Academic Promotions Procedure

Section 1 - Introduction

(1) The principles that apply to academic promotion across the University are outlined in the Academic Promotions Policy. In accordance with the Policy, academic promotion at ACU is evidence-based and is not constrained by quota.

(2) These Procedures, which outline the process and requirements that apply to the University's annual academic promotion round (and any out-of-round promotions), support the Academic Promotions Policy.

(3) For a promotion application to be successful, the applicant must demonstrate that they have reached the required standards for the academic level, as outlined in Schedule 3: Academic Promotions Criteria and Evidence Guide.

Section 2 - Eligibility

(4) Eligibility criteria are outlined in the Academic Promotions Policy.

Section 3 - Timing of Rounds

Annual Promotion Round

(5) An academic promotion round will be conducted annually. Applications will be invited through notifications that provide details of the current year's Academic Promotions Timeline.

Out-of-round Promotions

(6) An out of round promotion process can be initiated to support the retention of high achieving staff. Justification for an out-of-round promotion must include:

a. a credible employment offer from another institution, or
b. evidence of a significant achievement, such as a grant, award, or fellowship of high standing that creates a retention risk.

(7) The relevant Executive Dean initiates an out-of-round promotions process for Faculty-based academic staff and keeps the relevant Head of School (or equivalent) informed throughout the process. For academic staff not based in a Faculty, the Senior Executive for the portfolio initiates the process. The Executive Dean (or the Senior Executive) is responsible for providing a business case to the Provost and Deputy Vice-Chancellor (Academic) that outlines the specific circumstances and the recommended level of promotion.

(8) Provost and Deputy Vice-Chancellor (Academic) endorsement is required to convene an out-of-round promotions committee, which consists of at least three members of the relevant Academic Promotions Committee, including the Chair (or nominee).

(9) The staff member being considered for promotion provides their current curriculum vitae and relevant Achievement Summary for Promotion (available from the Executive Officer, Academic Promotions,

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ACUAcademic.Promotions@acu.edu.au) that incorporates evidence from University databases.

(10) The Committee reviews these documents and determines if the staff member meets the criteria and standards for promotion described in Schedule 3: Academic Promotions Criteria and Evidence Guide. If the committee determines that the threshold is not met, consideration of whether other mechanisms will be offered to assist in retaining the staff member may occur.

(11) Approval of out-of-rounds promotions are consistent with the Delegations of Authority Policy and Register (refer section 6.16).

Section 4 - Achievement relative to opportunity

(12) The University recognises that staff experience a range of personal, professional, and other circumstances that may influence their career and seeks to create an environment where all staff can flourish.

(13) Consideration of achievement relative to opportunity facilitates fair and equitable decision making in University employment-related processes. It ensures performance-based evaluation that considers each staff member's achievements in the context of their career and personal circumstances.

(14) Applicants for promotion may include a statement about achievement relative to opportunity. Further information is available in the Achievement Relative to Opportunity (ARtO) Guide.

(15) The committee considers ARtO statements when it assesses the applicant's achievements against the criteria and standards (see Schedule 3: Academic Promotions Criteria and Evidence Guide).

Section 5 - Promotion criteria

(16) Schedule 3: Academic Promotions Criteria and Evidence Guide outlines the requirements regarding workplace behaviour and performance requirements, and minimum qualifications. Schedule 3 also provides criteria and standards related to staff achievement for promotion to each academic level.

(17) The applicant is recommended for promotion if the Academic Promotions Committee determines the requirements have been met and their achievements meet the required threshold, as specified in Schedule 3.

(18) Where the Committee determines achievements do not meet the required threshold, the applicant is not recommended for promotion.

Section 6 - Academic Promotions Application Process

(19) The key steps which applicants for promotion must follow are summarised below.

Preliminary Considerations

(20) The decision to apply for promotion rests entirely with the applicant; however, it is important that a staff member who is considering an application for promotion discusses their 'readiness for promotion' with their supervisor. This conversation most often occurs during regular progress plan discussions.

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Eligibility Check

(21) Applicants should review the Workplace Behaviour and Performance Requirements and Minimum Qualifications Requirements outlined in [Schedule 3: Academic Promotions Criteria and Evidence Guide](#) to establish whether they expect to meet these requirements in the year they intend to apply for promotion.

Information Session

(22) Applicants and their supervisors are encouraged to attend an information session(s) in the year of intended application for promotion to ensure they are clear about the process.

(23) Refer to the [Academic Promotions Timeline](#) for session information.

Mandatory Notice of Intent to Apply for Promotion

(24) Applicants must provide their Notice of Intent (NOI) to apply for promotion via the [Academic Promotions Portal](#). Required information will include, but may not be limited to:

   a. the academic discipline(s) most strongly related to their work
   b. the domains in which they intend to provide evidence for assessment.

(25) Responses applicants provide in the NOI process are not binding. Information is only used to help the Academic Promotions Committee plan for the upcoming round (e.g., to ensure that external assessors with appropriate disciplinary expertise are available to provide reports).

(26) The NOI must be lodged by the due date listed on the [Academic Promotions Timeline](#).

(27) A staff member who anticipates being absent from the University in the period before the due date may lodge their NOI in advance. Applicants may also request in advance an extension of the NOI due date. Only in exceptional circumstances, and at their absolute discretion, does the Chair, Academic Promotions Committee accept a late NOI.

Feedback Meetings

(28) Prior to submission, applicants:

   a. send a draft outline of their application (3 pages maximum) to their Executive Dean, Head of School/Institute Director (or delegate approved by the Chair, Academic Promotions Committee), and their supervisor. Academic staff not based in a faculty contact the Executive Officer, Academic Promotions (ACUAcademic.Promotions@acu.edu.au) who advises the Chair's decision regarding appropriate arrangements for distribution of this draft outline and the associated feedback meetings;
   b. receive an invitation to have an optional conversation about their readiness to apply for promotion with a senior faculty leader appointed by the Executive Dean;
   c. attend a feedback meeting about their draft outline with their supervisor and Head of School/Institute Director (or delegate approved by the Chair, Academic Promotions Committee).

(29) Further information, including timelines for these meetings, is available in [Schedule 2: Academic Promotions Reports and Feedback Meeting](#).

Application Submission – Mandatory Elements

(30) The promotion application must include the following:

   a. Minimum Qualifications

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i. Evidence of qualifications or confirmation that the university has this evidence already (see details in [Schedule 3: Academic Promotions Criteria and Evidence Guide](#)).

(31) Narrative statements

a. Using the [Academic Promotions Portal](#), applicants must submit a narrative statement for each relevant domain of academic activity. NB: It is not expected that staff will provide evidence of achievements in all 12 domains.

b. Each narrative statement must not exceed 600 words. Other requirements for these narrative statements vary by domain (see details in [Schedule 3: Academic Promotions Criteria and Evidence Guide](#)).

c. Achievement Summary for Promotions

   i. The university provides applicants with an Achievements Summary for Promotions that includes relevant metrics. [Schedule 3: Academic Promotions Criteria and Evidence Guide](#) provides details of the data in this report.

   ii. To obtain access to their Achievements Summary for Promotions, applicants must submit their Notice of Intent (NOI) by the due date listed on the [Academic Promotions Timeline](#).

   iii. Applicants must carefully check the completeness and accuracy of the data in the Achievements Summary. Where applicants identify an issue, they can submit a request to have the data updated in the relevant university database. Requests must be made using template provided with the Achievement Summary. The completed request template must be submitted via the [Academic Promotions Portal](#).

   iv. Changes by the data caretakers will make it possible to generate an updated Achievements Summary. Applicants must include their most recent Achievements Summary for Promotions with their application and must not alter its content in any way. If an omission or error in the database(s) cannot be rectified by the data caretaker prior to the prescribed closing date for applications, the applicant may describe the omission or error in the narrative statement(s) in their application.

   v. If an applicant does not include an Achievements Summary for Promotions with their application, the Executive Officer, Academic Promotions adds the most recent version to their promotion application. In this instance, the applicant does not have the opportunity to review the Achievements Summary or correct any omissions or errors.

d. Promotions Self-rating Form

   i. Applicants must submit a Promotions Self-rating Form that indicates the standard of achievement they believe they have demonstrated in each relevant domain of academic activity. The applicant's Promotions Self-rating Form data is held by the Executive Officer, Academic Promotions and not distributed to the Academic Promotions Committee members (see details in [Schedule 1 – Academic Promotions Committees](#)).

Application Submission – Optional Elements

(32) The promotion application may include the following:

a. an ARtO statement. See details in the [Achievement Relative to Opportunity (ARtO) Guide](#).

b. details of recently accepted outputs. Applicants may upload to the Academic Promotions Portal details of research and scholarship outputs that have been accepted for publication but not yet been verified in Orion and, therefore, do not appear in the Achievements Summary for Promotions. A persistent identifier (e.g., digital object identifier [doi]) should be provided for each output. Where a persistent identifier is not available, a PDF copy of an acceptance email (or similar) would normally be included in the 10-page optional evidence file.

c. a PDF file with evidence supporting claims of achievement in the narrative statements (see [Schedule 3: Academic Promotions Criteria and Evidence Guide](#) for examples of evidence for each domain). Applicants may upload one 10-page (maximum) PDF file for the entire application. The file must be less than 100MB. Applicants are responsible for ensuring that evidence in the PDF file is clearly displayed and can be easily viewed at 100%

magnification. NB: Applicants use the narrative statements to describe their achievements and must not use this 10-page file to provide additional text-based descriptions. This file may only be used to:

    i. provide evidence that verifies the claims made in the narrative statements; or

    ii. display information graphically (e.g., figure or table).

Section 7 - Reports

Internal report

(33) The Head of School/Institute Director (or delegate approved by the Chair, Academic Promotions Committee) writes a final Internal Report which:

    a. confirms or seeks clarification regarding the accuracy of claims the applicant has made regarding achievements in each relevant domain;

    b. provides ratings of achievement against the criteria and standards in each relevant domain (see [Schedule 3: Academic Promotions Criteria and Evidence Guide](#)).

(34) Further information is provided in [Schedule 2: Academic Promotions Reports and Feedback Meeting](#).

External assessor reports

(35) Applications for promotion are typically assessed by two Professors (Level E academics) from outside the university with expertise in the applicant's academic discipline(s). The Chair typically assigns assessors from the ACU External Assessor Panels.

(36) Further information is provided in [Schedule 2: Academic Promotions Reports and Feedback Meeting](#).

Section 8 - Submitting the application

(37) To ensure they meet all application requirements, applicants should refer to the Information for Applicants section of the [Academic Promotions](#) website.

(38) Applicants must submit all documentation via the [Academic Promotions Portal](#) by 11:59 pm (AEST) on the prescribed closing date of the promotion round as detailed in the [Academic Promotions Timeline](#). Applicants must submit all submission documentation at one time, via the portal. If multiple submissions are made, the committee will only consider the most recent submission.

(39) A staff member who anticipates being absent from the university in the period before the closing date may lodge their application in advance. Applicants may also request an extension in advance of the prescribed promotions closing date. Only in exceptional circumstances, and at their absolute discretion, does the Chair, Academic Promotions Committee accept a late application.

(40) Applications received after the closing date without prior approval are deemed ineligible. In such cases, applicants receive written advice of ineligibility.

(41) Any queries about the submission process should be directed to the Executive Officer, Academic Promotions (email to: ACUAcademic.Promotions@acu.edu.au).

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Section 9 - Post-submission

Applicant Response to the Internal Report

(42) The applicant receives a copy of the Internal Report (see clause 33) and has the right to submit a written response to the portion of the report that relates to the accuracy of claims. Further information is provided in [Schedule 2: Academic Promotions Reports and Feedback Meeting](#).

(43) Applicants' written responses are due by the date specified in the Academic Promotions Timeline. Applicants may request an extension from the Chair, Academic Promotions Committee, via the Executive Officer, Academic Promotions (ACUAcademic.Promotions@acu.edu.au).

Post-submission Evidence

(44) Applicants may submit additional evidence after the closing date where it meets the requirements listed below. The relevant information must be uploaded to the [Academic Promotions Portal](#) by the due date specified in the [Academic Promotions Timeline](#).

(45) Applicants may upload one 10-page (maximum) PDF file for all their post-submission evidence. The file must be less than 100MB. Applicants must submit all post-submission evidence at one time, via the portal. If multiple submissions are made, the committee will only consider the most recent submission. Applicants are responsible for ensuring that evidence in the PDF file is clearly displayed and can be easily viewed at 100% magnification.

(46) Relevant updates to the Committee about information contained in the Application may include:

    a. the outcome of a grant application;

    b. the outcomes of publication submission; or

    c. other evidence that significantly strengthens the case for promotion (e.g., receipt of an award).

(47) The Committee may ask applicants to provide further information and/or supporting evidence.

Section 10 - Application outcome

(48) The Executive Officer, Academic Promotions, on behalf of the Chair, Academic Promotions Committee, contacts all applicants in writing (with copies to the supervisor, Head of School/Institute Director and Executive Dean) to communicate the result of the promotion application. Applicants are contacted no later than ten working days following the delegated authority's approval of the Committee's recommendations.

(49) Where an applicant is successful, they receive formal written notification confirming advancement from the effective date of promotion. Applicants on probation at the time of successful promotion also have their probation confirmed from the effective date of promotion.

(50) Applicants who are not recommended for promotion receive the Committee's feedback and areas to consider strengthening to support a future application. They also have an opportunity to meet with the Chair, Academic Promotions Committee to discuss the reasons for the Committee's decision. This information is provided to help the applicant and their supervisor revise progress plans and/or identify activities to support the development of a future application.

(51) The Vice-Chancellor and President reports annually to Senate on promotions outcomes.

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Section 11 - Committees

(52) Information about the Academic Promotions Committees and their process for assessment is detailed in [Schedule 1: Academic Promotions Committees](#) and is undertaken in accordance with [Schedule 3: Academic Promotions Criteria and Evidence Guide](#).

Section 12 - Appeals

(53) An unsuccessful applicant may only lodge an appeal on the basis of process, as outlined in the [Staff Appeals Policy](#).

Section 13 - Glossary

Term	Definition
Academic Career Pathway	An academic staff member's career pathway is established through the appointment process and/or as an outcome of the Progress Plan. There are five academic career pathways set out in the [ACU Staff Enterprise Agreement 2022-2025](#).
Academic Promotions Committee	The committee that is responsible for assessing promotion applications.
Achievement Relative to Opportunity (ARtO)	An evaluative framework that ensures fair and equitable evaluation of a person's achievements based on the opportunities available to them.
Achievements	Outcomes that are the result of academic staff activities. Achievements are demonstrated by the quality and/or the impact of the staff member's activities.
Activities	The work academic staff undertake in in the 12 domains, aligned with ACU's Mission and supporting its strategic priorities.
Agreement	Refers to the [ACU Staff Enterprise Agreement 2022-2025](#).
External Assessor	An expert in the discipline/field (typically a Level E Professor) who can offer the Academic Promotions Committee a balanced and confidential assessment of a promotion application. Assessors are external to ACU.
CiteScore Percentile	CiteScore percentile for the year of publication (Elsevier, 2022, [Measuring a Journal's Impact](#)).
Commercialisation	Consultancy and other commercial activity that involves the provision of professional services requiring the application of existing knowledge and expertise in exchange for a fee. Activities may include, but are not limited to, the review of a program or service, development of a framework, providing an expert opinion, development and/ or licensing of a product (including educational products and professional learning tools), development and delivery of workshops and short courses that are not part of normal teaching activities, and responding to commercial tenders. See [Consultancy and Commercial Activity Guidelines 2023](#)).
Community Engagement	Activities that build capacity and affirm human dignity through sustainable and reciprocal collaborations with communities who experience disadvantage or marginalisation (see ACU's [What is Community Engagement?](#) website).
Consumed EFTSL Level	EFTSL = equivalent full-time student load. A measure of a full-time student's annual study load. Consumed EFTSL for Higher Degree Research students refers to the number of full-time years (or equivalent) needed to complete the degree.

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Term	Definition
Domain	The criteria for promotion are specified under 12 domains of achievement. 1. Designing Learning Activities and/or Programs 2. Teaching and/or Supporting Learning 3. Developing Effective Learning Environments 4. Scholarship 5. Knowledge Creation 6. Research Income 7. Research Engagement and Impact 8. Research Training and Development 9. Internal Service to the University 10. Institutional Advancement and Commercialisation 11. External Service to the Discipline, Sector or Profession 12. Community Engagement (See also 'relevant domain' in this glossary.)
End-user	An individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or result of the research (see ARC, 2019, Engagement and Impact (EI) Assessment)
ERA	Excellence in Research for Australia
Evidence	Information that verifies the applicant's achievements. When evaluating a staff member's achievements against the criteria, the committee will consider the quality and the impact of the work, along with the strength of the evidence that has been supplied. Thus, a case for promotion with more robust evidence will be considered stronger than a case with evidence that is less clear.
FWCI	Field Weighted Citation Impact (see Elsevier, 2023, What is Field-weighted Citation Impact?)
High Quality Research Output	An ERA-eligible research output (see ERA 2023 Submission Guidelines) that meets at least one of the three output quality benchmarks: (1) FWCI for the article that is above the specified standard for the academic level, (2) Scopus journal ranking for the article that is above the specified standard for the academic level, or (3) A faculty quality rating of at least '4' for the output.
Non-Traditional Research Output	Some research outputs do not take the form of published books, book chapters, journal articles or conference publications. These are referred to as non-traditional research outputs (see ARC, 2019, Non-Traditional Research Outputs (NTROs)). Examples include: • original creative works • live performance of creative works • recorded/rendered creative works • curated or produced substantial public exhibitions and events • research reports for an external body • portfolio.
Orion	The university's research management system software which provides information for staff on their research outputs and achievements.
Professional Experience (ProfEx)	A survey instrument used to assist in the evaluation of learning and teaching for coursework units identified by the relevant Faculty as having significant work integrated learning components. Refer to the Evaluation of Learning and Teaching Policy and the Evaluation of Learning and Teaching Procedure.
Progress Plan	A plan that documents work goals, career aspirations and development goals for staff and the specific targets and progress towards achieving those goals. See Progress Plan for Academic Staff Policy.
Promotion	Advancement to a higher level of appointment from the current substantive position.
Prestigious Research Grant	A research grant from a highly respected Australian or international organisation. These grants are often funded by a federal government agency or a large philanthropic foundation. Examples can be viewed here.
Publication Points	Publication points = 5 points for a research book (A1), 1 point for other research outputs (e.g., B1 and C1). See explanation of publication categories here.

Term	Definition
Relevant Domain	Applicants choose the domains in which they provide evidence of their achievements. They are not required or expected to provide evidence of achievements in all 12 domains. A relevant domain is one in which the applicant has chosen to provide evidence of their achievements for consideration against the criteria and standards.
Research Engagement	The interaction between researchers and research end-users outside of academia, for the mutually beneficial transfer of knowledge, technologies, methods, or resources (see ARC, 2019).
Research Income	Research income must be reportable to Higher Education Research Data Collection and includes Category 1-4 grants (defined by the Department of Education, Higher Education Research Data Collection Specifications for the Collection of 2022 Data). Achievements that do not qualify as research income (but could be reported in the Institutional Advancement and Commercialisation domain) include research commercialisation (see 'Commercialisation' in this glossary).
Research impact	Research that contributes to the economy, society, environment, or culture, beyond its contribution to academic research (ARC, 2022, Research Impact Principles and Framework).
Research Training	A formal course of graduate study leading to the acquisition of advanced skills, techniques, and knowledge in the conduct of research (see TEQSA, 2022, Guidance Note: Research and Research Training).
SJR Percentile	SCImago Journal Rank percentile for the year of publication (see Elsevier, 2022, Measuring a Journal's Impact).
SNIP Percentile	Source Normalized Impact per Paper percentile for the year of publication (see Elsevier, 2022, Measuring a Journal's Impact).
Student Evaluation of Learning & Teaching (SELT)	A survey instrument used to assist in the data collection process for unit and teaching evaluation. Refer to the Evaluation of Learning and Teaching Policy and the Evaluation of Learning and Teaching Procedure.

Section 14 - Review

(54) In line with the University's Policy Development and Review Policy, this procedure will be reviewed in line with the governing policy and is scheduled for review every five years or more frequently if appropriate.

Section 15 - Further Assistance

(55) Any staff member who requires assistance in understanding this procedure should first consult their supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should contact the Executive Officer, Academic Promotions (ACUAcademic.Promotions@acu.edu.au).

Section 16 - Associated Information

(56) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

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Status and Details

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Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
Enquiries Contact	Bernardine Lynch ER and Safety Committees and Policy Officer People and Capability