

Promotion to Level B for Academic Employees Procedure



1 Purpose

To outline the process for promotion to Level B for academic Level A Employees.

2 Scope

This Procedure applies to all full-time or fractional Employees in academic positions who hold a continuing, contingent or fixed-term appointment (of more than 12 months duration) and who are applying for promotion to Level B.

The process for academic Employees applying for promotion to Levels C, D or E is contained within the Promotion to Levels C, D and E for Academic Employees Procedure.

This Procedure should be read in conjunction with the University Code of Conduct Policy, USQ Academic Employee Expectation Framework, and the Guide for Applicants - Level B.

3 Procedure Overview

This Procedure outlines the process for academic promotion and addresses the topics of confidentiality, eligibility, applying for promotion, criteria for promotion, application assessment, outcomes and feedback, and Appeals.

Any departure from this Procedure and/or subordinate Schedules may only be made with the approval of the Category 1 Delegate (Vice-Chancellor).

4 Procedures

4.1 Confidentiality

Other than material required for feedback to an applicant or required for consideration of Appeals, all materials and deliberations relating to promotion applications will be treated in the strictest confidence by all participants in, and observers of, the promotion process. This section does not apply to applicants.

4.2 Eligibility

Academic Employees are eligible to apply for promotion when they have completed a minimum of 12 months service at the University in a full-time or fractional academic appointment as at the time they are applying for promotion.

An unsuccessful applicant in one year is not eligible to apply again the following year, except where:

- the application in the previous year was a first application for promotion to Level B; or
- in exceptional circumstances, as approved in writing by the Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation). It is the responsibility of the academic Employee to include the written approval in their application.

Where an applicant for promotion tenders their resignation from the University prior to the promotion being decided, their application will be regarded as withdrawn.

4.3 Applying for promotion

It is strongly recommended that prior to submitting an application for promotion, academic Employees seek advice from Supervisors, mentors, discipline experts and/or heads of organisational unit on whether they are ready.

An eligible Employee can apply for promotion to Level B at any time throughout the year, utilising the online application system.

Applications must contain the following:

- Confirmation of the applicant's qualifications or evidence of Equivalent Standing;
- Written approval to apply from the Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation) (for academic Employees who were unsuccessful for promotion in the previous year);
- A case for promotion with supporting evidence that addresses the promotion criteria (with a focus on achievements since appointment to the University);
- An academic portfolio in the prescribed format.

4.3.1 Head of organisational unit statement

The role of an applicant's head of organisational unit (typically a Head of School or Centre Director) is to assist applicants in determining readiness for promotion by providing ongoing feedback about achievement across the three core areas of academic work, relative to opportunity.

As part of the promotion process, the head of organisational unit will be responsible for providing a written statement containing a description of the applicant's achievements against

each of the core areas of academic work, relative to opportunity, with a specific focus on verifying the stated achievements of the applicant. The head of organisational unit may consult with other Employees whose judgements they believe may be helpful in completing this statement.

In areas where the head of organisational unit is not an academic position, the supporting statement must be prepared in conjunction with a relevant academic head (normally a Head of School or Centre Director) that most closely aligns to the applicant's discipline, nominated by the applicant.

4.3.2 Achievement relative to opportunity

Applicants may outline their achievement relative to opportunity, taking into account factors such as career breaks, gender, family or other factors which may have resulted in an alternative profile in one or more of the criteria, or limited their career progression. Applicants should refer to the Application of the Principle of Achievement Relative to Opportunity to Academic Promotion - Guidelines for further Information/guidance.

4.4 Criteria for promotion

4.4.1 Academic qualification or Equivalent Standing

For promotion to Level B, applicants must have a master's qualification in the relevant discipline area, or provide evidence that Equivalent Standing has been obtained. Obtaining Equivalent Standing is a separate process that must be completed by the applicant prior to applying for promotion. The process to apply for Equivalent Standing is outlined in the Determining Equivalent Standing for Academic Promotion Schedule.

4.4.2 Achievement in core areas of academic work

Applicants will be assessed on their performance, achievement, and impact across the following core areas of academic work: Teaching; Research; and Service. Each core area of academic work is defined as:

- **Teaching** (includes Teaching and the Scholarship of Learning and Teaching)

Teaching is a creative activity designed to foster Student learning, their ability and desire to undertake scholarly work, and their professional development and creativity. Teaching draws upon the professional and disciplinary expertise of Employees and is continually revitalised by research, scholarship, consultancy or professional practice. Teaching includes the design, implementation and the evaluation of curriculum materials for all modes of delivery.

Scholarship of Learning and Teaching refers to scholarly inquiry into Student learning which advances the practice of teaching by making research findings public.

Teaching and the Scholarship of Learning and Teaching includes face-to-face classroom teaching; the various modes of distance education teaching (including online mode, the preparation of print, voice, visual or electronic materials and contact with Students directly or by telephone, computer link, or video link); the teaching of groups other than Award Students (including fellow Employees); postgraduate supervision; curriculum, Course and instructional design; education leadership and scholarship associated with learning and teaching.

- **Research** (includes Research and Original Achievement)

Research refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

Research and original achievement encompasses all forms of original intellectual or cultural achievement including: research, exhibitions, performance, unique consultancy and the leadership, scholarship, publication, commercialisation and Information/technology transfer associated with these activities.

- **Service** (includes to the University, Community and Profession, including Engagement)

Service relates to the need for Academic Employees to contribute in an appropriate and sustained way to the corporate life of the University, the community good and the development of their profession in domains such as: contribution to the formulation and implementation of Academic Policy; the initiation (or active maintenance) of linkages between the University and the community, employers of graduates and professional institutions.

4.5 Application Assessment

4.5.1 Application assessment and approval pathway

Applications for promotion will be recommended or otherwise by the Head of Organisational Unit, no later than 10 days after receipt of the application.

The Head of Organisational Unit will seek the input of the relevant Associate Dean (Learning, Teaching and Student Success) and the Associate Dean (Research) or Institute Executive Director (for applicants from the Research Centres) in formulating the recommendation to the Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation). Following the Head of Organisational Unit's recommendations, applications for promotion will be reviewed and approved (or otherwise) by the Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation), no later than 10 days after receipt of the application.

4.5.2 Guidelines for assessment

Applications will be reviewed to determine whether the academic qualification or Equivalent Standing requirements have been met, as per the criteria outlined in 4.4.1.

Applications will be assessed against each core area of academic work based on the evidence provided in the application and any supporting documentation against the criteria outlined in 4.4.2.

The academic performance and achievements of each applicant, as presented in the application, are to be evaluated in relation to the norms that prevail in the applicant's particular discipline or field, and relative to opportunity.

This means that in terms of expectations for activity and output, consideration will be given to the fraction at which an applicant is employed, periods of absence, and/or personal circumstances. Where Information about an applicant's personal circumstances is provided, that Information will remain confidential to the assessing committee.

Applications will be assessed having regard to:

- actual performance and achievement at the applicant's current level relative to opportunity;
- performance and achievement at the level being sought AND demonstrated potential to perform at the level being sought;
- position classification standards for their current level of appointment and the level of appointment sought; and
- the USQ Academic Employee Expectation Framework.

Inherent in this approach is the expectation that, as the level of promotion being sought increases, the nature of the performance, impact and achievement shifts from the conduct of an activity to the leadership, supervision and management of the activity.

4.5.3 Outcomes and notification

Promotion Decisions will be made by the Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation) with due regard to recommendations and endorsements that may arise from the promotion process. Applicants will be informed of the Decision in writing.

An unsuccessful applicant may request a meeting with the Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation) to discuss feedback. An applicant's Head of Organisational Unit may also be present at the feedback meeting.

It is strongly recommended that applicants share their feedback with their Head of Organisational Unit in order to develop a plan to address the topics raised in the feedback for progress towards future promotion applications.

Successful applicants will be appointed at Step 1 of the Level B salary classification, with effect from the first day of the month after the promotion Decision has been made.

4.6 Appeals

An applicant may Appeal only on the grounds of process. The Appeal process is subject to the same expectations of confidentiality as the promotion process itself.

The Appeal must be in writing and forwarded to the Chief People Officer within four weeks of notification of the outcome of the application for promotion.

The Chief People Officer will refer the Appeal to the University Promotion Appeals Committee as defined in the Terms of Reference.

The recommendations of the University Promotion Appeals Committee will go to the Provost for Decision.

Where an Appeal results in an appellant being promoted, that promotion will take effect from the date at which it would have occurred, had the application been recommended for promotion.

5 References

Nil.

6 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate or above (Head of Organisational Unit)	Recommend or otherwise promotion to Level B
Category 2 Delegate or above (Deputy Vice-Chancellor (Academic Affairs) or Deputy Vice-Chancellor (Research and Innovation))	Approval of promotion outcomes

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Performance, Development and Recognition Policy
Subordinate Schedules	
Approved Date	8/3/2022
Effective Date	8/3/2022
Review Date	13/10/2024
Relevant Legislation	USQ Enterprise Agreement
Related Policies	
Related Procedures	Performance Planning and Review Procedure Position Descriptions and Position Classification Standards Procedure Promotion to Levels C, D and E for Academic Employees Procedure
Related forms, publications and websites	Enrich performance management program Guide for Applicants - Level A to B Guide for Applicants - Levels C to E People Portfolio Website Terms of Reference - University Promotion Committee Terms of Reference - University Promotion Appeals Committee
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Appeal</p> <p>A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned.</p> <p>Award</p> <p>The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are</p>

listed in the Program Nomenclature Schedule.

Course

A discrete element of a program, normally undertaken over a single Teaching Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

Decision

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

Delegate (noun)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

Employee

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Information

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Research Activities

Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

Scholarship of Learning and Teaching

Scholarly inquiry into Student learning which advances the practice of teaching by making research findings public.

Student

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'USQ' means the University of Southern Queensland.

Definitions that relate to this procedure only

Academic

For the purposes of this Procedure, Academic Employee is defined in accordance with Clause 4.2.3 of the USQ Enterprise Agreement.

Supervisor

Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

Keywords

Promotion, Appeals

Record No

15/39PL