ACADEMIC STAFF PROMOTIONS POLICY AND CRITERIA

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1.0 Purpose

The purpose of this policy is to outline the principles for the promotion of academic staff at the Engineering Institute of Technology (EIT).

2.0 Scope

This policy applies to all continuing and fixed-term academic staff, whether full-time or part-time, who seek promotion to Levels B, C, D or E (refer to the EIT Academic Progression document).

This Policy does not apply to:

    a. casual academic staff; or

    b. honorary title holders

3.0 Objectives

The aim of academic promotion is to:

    a. recognise and reward academic staff for demonstrated and sustained achievement and high performance in relevant areas of academic endeavour; and

    b. provide an identifiable career pathway for all academic staff.

4.0 Eligibility

To be eligible to apply for Academic Promotion, academic staff must:

a. be a continuing or fixed-term academic employee (if fixed-term, their contract must extend until at least the end of the year);

b. have served a minimum of two years of continuous service at their current level of appointment (excludes casual service); and

c. have reached the top incremental step of their current salary scale.

Applicants as a general rule cannot:

a. apply for a promotion with less than two years of service at EIT, since commencement or last promotion

b. apply for a promotion to a level that is more than one level higher than their current level (e.g., seek promotion from Level B to Level D); and

c. apply for promotion to several levels at the same time (e.g., seek promotion from Level B to Level C and to Level D in the same round).

5.0 Policy Provisions

5.1 Introduction

As academic staff progress through the promotion levels there is an expectation that:

- there will be an increase in the quality and impact of their core educational practices (learning and teaching) and research outputs;

- their engagement with, and contribution to, their discipline will increase;

- they will demonstrate increasing leadership within the institute, nationally and internationally; and

- they will broaden their involvement in the EIT's vision, mission and strategic objectives.

5.2 Principles

The Academic Promotions Policy is designed to align with the vision, mission of EIT and priorities set out in the EIT Learning and Teaching Plan. In pursuing these objectives, all staff are expected to demonstrate the following values. These values underpin teaching and service excellence which is the main driver for all that EIT do.

- **Leadership:** Take on additional responsibilities and roles within the institute. Showcase integrity, professionalism, transparency, and ethical decision making, inspiring openness, courage and trust;

- **National and International Engagement:** Engage in activities at national and international levels, such as presenting research and collaborating with international partners;

- **Social Justice and Thought Leadership:** Incorporate social justice topics into teaching and contribute to thought leadership through publications and discussions;

- **Knowledge Transfer and Partnership:** Collaborate with industry partners and engage in knowledge exchange programs;

- **Global Impact:** Contribute to global challenges and sustainable development initiatives;

- **Innovation in Teaching:** Use technology, active learning, and industry examples to enhance teaching. Demonstrate creativity and implementing improvements;

- **Student Engagement and Support:** Provide academic support and mentorship to students;

- **Professional Development:** Attend relevant conferences and workshops to stay up to date in the field;

- **Research and Scholarship:** Publish in reputable journals and secure research and/or industry grants;

- **Teaching Effectiveness:** Seek feedback, reflect on teaching practices, and make improvements based on assessments;

- **Embracing Diversity:** promote inclusion and value the contribution of all people.

In alignment with EIT's commitment to equal opportunities for all staff, regardless of personal circumstances, and recognising that traditional full-time work and linear careers may not reflect the realities of many staff members, the principle of evaluating performance relative to opportunity will be considered during the promotion process.

This approach acknowledges an applicant's achievements considering the available opportunities they have had. It is important to emphasise that candidates are assessed individually and not in direct comparison to other individuals. The assessment panel will consider any relevant information regarding a staff member's circumstances when making assessments. However, it is also recognised that the assessment panel has a responsibility to ensure that all applicants who are awarded promotion to a specific level meet globally relevant academic performance standards.

Circumstances where the principle of performance relative to opportunity may be relevant include:

- ill health, disability, or misadventure;
- caring responsibilities;
- part-time or flexible working arrangements; and
- parental leave

5.1 Implementation

- The Deputy Dean will ensure that all applicants recommended for promotion have worked in a way that is consistent with the values of EIT and that they have adhered at all times to EIT's Code of Conduct.

- Academic promotion is based solely on the merit of the case presented.

- Assessment of applications for promotion is made by a panel through a process designed to enable a fair and consistent application of standards.

- EIT is committed to the principles of equity and a process conducted in a manner that upholds the principles of fairness and is free from direct and indirect discrimination.

- At all levels of promotion, EIT may take into consideration performance and disciplinary matters before approving a promotion.

- A promotion round will normally be conducted every year for all four promotion levels B - E (Lecturer, Senior Lecturer, Associate Professor and Professor).

- For an assessment panel to be able to assess an applicant's case for sustained performance the applicant would need to have served at least two years at their current level since the effective date of their last promotion or appointment at EIT. This means in effect that an applicant will be in their third year of their current level before being eligible to apply for promotion to the next level.

- Applicants have a responsibility to be aware of the eligibility criteria before applying.

- Unsuccessful applicants are required to wait for two years before submitting a further application.

- Each application for promotion is considered on its own merits – the outcome of any previous applications for promotion has no relevance in a current promotion round.

- Any academic staff member who has provided notice of their resignation, retirement or has entered into a pre-retirement contract or has accepted redundancy from EIT, including voluntary redundancy, will be ineligible to apply for promotion.

- The Human Resources Manager will submit an annual Academic Promotion Timetable to the Deputy Dean for approval based on expression of interests to apply for promotions received.

- Late academic promotion applications (after the published deadlines) will not be accepted.

5.2 Criteria for Academic Promotion

An applicant's eligibility and suitability for promotion will be assessed against the Levels as outlined in the EIT Academic Progression document.

An application will be assessed based on a portfolio of evidence presented by the applicant describing their performance in each of up to three pillars of academic performance:

- Learning and Teaching;
- Research;
- Social Engagement and Leadership.

In many instances, applicants will have made some contribution under each of the three pillars of academic performance. However, applicants may also be promoted on the basis of an impressive contribution in any two of the three pillars of academic performance.

In terms of research performance there is a moderate expectation that the applicant's research performance in their discipline will be consistent with that expected amongst Higher Education Providers in Australia.

In terms of contributions to Social Engagement and Leadership the applicant must demonstrate how their contributions have added value to the institution, to the discipline, sector or community in the context of vision, mission of EIT and priorities set out in the EIT Learning and Teaching Plan.

Applicants for promotion at all levels should highlight any leadership contributions they have made. Particularly for the higher levels of promotion (Level D and Level E), there is a requirement for increasing external recognition and demonstrated leadership in the discipline extending beyond EIT.

In assessing a case for promotion, promotion committees will focus first on the achievements since the applicant's last promotion or current appointment at EIT. Total career performance (including at other institutions is also considered).

The onus is on the applicant to demonstrate a case of sustained performance to the level of promotion applied for.

Applicants are strongly encouraged to present quantifiable evidence to support their claims for promotion, for example, a graphical representation of teaching quality, examples of innovation in teaching and learning that has been implemented with positive results, research productivity or some measure of research quality over time.

Evidence should be provided to substantiate claims of the quality and impact of the contributions made.

In all three areas, applicants are encouraged to focus on two or three characteristic examples that best illustrate what they have achieved and its impact rather than catalogue every possible example.

Contributions to Bachelor thesis supervision, the supervision of Masters coursework student projects, and guest lectures, and contributions to tutorials or practical classes for coursework students should be listed as teaching achievements. But the supervision of Doctorate students should be listed among the research achievements.

Applicants should appropriately cross-reference linkages in the application rather than repeat evidence.

5.3 Application and Assessment

Academic staff must submit their application for promotion according to the timeframes set by EIT. The application must include demonstrations of 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 Learning and Teaching Plan to gain an understanding of EIT's strategic priorities, and how they can further these objectives.

The process of promotion is fundamentally based upon panel review of performance. The Promotion Panel will include the Dean, Deputy Dean, Chair of the Academic Board, one invited academic from an external institute and one invited non-academic and, for promotion to Level D Associate Professor and Level E Professor.

The process is designed to allow a holistic judgement as to whether the portfolio of performance justifies promotion within EIT.

Performance with respect to the three pillars of Learning and Teaching, Research, and Social Engagement and Leadership will be considered against expectations of both the academic level and the balance of the individual's responsibilities. The promotion process should neither favor nor disadvantage individuals who have a balanced Learning and Teaching, Research, and Social Engagement and Leadership portfolio compared with those who are primarily focused in one or two areas. The process will assess performance in each of the three pillars and assign one of three determinations:

- In each of the three areas for assessment (Learning and Teaching, Research, and Social Engagement and Leadership), performance will be assessed as "outstanding", "superior" "current" or "below current".
- Below current performance – performing at a standard that is less than expected at the current level of appointment (0 points).
- Current performance – performance at a standard that is expected at the current level of appointment sustained over a number of years (1 point).
- Superior performance – sustained performance clearly within the standard expected at the level above the current level of appointment (2 points).
- Outstanding performance – sustained performance well above the midpoint of the standard expected at the level above current level of appointment (3 points).

Applications will be considered as a whole and outstanding performance in one pillar can be balanced against a lower performance in another. Expected levels of performance reflect both performance over a number of years and recent trajectory.

For a promotion to both Level B and Level C to be successful, an applicant must amass at least 6 points.

This can be achieved by a combination of the following:

1. by achieving at least a superior rating in all three areas (2+2+2=6);
2. by achieving an outstanding rating in at least two areas (3+3=6);
3. by achieving an outstanding rating in one area, a superior rating in one area and a current rating in the third area (3+2+1=6).

For promotion to leadership levels at EIT (Level D and Level E), an applicant must have visibly demonstrated excellence at a local, national or international level. This will typically be achieved by obtaining an Outstanding rating for performance (3 points) in at least one of the three pillars and a total of six (6) or more points. It should, however, be noted that promotion involves a holistic judgement, so that some candidates who are able to demonstrate unequivocal excellence by a very strong Superior performance across all three pillars may also be promoted. Such cases must be carefully documented.

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.

5.4 Promotion Decision

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

5.5 Feedback to Applicants

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

5.6 Appeals

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

6.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

7.0 Related Documents

- Recruitment, Selection, Appointment and Induction Policy.HE
- Recruitment, Selection, Appointment and Induction Procedure.HE
- Staff Development Policy.DS
- Staff Grievance Policy.DS
- Staff Grievance Procedure.DS
- Staff Performance Review Policy and Procedure.DS
- Academic Progression.HE

8.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:
- *Equal Opportunity Act 1984 (WA)*
- *Fair Work Act 2009 (Cwth.)*
- *Privacy Act 1988 (Cwth.)*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Act 2020 (WA)*

9.0 Accountabilities

The Academic Board is responsible for the 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.

Acknowledgement: This document is based on the model used by UNSW