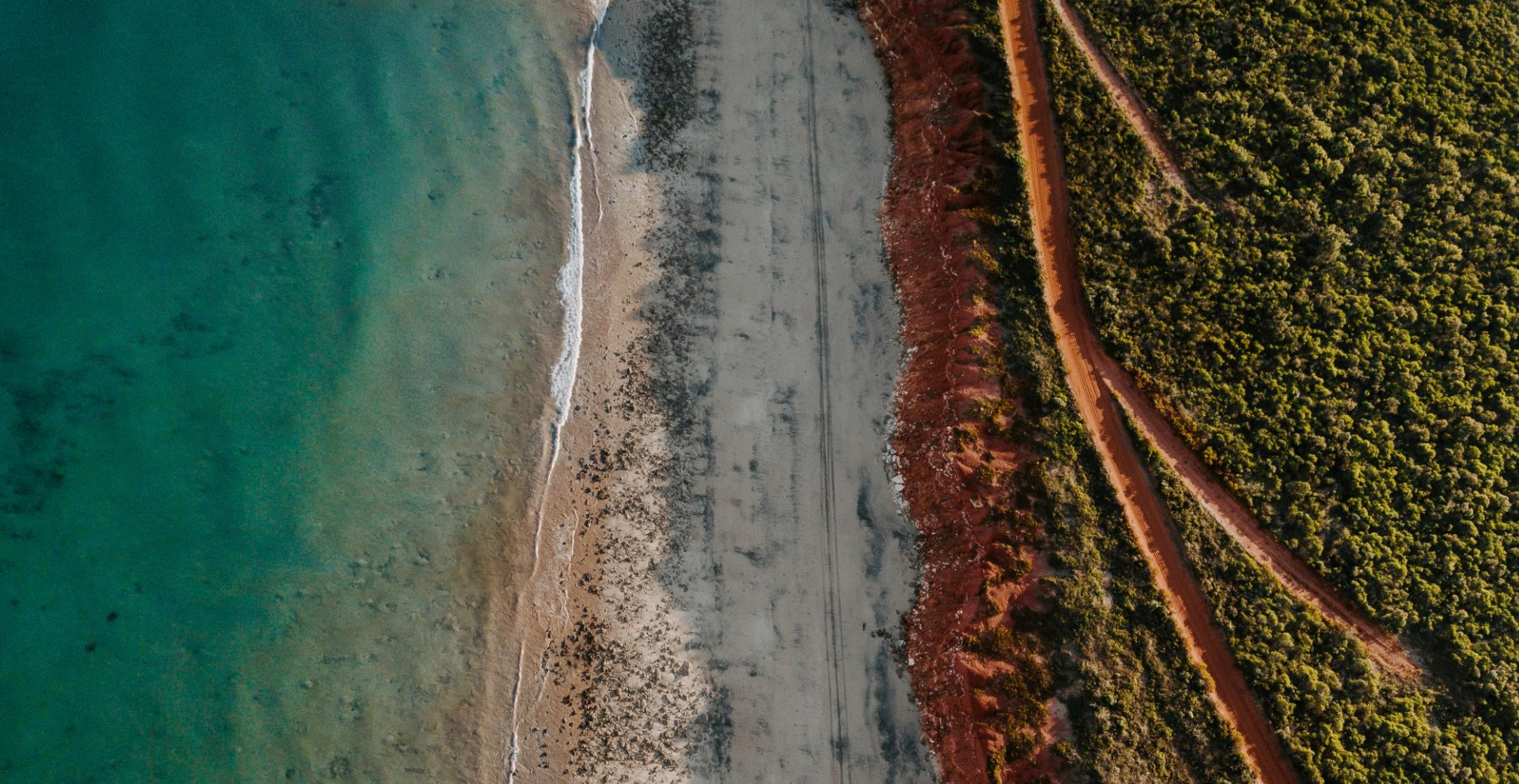




Academic Promotions 2023

Information session



ACKNOWLEDGEMENT OF COUNTRY

The University of Notre Dame Australia is proud to acknowledge the traditional owners and custodians of this land upon which our University sits. The University acknowledges that the Fremantle Campus is located on Wadjuk Country, the Broome Campus on Yawuru Country and the Sydney Campus on Cadigal Country.

Agenda



- Overview of the Academic Promotions principles and criteria
- Applying for promotion
- Tips for preparing your case for promotion
- Question & answers

Facilitators

Professor Elizabeth Labone, DVC Learning & Teaching
Yasmin Willmott, Academic Promotions Executive Officer|
Learning & Organisational Development Officer P&C

Academic Promotion



- Designed to recognise and reward Academics who demonstrate and are committed to excellence and sustained achievement.
- Promotion is a long-term goal you should be discussing with your manager and preparing for as part of your career development plan.

Principles



- Merit-based assessment against promotion criteria at the required performance standards as described in the *Academic Excellence Framework*
- Consideration of performance relative to opportunity
- Fair and transparent process, incorporating evidence-based decision making

Academic Roles



Academics can apply for promotion as either a:

- Teaching and Research Scholar,
- Teaching Scholar, or
- Research Scholar

You can apply for promotion under a different Academic Role to your current role.

Academic Excellence Framework



Describes the expected levels of performance at each Academic Level (A to E) across:

- Learning, Teaching & Scholarship
- Research
- Service & Engagement

AEF continued.



The Academic Excellence Framework:

- Details what good practice looks like
- Outlines the expectations across the Academic Levels (A to E) as a career progresses
- Provides an *Indicative Evidence Guide* to assist with identifying ways you can demonstrate the level of your performance
- Is not exhaustive and should be used as simply a checklist, but are examples of accepted practices. You are not expected to demonstrate them all.

Promotion criteria



Relevant to the Academic Role you are applying for:

- Qualifications, and/or significant experience in the relevant discipline
- Learning, Teaching & Scholarship
- Research
- Service & Engagement

You must present an overall evidence-based case for promotion, clearly demonstrating the output and impact of your achievements within the University and externally, as described in the *Academic Excellence Framework*.

Performance Standards



You must demonstrate you meet the promotion criteria at the following performance standards, relative to opportunity:

Areas of academic endeavour	Performance Standards, by Academic Role:		
	<i>Teaching and Research Scholar</i>	<i>Research Scholar</i>	<i>Teaching Scholar</i>
Learning, Teaching and Scholarship	2 High Performance and 1 Satisfactory	n/a	High Performance
Research		High Performance	n/a
Service and Engagement		High Performance	High Performance

The role of the Committee is to assess whether you meet these standards.



Exceptional Merit Performance Standards

If you have not reached the top incremental step you may apply under 'exceptional merit', however you must demonstrate you meet the promotion criteria at a higher level:

Areas of academic endeavour	Performance Standards under EXCEPTIONAL MERIT, by Academic Role:		
	<i>Teaching and Research Scholar</i>	<i>Research Scholar</i>	<i>Teaching Scholar</i>
Learning, Teaching and Scholarship	1 Outstanding and 2 High Performance	n/a	Outstanding
Research		Outstanding	n/a
Service and Engagement		High Performance	High Performance

Definition of Performance Standards



Satisfactory	Demonstrated achievement and contribution at the current level.
High Performance	Demonstrated significant achievement and contribution at the current level, and evidence of capacity to perform at the higher level and clear evidence of a performance trajectory that would warrant promotion to the higher level.
Outstanding	Demonstrated achievement and contribution at the higher level.

These definitions are read in conjunction with the *Academic Excellence Framework* to contextualises the description relative to the classification level.

Focus of assessment



The Committee will focus their assessment on the shortest of:

- the last 5 years,
- period since last promoted at UNDA, or
- the period since appointed to UNDA.

Preparing for Academic Promotion



- 1) Read and understand the Policy, Procedures and Academic Excellence Framework
- 2) Get the Academic Promotion Application form and Case for Promotion template
- 3) Check if you meet the eligibility requirements
- 4) Speak with your National Head of School (or relevant Director, Research Institute/Office) now to discuss whether you are ready for promotion

Eligibility



- Employed on a continuing or fixed-term basis (contract must extend until end of year)
- Served a minimum of 2 years continuous service at your current Level
- Have reached the top incremental step of your Level

You may apply under exceptional merit if you have not reached the top incremental step, but you must meet the promotion criteria at the higher standard, as outlined in section 6.4 of the Policy.

Are you ready?



- Do you have the evidence to support your case for promotion?
- If you are not at the top incremental step, can you demonstrate the higher standard required under exceptional circumstances?
- If you are reapplying after an unsuccessful application last year, have you acted on the feedback the Committee provided?

Nominating referees



The Procedures guidance on nominating 3 referees – at least 1 needs to be external.

Consider the quality, standing and reputation of your referees.

- Good idea to provide them with a copy of your application
- Let them know they will be contacted about a week after the closing date to provide their report



Nominating external assessors (Level E only)

- Three proposed external assessors are to be nominated
- External assessors will be experts within your discipline(s) and are able to offer a balanced and confidential independent assessment.
- Assessors must be independent and free of any conflict of interest. They should not include your PhD supervisors, co-authors, co-editors, other collaborators or referees.

Equity considerations



You can outline any relevant circumstances and their career impact that you would like the Committee to consider in assessing your achievements relative to opportunity.

These may include:

- Personal circumstances
- Professional circumstances
- Working arrangements

Timing



1 June 2023	Applications open
4 Aug 2023	Applications close
August – October	Committee deliberations
Mid October	Level E interviews
Late October	Applicants advised of outcome
1 January 2024	Effective date of promotion

Submitting your application



Email your signed application to AcademicPromotions@nd.edu.au which includes:

- Academic Promotion Application form
- Case for Promotion (max 8 pages)
- Appendices of evidence (max 4 pages)
- National Head of School report

You must use the application form template and conform to the page number limits and formatting requirements as set out in the Procedure.



Tips on preparing your Case for Promotion

- Use the summary statement to position yourself and your career
- Provide verifiable claims with a focus on achievements since last promotion or appointment
- Demonstrate the quality and impact of achievements
- Provide a clear, succinct, well-written and well-presented case
- Specifically address relevant promotion criteria
- Avoid using overlapping evidence
- Educate the committee about your discipline

A good application...



- Helps understand you as a person
- What drives you and how you do things
- Not just a list of activities
- Well written and compelling
- Helps understand how a promotion will empower you further

Any questions?



- Click Raise Hand
- Type your question in the Chat

Further questions?

- Read the policy, procedures and Academic Excellence Framework
- Ask your National Head of School
- Contact the Executive Officer of the Promotions Committee at academicpromotions@nd.edu.au
- Visit the Academic Promotions webpage www.notredame.edu.au/staff/staff-resources/academic-promotion



**Thank you and
all the best!**