

PROMOTION POLICY AND PROCEDURES

Approved	Academic Board
Approval Date(s) (from most recent)	6 May 2019
Date for Review (no more than five years from last approval)	2024
Responsible Officer	Dean
Author(s) and Role(s) from most recent	D. Speed, Academic Classification and Promotion Committee
Related Documents (explicitly cross-referenced)	Academic Levels Policy: Qualifications, Duties, and Attainments Academic Classification Policy and Procedures Anti-Discrimination Policy
Higher Education Standards (2015)	3.2, 4.2.3
National Code (2018) (if directly relevant)	

1. Promotion of faculty in SCD refers to Promotion from one Level of Academic Classification to another in recognition of academic achievement to date and potential to fulfil the duties expected of a higher Level. SCD Academic Classification and Promotion refer to the five Academic Levels commonly recognized in Australian universities:

Level A	Associate Lecturer
Level B	Lecturer
Level C	Senior Lecturer
Level D	Associate Professor
Level E	Professor

For initial Academic Classification see the *Academic Classification Policy and Procedures*.

For indicative information about qualifications and duties for the various Academic Levels see the SCD *Academic Levels Policy: Qualifications, Duties, and Attainments*.

2. Academic achievements are assessed against the background of the current Higher Education Standards and current TEQSA Guidance Notes to relevant activities that pertain across the Higher Education sector.
3. Promotion will be carried out with due regard for the SCD *Anti-Discrimination Policy*.
4. Promotion acknowledges stages of achievement and potential for ongoing development in the academic career of the individual faculty member. Like initial Academic Classification, Promotion is also a tool for SCD as such and its individual teaching bodies to measure staff capacity and plan academic developments. The employing body is at liberty to use or not use a Promotion to change the remuneration of the person.

5. The application for Promotion is made to the Dean by the individual on the application form in use at the time, with the written support of the Head of the teaching body by which the person is employed. The application is considered, and a decision reached, by the Academic Classification and Promotion Committee, whose members will be largely external to SCD. The decision will be communicated to the applicant as soon as possible after the Committee meets and notified to the next meeting of Academic Board. The Dean will call for applications and the Committee will consider applications twice a year.
6. All applications are expected to include detailed information regarding achievements since the initial Academic Classification or previous Promotion, together with an argued case for why the present Promotion might be considered appropriate and evidence to support the case.
7. Academic achievement is recognized in four Fields of Attainment, for each of which a range of evidence will be considered:
 - (i) Research and/or scholarship
 - (ii) Learning and teaching and/or curriculum development
 - (iii) Strategic planning and/or governance in SCD and/or the teaching body
 - (iv) Service to the profession and/or discipline and/or the church and/or wider community

For indicative information about expected attainments in these Fields for the various Academic Levels see the SCD *Academic Levels Policy: Qualifications, Duties, and Attainments*.

8. While some achievement is expected in each Field of Attainment from Level B to Level E, Promotion will recognize varying Grades of Achievement in different Fields of Attainment. Concentration of effort in a certain Field or Fields may be regarded as progression and leadership in a certain promotional stream, for example, in research, pedagogy, curriculum development, strategic planning, governance, professional contribution, and/or church or community engagement.

Three Grades of Achievement are recognized:

Outstanding
Meritorious
Satisfactory

9. For Promotion to Levels B, C, D, and E the following minimum Grades of Achievement are expected to have been demonstrated across the Fields of Attainment beyond a satisfactory base Grade:

Level B:	One Outstanding Grade and one Meritorious Grade
Level C:	One Outstanding Grade and two Meritorious Grades
Level D:	Two Outstanding Grades and One meritorious Grade
Level E:	Two Outstanding Grades and two Meritorious Grades, with evidence of the achievements cited having been recognized internationally as making a leading contribution to Higher Education.
10. For Level E an exception may be made if an applicant's career has not presented reasonable opportunities to engage in all four Fields of Attainment to an extent that would have resulted in all the normally required Grades, for example, extensive work in a research-only position or exceptionally substantial institutional leadership. In such a case, however, the achievements reached should accordingly be an exceptionally high Grades of Attainment.

11. Applicants should provide the names and contact details of referees who are in a position to comment on the applicant's achievement one or more of the Fields of Attainment.

For Level B applicants should provide two referees, of whom at least one should be external to SCD and of at least national standing.

For Levels C, D, and E applicants should provide the names and contact details of three referees, as follows:

Level C: At least two external to SCD, both of at least national standing

Level D: At least two external to SCD, at least one of international and one of national standing

Level E: At least two external to SCD, both of international standing.

In all cases it is the responsibility of the applicant to provide a copy of the promotion application to the nominated referees.

12. There is provision for appealing against a Promotion decision to the Academic Classification and Promotion Appeals Committee through the Dean.
13. The academic level of the person on the Faculty Register will be changed in accordance with a Promotion.