

**Policy Title:** Academic Staff Promotion

**Policy Owner:** Senior Deputy Vice-Chancellor

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[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

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## 1. INTENT

To establish an academic promotion system that is merit-based, equitable and recognises and rewards sustained achievement in alignment with the University's strategic priorities and relevant frameworks.

## 2. ORGANISATIONAL SCOPE

Academic Staff excluding casual or sessional.

## 3. DEFINITIONS

None.

## 4. PRINCIPLES

- 4.1** Edith Cowan University is committed to an academic promotion policy that promotes academic staff on merit and sustained high achievement.
- 4.2** It is the responsibility of the applicant to clearly demonstrate how they meet the requirements for promotion, commensurate with the academic level applied for, as defined in the Academic Staff Performance Expectations and Outcomes (ASPEO) Framework and in compliance with the relevant Academic Staff Promotion Guidelines.

## 5. POLICY CONTENT

### 5.1 Eligibility for promotion

- 5.1.1** To be eligible for promotion, an academic staff member must demonstrate performance that meets the criteria prescribed in the ASPEO Framework.

**5.1.2** For promotion to Professor (Level E), an academic staff member must demonstrate performance commensurate with the Role of Professor as described in the ASPEO Framework and the 'Role of Professor' statement.

**5.1.3 (a)** To be eligible for promotion, a member of Academic Staff must:

- i. Hold a full time or fractional full time appointment with an ongoing or fixed-term contract;
- ii. For promotion to Level B, at the date of submission of application, have a minimum of one (1) year service within the University. For promotion to Level C and above, at the close of the applications have a minimum of one (1) year service within the University. One (1) year service includes service on secondment to the University but excludes service on casual contracts. Service shall not be deemed to be broken by parental leave, leave without pay, study leave or long service leave;
- iii. Meet the criteria specified and detailed in the relevant Academic Staff Promotion Guidelines;
- iv. Not have applied unsuccessfully for promotion in the previous year.

**(b)** Where the University has initiated formal disciplinary action against the applicant, the applicant will be deemed ineligible for promotion at the time of application.

## **5.2 Academic Roles**

**5.2.1** Applicants for promotion can apply in one of the following four (4) categories of academic roles in their current appointment as specified below:

- (a) Teaching and Research Scholar
- (b) Research Scholar
- (c) Teaching-Focused Scholar
- (d) Teaching-Focused Scholar (Clinical / Professional)

## **5.3 Timeframes**

**5.3.1** Applications for promotion to Level B will be considered at any time.

**5.3.2** Applications for promotion to Levels C, D and E are considered annually.

**5.3.3** Applications for promotion to Levels C, D and E received after close of business (COB), 5.00pm on the advertised closing date will not be considered.

**5.3.4** Promotion for all levels will be effective as soon as practicable, following approval.

## **5.4 Confidentiality**

**5.4.1** All proceedings of all committees involved in the annual promotion round shall be regarded as strictly confidential, except that applications and supporting papers shall be made available to referees and assessors, and to the Vice-Chancellor or the Appeals Committee, if required. The Chairs of all committees are required to ensure that formal recommendations are

documented and held in accordance with ECU's Record Management Policy.

## 5.5 Promotion Criteria

### 5.5.1 For promotion to Levels B, C and D:

#### 5.5.1.1 Consider **all** of the following criteria:

- (a) The applicant's qualification and/or relevant experience as set out in the relevant guidelines. ('Academic Staff Promotion Guidelines For Promotion To Level B' or 'Academic Staff Promotion Guidelines for Levels C and D');
- (b) The demonstrated achievement of the applicant against that prescribed in the ASPEO Framework;
- (c) The position classification standards as described in the relevant Industrial instrument;
- (d) Demonstrated performance of the applicant, as a whole, in their assigned academic role, taking into account the areas of academic achievement and the assessment as set out in the relevant Academic Staff Promotion Guidelines;
- (e) Demonstrated evidence that the applicant is **well advanced towards meeting** the expectations, requirements and outcomes for the academic level being applied for, as prescribed in the ASPEO Framework;
- (f) Competitiveness with respect to other successful applicants at the same level and relative to national/ international standards for promotion, as assessed by the relevant Promotions Committee;
- (g) For promotion to Associate Professor Level D, the application must demonstrate a convincing case of notable and sustained achievement to justify promotion above Senior Lecturer Level C, as set out in the 'Academic Staff Promotion Guidelines for Promotion to Levels C and D'; and
- (h) The applicant's academic role, full time equivalent (FTE), and relative opportunity based on the discipline and/or organisational context and may also consider career interruptions or other irregular career paths.

5.5.1.2 The relevant Committees will consider the appropriateness of the formal qualifications held by applicants and/or substantial progress towards such qualifications.

5.5.1.3 A lack of appropriate qualifications or experience may prevent an applicant being promoted.

### 5.5.2 For promotion to Level E:

Promotion to Professor (Level E) will be assessed against the defined criteria that will include, but not be limited to:

- a) Demonstrated evidence that the applicant is meeting the expectations, requirements and outcomes for Level E, as prescribed in the Academic Staff Performance Expectations and Outcomes (ASPEO) Framework;

- b) Exceptional academic scholarship and performance consistent with ECU's requirements for the Role of Professor statement as described in the 'Academic Staff Promotion Guidelines for Promotion to Professor (Level E)', including a recognised national/ international profile in the relevant discipline area; and
- c) A strong alignment of the applicant's discipline area with the strategic and academic priorities of the University.

## **5.6 Assessment Process**

### **5.6.1 General**

- 5.6.1.1** The Committee will assess applications based on each applicant's overall case.
- 5.6.1.2** Each voting committee member will assess applicants separately on the three areas of academic achievement using the ASPEO Framework.
- 5.6.1.3** Under exceptional circumstances, the relevant Promotions Committee can make a special case and recommendation to the Vice-Chancellor for an applicant to be promoted.

### **5.6.2 Promotion to Lecturer (Level B)**

- 5.6.2.1** The Senior Deputy Vice-Chancellor determines who will be promoted based upon recommendations from the School Promotion Advisory Groups.
- 5.6.2.2** For each applicant, the relevant School Promotion Advisory Group will provide the Senior Deputy Vice-Chancellor with a statement as to whether the applicant is recommended for promotion, together with a detailed evaluation report addressing each criterion for promotion.
- 5.6.2.3** If the Senior Deputy Vice-Chancellor finds that due process was not followed or appropriate criteria were not applied, they may review the merit of the application and determine an alternative outcome to the Executive Dean.
- 5.6.2.4** The relevant Executive Dean will advise applicants in writing of the outcomes.

### **5.6.3 Promotion to Senior Lecturer (Level C) and Associate Professor (Level D)**

- 5.6.3.1** The Vice-Chancellor determines who will be promoted based on the recommendations from the University Promotion Advisory Committee.
- 5.6.3.2** For each applicant, the University Promotion Advisory Committee will provide a statement as to whether the applicant is recommended for promotion, together with a detailed evaluation report addressing each criterion for promotion.
- 5.6.3.3** The University Promotion Advisory Committee will assess applications and decide whether each applicant has met the University's standards for promotion to Level C and D, as defined in the relevant Academic Staff Promotion Guidelines.

**5.6.3.4** The University Promotion Advisory Committee may interview applicants as part of the assessment process.

**5.6.3.5** The Chair of the University Promotion Advisory Committee will advise applicants in writing of the outcomes.

**5.6.4** Promotion to Professor (Level E)

**5.6.4.1** The Professorial Appointment Committee will determine promotion outcomes based on the strength of the case made by the applicant.

**5.6.4.2** The Professorial Appointment Committee will consider each application and other relevant information and will request distinguished assessors external to the University to provide an independent critique on the scholarship and standing of the applicant.

**5.6.4.3** The Professorial Appointment Committee as part of the assessment process will:

- (a)** Require the relevant Executive Dean to provide a substantial assessment on the scholarship and standing of the applicant against the promotion criteria, including a recommendation for or against promotion;
- (b)** Apply the University's standards for Level E as prescribed in the ASPEO Framework, and the requirements for the Role of Professor as described in the 'Academic Staff Promotion Guidelines for Promotion to Professor (Level E)'; and
- (c)** Award promotion consistent with national and/or international standards based on the Committee's combined experience.

**5.6.4.4** The relevant Chair will advise applicants in writing of the outcome after a final determination has been made. Applicants may seek an interview with the Chair of the Professorial Appointment Committee for further clarification of the outcome.

**5.7** **Committee Composition**

**5.7.1** The appropriate Promotions Committees will be established for academic promotion purposes, taking gender balance into consideration. Committees are required to have equal gender balance, or as close to equal gender balance as possible.

**5.7.2** Unless otherwise determined by the Vice-Chancellor:

- a) members of the School Promotion Advisory Groups will hold an Academic Level C, D or E appointment.
- b) members of the University Promotions Advisory Committee will hold an Academic Level D or E appointment.
- c) members of the Professorial Appointment Committee will hold an Academic Level E appointment.

**5.7.3** Members appointed to any Committee will have a term of two calendar years and are eligible for re-appointment.

**5.7.4** School Promotion Advisory Groups for Promotion to Lecturer (Level B) shall comprise:

- Executive Dean – Chair;
- Associate Dean (Teaching and Learning);
- Associate Dean (Research);
- An Associate Dean (Discipline) or a Director, Research Institute **from another School** (Level D or E) nominated by the Chair; and
- An academic staff member at Level C or above from within the School, elected by the academic staff.

Where an applicant is primarily located at the South West Campus, an academic staff member at Level C or above from the South West Campus shall be nominated to the Group by the Chair.

The School Operations Manager or nominee will act as the Executive Officer.

**5.7.5** University Promotion Advisory Committee (UPAC) for Promotion to Senior Lecturer (Level C) and Associate Professor (Level D) shall comprise:

- Senior Deputy Vice-Chancellor - Chair;
- Deputy Vice-Chancellor (Research);
- Deputy Vice-Chancellor (Strategic Partnerships);
- Chair of the Academic Board;
- One Executive Dean nominated by the Senior Deputy Vice-Chancellor;
- An academic staff member at Level E, nominated by the Vice-Chancellor;
- Up to two external academic staff at Level D or E from other universities, nominated by the Vice-Chancellor;
- An academic staff member at Level D or E, nominated by the Academic Board; and
- An academic staff member at Level D or E, elected by the Joint Staff Consultative Committee (JSCC), as a non-voting member.

The Director, Human Resources Services Centre or nominee will act as the Executive Officer.

**5.7.6** Professorial Appointment Committee (PAC) for Promotion to Professor (Level E) shall comprise:

- Vice-Chancellor – Chair;
- Senior Deputy Vice-Chancellor;
- Deputy Vice-Chancellor (Research);
- Deputy Vice-Chancellor (Strategic Partnerships);
- Chair of the Academic Board;

- Two academic staff members at Level E, nominated by the Vice-Chancellor (including one Professorial Research Fellow); and
- Up to two external academic staff at Level E from other universities, nominated by the Vice-Chancellor.

The Director, Human Resources Services Centre or nominee will act as the Executive Officer.

### 5.8 Appeals

Applicants may appeal against a promotion decision after first seeking feedback from the Chair of the relevant Committee, on the following grounds:

- (a) The Committee has not followed due process;
- (b) The Committee has breached the principles of procedural fairness; or
- (c) The Committee made its decision on substantially incorrect information as detailed in the relevant Academic Staff Promotion Guidelines.

## 6. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

The Senior Deputy Vice-Chancellor has overall responsibility for the content of this policy and its operation in ECU.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

## 7. RELATED DOCUMENTS:

7.1 The policy is supported by the following Guidelines:

- Academic Staff Promotion Guidelines for Promotion to Level B;
- Academic Staff Promotion Guidelines for Promotion to Levels C and D;
- Academic Staff Promotion Guidelines for Promotion to Level E, including 'Role of Professor' Statement;

7.2 Other documents which are relevant to the operation of this policy are as follows:

- Academic Staff Performance Expectations and Outcomes (ASPEO) Framework;
- The current Industrial instrument (Academic and Professional Staff Union Collective Agreement 2013).

## 8. CONTACT INFORMATION

For queries relating to this document please contact:

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## 9. APPROVAL HISTORY

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