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## Academic Staff Promotions Policy

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<b>Review Period:</b>	Three years
<b>Revision No:</b>	2
<b>Date of Revision:</b>	13th October 2010
<b>Purpose:</b>	The purpose of this policy is to outline promotion opportunities which result in staff retention and staff motivation.
<b>Scope:</b>	EIT academic staff who: <ul style="list-style-type: none"><li>• Have been employed by the EIT for at least 12 months (full time or sessional). The period of service is calculated as 12 months continuous service prior to 1 June of the year of the application)</li><li>• Want to apply for promotion to the level immediately above their substantive classification (for example; lecturer to senior lecturer or to course coordinator).</li></ul>
<b>Essential Supporting Documents:</b>	
<b>Related Documents:</b>	<ul style="list-style-type: none"><li>- Selection, Appointment and Induction Policy – Academic and Administration Staff</li><li>- Selection, Appointment and Induction Procedure – Academic and Administration Staff</li><li>- Staff Development Policy</li><li>- Academic Staff Promotion Criteria</li></ul>

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## **Objectives**

The objectives of this policy are:

- To ensure an effective and efficient process which is fair, equitable, professional and timely enabling the EIT to attract, retain and motivate academic staff.
- To clarify the promotion process for EIT academics by providing clear information about the criteria against which promotion applications are considered.

## **Exclusions**

Except with the approval of the relevant Boards applicants are not permitted to re-apply for promotion in the year immediately following an unsuccessful application.

## **Provisions**

### **1. Principles**

The EIT values a fair and transparent academic staff promotion process that is based on merit and equity.

All materials and deliberations relating to academic promotion applications will be treated in the strictest confidence by all participants in the promotions process.

Promotion Application Panel members shall not discuss applications, recommendations and deliberations outside of panel meetings.

### **2. Schedule**

The Academic Staff Promotion Scheme will run annually. The promotion schedule will be structured to enable the announcement of promotions effective as of 1 January of the following year.

Eligible staff may apply for promotion at any time during the academic year. Where the promotion is endorsed in the first six months of the year, the promotion will take effect from 1 July of that year; where it is endorsed in the second six months of the year, it will take effect from 1 January in the following year.

### **3. Framework for Promotion**

Requirements of formal qualification - All applicants for promotion must, at a minimum, have the level of qualification equal to the level at which they want to teach. With an application at the minimal level proof of substantial and relevant industry experience must accompany the application.

According to the *Educational Services (Post-Secondary Education) Award 2010* Academic teachers (other than casual academic teachers) can be classified into one of the following



levels according to which of the following descriptors most accurately describes the duties they undertake and their academic standing and experience.

### **Level A**

- *A Level A academic teacher will work with support and guidance from more senior academic staff and is expected to develop his/her expertise in teaching and research with an increasing degree of autonomy. A Level A academic teacher will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.*
- *A Level A academic teacher will normally contribute to the teaching work of the employer at an undergraduate degree or graduate diploma level. Administration will generally be limited to the administration of the relevant unit or units of teaching they are engaged to teach.*
- *An employee holding a relevant doctorate or responsible for the co-ordination of a subject or unit, will not be paid less than a Level A candidate.*

### **Level B**

- *A Level B academic teacher will undertake independent teaching and research in his/her discipline or related area. A Level B academic teacher will make an independent contribution through professional practice and expertise to the teaching effort of the employer, and may co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.*
- *A Level B academic teacher may be required to teach at any level, on the basis of an established record of independent scholarship, research and/or professional activities appropriate to their profession or discipline. They may undertake administration relating to their discipline and may be required to perform the full academic responsibilities of and related administration for the co-ordination of an award program of the institution.*

### **Level C**

- *A Level C academic teacher will play a major role or provide a significant degree of leadership in activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the institution.*

### **Promotion Criteria**

An applicant's eligibility and suitability for promotion will be assessed against the Levels as outlined by the Educational Services and the following criteria:

- Teaching
- Leadership



- Scholarship
- Industry Experience
- A range of metrics including:
  - Graduate progress and outcomes
  - Student feedback
  - Attrition rates

A copy of the official position description must accompany the application.

### **Application**

Promotion Panels considering applications will assess the merit of each applicant based on the following:

- The candidate's written application, demonstrating standards of performance in the areas of teaching, leadership, and scholarship and outlining experience gained in industry (gained during his/her employment began with the EIT).
- The applicant's record of academic achievement
- Any requested support material
- Referees

Following the assessment, the promotion panel will make recommendations to the Academic Board regarding each applicant's readiness for promotion. The Academic Board will make a decision based on the panel's recommendations and if the promotion is deemed feasible final approval will be made by the Governance Board.

### **4. Promotion Decision**

Applicants will be advised of the outcome of their application in a letter from the Dean and relevant stakeholders will be notified.

### **5. Feedback to applicants**

The Chair of the panel (or their nominee) ensures that all unsuccessful applicants who participated in the process receive feedback and, if appropriate, counseling on the outcome of their application within a prescribed timeframe. A written report summarising the panel's views will be provided to unsuccessful applicants to assist in their endeavours to obtain promotion in the future.

### **6. Appeals**

An applicant can submit an appeal on the decision of the panel in writing to the EIT Academic Board.