



# Academic Staff Promotions Policy

<b>Responsible Officer</b>	Chair of the University Academic Promotions Committee
<b>Approved by</b>	Vice-Chancellor
<b>Approved and commenced</b>	September 2019
<b>Review by</b>	September 2021
<b>Relevant Legislation, Ordinance, Rule and/or Governance Level Principle</b>	<i>University of Tasmania Act 1992</i> Governance Level Principle 11 - Employment
<b>Responsible Organisational Unit</b>	Office of the Chair of the University Academic Promotions Committee

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## 1 Objective

This Policy establishes the principles that underpin the University's processes for promotion of academic staff to Levels B, C, D and E and guides the operation of the committees of senior academic staff constituted to assess applications for promotion.

## 2 Scope

This policy applies to academic staff employed at the University of Tasmania, whether tenured, fixed-term contracted, full-time or fractional, who have had confirmation of their appointment and seek promotion to Levels B, C, D or E.

This policy does not apply to casual or sessional academic staff.

## 3 Policy Provisions

### 3.1 Key principles

Academic promotion is aligned to the strategic goals and priorities of the University. The University values the diversity of its academic staff and encourages applications for promotion from all eligible staff members.

The University also values and nurtures diversity with equal opportunities for staff to grow and develop their careers. We operate with a shared set of values and behaviours underpinned by trust, respect and mutual accountability. Staff seeking promotion will have a record of demonstrating and modelling the University's values through everyday behaviour and conduct, and of positive interaction with others.

The University will have transparent and consistent promotion processes to recognise and reward demonstrated and sustained high levels of performance, impact, engagement and achievement in these areas of academic activity:

- Teaching
- Research and scholarship
- Leadership and internal engagement
- Community engagement

Promotion processes will provide a potential career pathway for all academic staff, including those with teaching-focussed appointments, working in areas with non-traditional research outputs or with workload allocations that constrain activity in one or more of the areas of academic activity.

The diversity of types of appointment, academic activity and the characteristics of disciplines will be considered in assessing applications for promotion. Scope will be provided for applicants to define the impact of factors which have affected their career trajectory such as an interrupted work history, diverse career pathways or relevant personal circumstances. Achievements and impact will be assessed relative to opportunity.

Applicants for promotion to all levels are encouraged to provide evidence of leadership appropriate to that level, whether of a formal or informal kind, which enhances teaching, research, community and stakeholder engagement, student outcomes and the strategic priorities of the University.

Applications for promotion are assessed solely on merit. Claims of performance, impact and achievement must be supported by evidence.

Resource allocation issues are not relevant to the promotions process and must not be cited locally as a factor affecting the timing of, or support for, an individual's application for promotion.

All staff involved in academic promotions, including members of promotions committees, will maintain strict confidentiality on all promotions matters.

### 3.2 Applying for promotion

Academic staff will be provided with appropriate advice and support in the preparation of applications for promotion and will receive clear and timely feedback on the outcome.

Heads of School and Discipline and Executive Deans or their equivalent will be provided with appropriate advice on their roles and responsibilities in supporting their academic staff to apply for promotion.

The *Academic Staff Promotion Procedure* outlines the promotion process, including application requirements, the committees of senior academics constituted to assess applications for promotion, the process for assessment of applications and roles and responsibilities associated with academic promotion.

Applicants will have access to information about the types of evidence that might be used to support an application for promotion and to advice on applying for promotion, preparing an application and presenting evidence.

There will typically be at least two rounds of promotions in any given calendar year.

In exceptional circumstances an 'out of cycle' application may be considered as a strategy to retain exceptional staff who have been offered an appointment elsewhere.

### 3.3 Assessing applications

The committees of senior academics constituted to assess applications for promotion will consider the evidence provided. They may identify the need for further written advice about the application and may solicit such advice from any persons with relevant expertise, internal or external to the University, in relation to an application for promotion.

The relevant promotions committee will assess whether an applicant has demonstrably sustained a high level of achievement at their present level of appointment and provided evidence of their capacity to perform satisfactorily at the level to which they seek promotion.

Academic staff holding fractional appointments will satisfy promotion criteria to the same level as full-time staff but at a volume which reflects the fraction of their appointment.

The University recognises that its academic staff work in diverse disciplines with different conventions and norms and promotions applications will be assessed with those in mind.

Promotions committees will take a 'whole of career' approach when evaluating an application but will give weight to performance and achievements since appointment

to the University of Tasmania, since the most recent promotion or over the last five years, whichever is the shortest.

Independent External Assessors will provide impartial and objective advice to the promotions committees for applications for promotion to Levels C, D and E.

The committees of senior academics constituted to assess applications for promotion must adhere to the *Academic Staff Promotions Policy* and the *Academic Staff Promotions Procedure*.

### 3.4 Recommendations for promotion

Promotions are awarded by the Vice-Chancellor on the recommendation of the committees of senior academics constituted to assess applications for promotion. Recommendations for promotion will include to which academic level the staff member should move.

As an alternative to promotion, the committees may recommend accelerated progression within the current level.

In exceptional circumstances, the committees may recommend accelerated promotion of an applicant beyond the first step of the next academic level, for example from Level B to Level D.

Formal notice of the Vice-Chancellor's decision will be communicated to all applicants.

Promotions and accelerated progressions will date from the formal notification to the applicant from the Vice-Chancellor.

Unsuccessful applicants may request individual feedback from the Chair (or delegated member/s) of the relevant promotions committee.

### 3.5 Review of recommendations on promotion

Unsuccessful applicants may request reconsideration of that outcome because of procedural error, that is failure to comply with the *Academic Staff Promotions Policy* or *Procedure*.

For guidance on the review of promotions recommendations, see the *Academic Staff Promotions Procedure*.

The decision of the Vice-Chancellor arising from such a review is final.

### 3.6 Responsibilities

The committees of senior academics constituted to assess applications for promotion are responsible for:

- Ensuring that their membership includes a minimum 40/60 gender balance
- Ensuring that deliberations are evidence-based and that members are fully acquainted with current promotions policy and procedures
- Ensuring that their deliberations and actions are fair, without bias or conflict of interest, and strictly confidential

- Making recommendations to the Vice-Chancellor as to who should be promoted and to what level
- Formulating feedback to unsuccessful applicants
- Participating, from time to time, in information sessions about promotions for aspiring applicants, Heads of School and mentors.

### 3.7 Periodic review

Periodically, and at least every two years, the University Academic Promotions Committee (UAPC) will consider data collated by People and Wellbeing relating to applications and their outcomes, in the context of evidence-based university and sector norms, to ensure that key principles of transparency, consistency and equity have been achieved in practice.

In the interests of continuous improvement, the Chair of the UAPC will consider similar data collated annually by People and Wellbeing for each College to assure the University of the broad comparability and fairness of devolved processes.

A short report on these reviews will be provided to the Vice-Chancellor. In addition, the Provost may provide comment in a broad overview to Academic Senate about trends over time, ensuring de-identification of disciplines and individuals.

## 4 Supporting Documentation

- *Academic Staff Promotions Procedure*
- *Academic Staff Promotions Guidance for Applicants and Heads*
- *University of Tasmania Staff Agreement 2017-2021*
- *University Behaviour Policy*
- *University of Tasmania Strategic Direction, November 2018*
- *University of Tasmania People Strategy*
- *Conflict of Interest Policy*
- *Academic Workload Principles and Appendices*
- *Individual College Workload Guidelines*

## 5 Versioning

<b>Current Version</b>	Version 12 – approved by Vice-Chancellor September 2019
<b>Former Version(s)</b>	Version 11 minor amendments approved by Vice-Chancellor, June 2018 Version 10 minor amendments approved by Vice-Chancellor, July 2017 Version 9 minor amendments approved by Vice-Chancellor, April 2015 Version 8 approved by Vice-Chancellor, May 2014 Version 7 approved by Vice-Chancellor, March 2013 Version 6 Academic Promotions Policy minor amendments approved by Provost, May 2012

	<p>Version 5 minor amendments approved by Vice-Chancellor, April 2012</p> <p>Version 4 minor amendments approved by Director, Governance and Legal, May 2011</p> <p>Version 3 approved by Council 16 April 2010 resolution no. 10/2/35</p> <p>Version 2 approved by Council 03 April 2009 resolution no. 09/2/29</p> <p>Version 1 approved by Council 11 April 2008 resolution no. 08/2/29</p>
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