levels B & C and Levels D & E and approve recommendation made by the Academic Promotions Panel.

Part B - General

(7) These Procedures will be used with reference to the principle of equal opportunity.

- a. The [Higher Education Academic Promotions Policy](#) and Procedures are informed by the University's commitment to equity, diversity, inclusion and social justice as expressed by the University's [Diversity, Inclusion and Equal Opportunity Policy](#), and the Yannonait Employment Strategy.
- 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 member when required.

(8) 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 their delegate.
- b. Refer to the University's [Appropriate Workplace Behaviour Policy](#) for more information regarding conflict of interest.

(9) 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.

(10) 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.

(11) 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).

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

(13) The Promotion Panel (see Part H) 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 C - Eligibility

(14) 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 VU Develop Plan (or equivalent) 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, and
 - ii. completed two years of service since last submitting a successful promotion application at Victoria University, 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 calendar year to transpire following the submission of an unsuccessful application for promotion.

(15) Executive Deans may encourage an Academic to apply for promotion. Academics will be contacted by People & Culture and recommended to commence preparation in order to apply in the next promotion round.

(16) Applicants who do not meet the eligibility requirements of clauses 14(a) and/or 14(b) and/or 14(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 14(a) and/or 14(b) and/or 14(c).

(17) The Panel may also identify during the assessment of the application that an unsuccessful applicant be made exempt from the above clause 14(c) due to exceptional circumstances. If applicable, identified applicants will be outlined in the Panel Recommendations Report and approved by the Chair. Applicants will be notified in writing via their Promotion Application Outcome letter.

Part D - Themes of Academic Activity and Academic Categories

(18) Applications for Promotion will be assessed through the following three Themes of Academic Activity and their constituent criteria (see clause 25), which include:

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

(19) 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.

(20) In addition to the above, at the discretion of the Panel, an application may be reviewed against an alternative Academic Category where the Panel conclude threshold has been met under the alternative category and constituent criteria.

Part E - Basis for Promotion

(21) Promotion is based on:

- a. The applicant's qualifications and/or experience (see clauses 23 and 24).
- 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 27) 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
 - ii. Due regard being given to equity issues, particularly those matters that affect the University's current target equity groups (women, staff with disabilities, Aboriginal staff and those from diverse cultural and linguistic backgrounds). See Victoria University's [Diversity, Inclusion and Equal Opportunity Policy](#).

(22) 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 Executive Dean, 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

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

(24) 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

(25) The panel will undertake a holistic assessment and evaluation of applications for promotion in accordance with 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 F - The Application

Submitting an application

(26) All applications must be submitted per the application submission instructions outlined in the Academic Promotions Application Form by the specified closing date.

Items to be submitted

(27) 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 23(d)), and should highlight and provide evidence (where relevant) of relative market and other conditions and discipline area norms and expectations.
- c. provide supervisor and ensure completion of referee reports in a manner consistent with the relevant provisions in these Procedures (see Part G).
- 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

(28) Applications must be submitted electronically to Promotions@vu.edu.au (see clause 26) in accordance with the formatting, submission and page limits specified in Part L of these Procedures and using the standard templates available from the Academic Promotions section of the [People and Culture SharePoint page](#).

(29) Should an application be non-compliant with the requirements at Part L, the application will be returned to the applicant prior to consideration by the Promotion Panel.

Part G - Supervisor, Referee and Independent External Assessor Reports

Supervisor reports

(30) The Supervisor Report must be submitted on the appropriate template available on the People and Culture intranet site.

(31) It is the responsibility of the applicant to obtain a Supervisor's report from their Executive Dean (or nominee). The applicant should make this request and provide the Executive Dean (or nominee) with a copy of the final application no less than ten (10) working days prior to the closing date for applications.

(32) If these steps are not completed within the required time frame, it will be at the Executive Dean'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.

(33) Where the applicant's supervisor is applying for promotion to the same level in the same round or is unavailable to provide a Supervisor Report due to absence or leave, the Senior Deputy Vice-Chancellor and Chief Academic Officer (or delegate) will nominate a suitable person to provide a Supervisor Report.

(34) Applicants may provide up to a one-page response to the Supervisor's Report.

(35) One copy of the Supervisor Report, together with the applicant's one-page response (where applicable) and the academic promotion application, must be sent to Promotions@vu.edu.au by the specified closing date.

(36) A person providing the Supervisor Report cannot be nominated as a referee.

Referee reports

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

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

(39) Applicants are responsible for ensuring nominated referees are willing and available to provide a report in advance of submitting their application and must provide referees current contact details.

(40) People and Culture will contact the referees by e-mail to request Referee Reports and will inform applicants of any outstanding reports it will be the applicant's responsibility to follow up with referees.

(41) Referees are asked 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.

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

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

(44) All Referee Reports are provided in the strictest confidence, and it is a condition of application that Referee Reports will not be released to applicants.

Independent external assessor

(45) For Academic Level D and E, external assessors are mandatory.

(46) Academic Level D or E applications require 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, after considering alternatives including at least two possible nominations suggested by the applicant. Up to any 3 external assessors, including authorised assessors determined by the Chair of the Panel, can be invited to assess an application.

(47) 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.

(48) 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 [Appropriate Workplace Behaviour Policy](#).

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

(50) 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.

(51) 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.

(52) 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.

Part H - University Promotions Panels

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

(54) For all Promotion Panels the Chief Human Resources Officer, or nominee, will nominate a representative to act as the Executive Officer.

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

Panel membership

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

For Academic Levels B and C

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

- a. The Chair — Senior Deputy Vice-Chancellor and Chief Academic Officer (or delegate),
- b. One internal staff member nominated by the Chair of Academic Board;
- c. Two internal staff members selected by the Vice-Chancellor or nominee from a pool nominated by Executive Deans;
- d. One external member, nominated by the Vice-Chancellor or nominee.

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

For Academic Levels D and E

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

- a. The Chair — Senior Deputy Vice-Chancellor and Chief Academic Officer or other nominee of the Vice-Chancellor;
- b. One internal staff member of the University nominated by the Chair of 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 Vice-President or other nominee of the Vice-Chancellor or nominee.

(60) Eligibility for Panel membership will normally be at Professor (Level E).

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

Panel constitution conditions

(62) 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.

(63) 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.

(64) Members appointed to a panel will have a term of three years commencing 1 January 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.

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

(66) 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.

(67) 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.

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

(69) In instances where an academic member of staff cannot sit on a Promotion Panel, they must advise the Chair of the Promotions Panel.

Aboriginal applicants

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

(71) An Aboriginal applicant may choose not to have Aboriginal representation on the Panel.

Panels and procedural fairness

(72) 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.

(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 [Appropriate Workplace Behaviour Policy](#), 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 [Appropriate Workplace Behaviour Policy](#) regarding conflict of interest should be used as a reference in assessing whether a conflict of interest exists.

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:
 - i. determine that the issue will not affect, or be perceived to affect, the functioning of the Panel;
 - ii. require the individual to withdraw from the meeting for those proceedings directly affected by the potential conflict, or
 - iii. request that the individual resigns from the Panel. The meeting will be deemed to still be quorate in such circumstances.

(78) The Panel notes 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

(79) Members of the University Promotion Panel shall be trained in the [Higher Education Academic Promotions Policy](#), Procedures and other relevant documents. The training will be provided by the Senior Deputy Vice-Chancellor and Chief Academic Officer, or nominee. Members of the Panel are expected as part of their duties to undergo training which will normally cover the following:

- a. This Procedure document, the [Higher Education Academic Promotions 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 the Office of the Senior Deputy Vice-Chancellor and Chief Academic Officer in collaboration with People and Culture.

(80) In addition to the above, Panel members are also expected to have completed Unconscious Bias Training prior to attending the Panel Meeting. Where Panel Members have not completed or are unable to provide evidence of completing Unconscious Bias Training, the University will provide training in the method deemed most appropriate by People & Culture.

Guidelines for panel observers

(81) 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 I - Application Assessment

Promotion thresholds

(82) The panel will undertake a holistic assessment and evaluation of applications for promotion in accordance to the academic level in the nominated Academic Category, as outlined in [Table 1](#).

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

Panel assessment

(84) Applications are assessed by a Promotion Panel, based on the evidence provided in the application (see clause 27), including where appropriate applicant interviews, 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.

(85) As a condition of their application, applicants for level D or E will be invited to attend an interview on the date advised in the 'Higher Education Academic Promotion Key Dates' document.

(86) Interviews will be held face to face or, in any other appropriate method at the Chair's discretion. The interview panel composition will be available on the 'Higher Education Academic Promotion - University Promotion Panels' document.

(87) It is the responsibility of the applicant to remain available to attend on the specified date as the interview forms part of the Promotion Panel's assessment of the overall application.

(88) If an applicant is unable to attend the scheduled interview, and an alternative time cannot be agreed upon, the Promotions Panel reserve the right to assess an application without an interview where evidence of exceptional circumstances have been provided or where this cannot be demonstrated, withdraw the application due to non-compliance.

(89) 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 Executive Dean or other appropriate senior person with knowledge of a particular discipline or specialist area.

(90) 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.

(91) The Promotion Panel will assess applications against the Thresholds in [Table 1](#) by undertaking a holistic approach to the application being assessed. 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

(92) 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.

Granting or denying a promotion

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

(94) 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 their determination.

Part J - After Panel Assessment and Reporting

Advice and feedback to applicants

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

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

Appeals

Grounds for appeal

(97) 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 Promotions Policy](#) and these Procedures.

(98) Request for appeal cannot be based on an applicant's disagreement with the Promotion Panel's decision or views regarding the merit of their application.

Form of appeal

(99) An appellant must lodge a written notification of appeal with the Chief Human Resources Officer, or nominee, via the Promotions@vu.edu.au no later than one calendar month after the date on which the applicant received official notice of their unsuccessful application.

(100) Appellants must use the '[Promotion Appeal Template](#)' and indicate each alleged breach of the [Higher Education Academic Promotions Policy](#) and these Procedures.

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

(102) 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

(103) It is the responsibility of the Chief Human Resources Officer 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 their written notification of appeal.

(104) The Chief Human Resources Officer or nominee will provide Appeals Panel members with copies of all relevant documentation.

(105) 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 academic staff member and if the staff member is required to meet with the Panel, they may choose to be accompanied to the interview by an Aboriginal academic staff member.

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

(107) 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.

(108) In the event that the appeal is rejected, the appellant will be provided with written confirmation of the reasons for the rejection. The appellant will have no further right of appeal against the decisions of the Promotion Panel or Appeals Panel.

Appeal panel membership

(109) 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 Senior Deputy Vice-Chancellor and Chief Academic Officer, who is a voting member. This member will not normally have sat on a Promotion Panel within the

current year's promotion round.

- d. A nominee of the Chief Human Resources Officer who is a non-voting member and will act as the Executive Officer to the Panel.

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

Part K - Other Information

Application rounds and deadlines

(111) 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 (available from [People and Culture SharePoint page](#)).

(112) Applicants must submit their application by the date advised in the Higher Education Academic 'Promotion Key Dates' (available from [People and Culture SharePoint page](#)) document ensuring all requirements of the [Higher Education Academic Promotions Policy](#) and Procedures have been complied with.

(113) 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

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

Update on significant developments

(115) Applicants may provide the appropriate number of copies (see Section 6 these Procedures) of an update(s) on significant developments to Promotions@vu.edu.au no later than 5.00pm, eight (8) business days prior to the meeting of the University Promotion Panel.

(116) 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 L - Applications

(117) [Format for Promotion Applications](#)

Status and Details

Status	Current
Effective Date	18th May 2022
Review Date	18th May 2025
Approval Authority	Academic Board
Approval Date	4th May 2022
Expiry Date	Not Applicable
Accountable Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 9919 5077
Responsible Officer	Simone Wright Chief Human Resources Officer +61 3 9919 5447
Enquiries Contact	Candi Luu P&C Co-ordinator +61 3 9919 8509

Glossary Terms and Definitions

"Aboriginal" - The use of the word Aboriginal throughout VU Policy and Procedure refers to Aboriginal and Torres Strait Islander people connected to and/or residing in South East Australia.