
Academic Staff Promotions Policy and Criteria

Policy/Document Approval Body:	Academic Board
Date Created:	21 June 2009
Policy Custodian:	Dean of Engineering
Policy Contact:	Human Resources Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years from commencement
Revision No:	3
Date of Revision:	21 October 2013
Date Approved:	10 December 2013
Date Commenced:	17 February 2014

1.0 Purpose

The purpose of this policy is to outline promotion opportunities which aim to improve staff satisfaction and consequently staff retention.

2.0 Scope

EIT academic staff are eligible for promotion if they:

- Have been employed by 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)
- Want to apply for promotion to the level immediately above their substantive classification (for example; lecturer to senior lecturer or to course coordinator).

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.

3.0 Objectives

The objectives of this policy are to:

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

4.0 Implementation

4.1 Principles

- 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.

4.2 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 the following year.

However, it is possible for eligible staff to 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.

4.3 Framework for Promotion

All applicants for promotion must, at a minimum, have a level of formal qualification one level higher than the level at which they want to teach, or equivalent significant professional experience.

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.*

4.4 Promotion Criteria

An applicant's eligibility and suitability for promotion will be assessed against the Levels as outlined by the *Educational Services (Post-Secondary Education) Award 2010* and the following criteria areas:

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

Full details of the promotion criteria are at Appendix 1.

4.5 Application

Academic staff must submit their application for promotion according to the timeframes set by EIT. The application must include demonstrate how they meet the criteria together with supporting documentation, and a copy of the official position description.

All potential candidates should also read EIT's Strategic Plan to gain an understanding of EIT's strategic priorities, and how they can further these objectives.

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

- The candidate's written application, demonstrating standards of performance against the criteria.
- The applicant's record of academic achievement
- Any requested support material
- Referee statements

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 given.

4.6 Promotion Decision

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

Feedback to applicants

The Chair of the panel (or their nominee) ensures that unsuccessful applicants who participated in the process receive feedback within 30 days of the Board's decision. A written report summarising the panel's views will be provided to assist in their endeavours to obtain promotion in the future. If required, counselling on the outcome of their application is available.

Appeals

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

5.0 Definitions

Nil

6.0 Related policies and procedures

The following policies and procedures are related to this policy:

- Recruitment, Selection, Appointment and Induction Policy
- Recruitment, Selection, Appointment and Induction Procedure
- Staff Development Policy



- Staff Performance Review Policy and Procedure
- Staff Performance Review Guide
- Staff Grievance Policy
- Staff Grievance Procedure

7.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.

Appendix 1 - Criteria for Promotion

Criteria

Teaching

Typical evidence that should be provided under this criterion includes:

- Performance on student academic results, student satisfaction, attrition rates, progression and graduation rate measures
- Teaching practices informed by scholarship
- Job-readiness for graduates obtained through feedback from industry and business
- Application of innovative teaching for worldwide based students using distance learning in the field of engineering and technology
- Improvements and innovative teaching when taking students from a vocational background to that of higher education
- Preparation and publication of books, courses, curricula and assessments (based on actual materials from videos, software, websites and associated documentation)
- Appointments to government and industry sponsored teaching and associated academic panels
- Receipts of teaching and academic awards

Leadership

Evidence of academic leadership can be evidenced by the following criteria:

- Assisting and mentoring of both teaching and research staff, where applicable
- Innovative and pioneering leadership in teaching and course innovation
- Successfully identifying new areas in which to provide courses and programs
- Leading research and teaching teams
- Organising conferences and new courses (e.g. for industry)
- Leading review committees
- Leadership in the administrative and academic activities of EIT
- Demonstrating leadership to industry in innovative practices which are adopted

Scholarship

Evidence of scholarship in teaching and research can be shown by one or more of the following activities:

- Successful publication of papers for journals and conferences
- Successful publication of books, software and web sites
- The number of citations of published work
- Participation and contribution to the scholarship of teaching and learning
- Research income generation
- Industry, business and academic uptake of innovations published or suggested
- Peer respect (consultancies, editorial roles, industry boards, patents)

Measurement of Performance

Three forms of measurement will be used in teaching, leadership and scholarship with supporting contributions made in industry experience:

- Sustained contribution (acknowledged as making a contribution in line with the existing academic requirements)
- Major contribution (acknowledged as making an excellent contribution)
- Outstanding contribution (acknowledged on a national basis as making a contribution)

Promotion to Senior Lecturer requires at least an Australian equivalent PhD (doctoral) qualification and a major contribution in two of the three areas above, with a sustained contribution to the third. Promotion to Deputy Dean would require an outstanding contribution in at least two of the criteria and a sustained contribution to the third.