THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Policy:

Academic Promotion

Effective: 28 May 2026

Audience: Staff

Policy Category: Management
Policy Sub-category: Human Resources

Key words:	academic promotion
Policy Owner:	Deputy Vice Chancellor, Academic
Responsible Officer:	Director, Organisational Development and Health, Safety and Wellbeing
Review Date:	May 2029

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1 OBJECTS OF THE UNIVERSITY

1.1 The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and

(b) the provision of an excellent standard of -

i. teaching, scholarship and research;

ii. training for the professions; and

iii. pastoral care for its students.

2 PURPOSE

2.1 The purpose of this Policy is to provide promotion pathways to recognise and reward academic excellence and sustained achievement in alignment with the strategic priorities and relevant frameworks of the University of Notre Dame Australia (University).

3 SCOPE

3.1 This Policy applies to all continuing and fixed-term academic employees.

4 PRINCIPLES

4.1 The University's promotion process is guided by the following principles:

4.1.1 The promotions process recognises and rewards employees who demonstrate and are committed to excellence and sustained achievement.

4.1.2 Applications for promotion will be assessed on merit.

4.1.3 The promotions process will be fair, transparent and free from discrimination, incorporating evidence-based decision making.

4.1.4 The University is committed to providing equal opportunity for all employees, factoring in an academic employee's contribution relative to opportunity when assessing applications for promotion.

4.1.5 Promotion is driven by and based on meeting the promotion criteria at the required Performance Standards (see clause 6.3), evidenced through outcome and impact within the University and externally as described in the *Academic Excellence Framework*.

4.1.6 All employees involved in the promotion process must uphold the principles of confidentiality, privacy and declare conflicts of interest.

4.2 Academic employees can apply for promotion through one of three Academic Roles:

4.2.1 Teaching and Research Scholar;

4.2.2 Teaching Scholar; or

4.2.3 Research Scholar.

4.3 Applicants may seek promotion based on achievement relating to an Academic Role different to their current Academic Role.

4.4 Assessment of applications for academic promotion will take into account applicants' overall career trajectories and achievement, but will focus on applicants' achievements over the shortest of:

4.4.1 the previous five years;
4.4.2 the period since the applicant's last promotion at the University; or
4.4.3 normally, the period since the applicant's appointment to the University.

4.5 An applicant may only apply for promotion to the level immediately above their current level.

5 ELIGIBILITY

5.1 To be eligible to apply for promotion, a continuing or fixed-term academic employee must:

5.1.1 have served a minimum of two years' continuous service at the University of Notre Dame Australia at their current level of appointment (excludes casual service) by the deadline for applications; and

5.1.2 if employed on a fixed-term contract, their fixed-term contract extends until the end of the year in which the application is made.

5.2 Applicants seeking to reapply for promotion the following year after an unsuccessful application are expected to demonstrate in their case for promotion how they have acted on the feedback of the Academic Promotions Committee and have their National Head of School and Executive Dean's support that they are ready to apply.

5.3 Where the University has initiated formal disciplinary action against the applicant, the applicant will be deemed ineligible for promotion at the time of application.

6 PROMOTION CRITERIA

6.1 Applications for promotion will be considered against the following promotion criteria, as appropriate to their Academic Role:

6.1.1 Qualifications, and/or significant experience in the relevant discipline;
6.1.2 Learning, Teaching and Scholarship;
6.1.3 Research;
6.1.4 Service and Engagement.

6.2 Applicants must present an overall evidence-based case for promotion, in line with the promotion criteria relevant to the Academic Role they are applying under, clearly demonstrating the output and impact of their achievements within the University and externally, as described in the *Academic Excellence Framework*.

6.3 To attain promotion, an applicant will be required to demonstrate they meet the promotion criteria at the following Performance Standards relative to opportunity:

Areas of academic endeavour	**Performance Standards**, by Academic Role:		
	Teaching and Research Scholar	***Research Scholar***	***Teaching Scholar***
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

6.4 Where the Academic Promotions Committee assesses any of the promotion criteria relevant to the application as unsatisfactory, the applicant will not be promoted.

6.5 Assessment of applications will be based on the evidence provided in applications and guided by comparative benchmarking, including where appropriate the involvement of external assessor in addition to referees.

7 PROMOTION APPLICATIONS

7.1 Applications for promotion will be called once a year, normally by 30 June.

7.2 This Policy does not preclude an additional public or invitation round.

7.3 To ensure consistency and equity in process, all applications must conform to the application instructions, including page number limits and formatting requirements outlined in the *Procedure: Academic Promotion*.

8 ACADEMIC PROMOTIONS COMMITTEE

8.1 The Academic Promotions Committee (Committee) will be comprised of:

8.1.1 the Deputy Vice Chancellor, Academic or their nominee (Chair);

8.1.2 the Pro Vice Chancellor, Research;

8.1.3 the Pro Vice Chancellor, Education;

8.1.4 the Faculty Executive Deans;

8.1.5 two Level E academic staff members (Teaching and Research), nominated by the Academic Promotions Committee and the Chair; and

8.1.6 one External Member invited by the Chair.

8.2 The Committee will normally be comprised of members appointed at Professor (Level E).

8.3 The quorum of the Committee will be a majority of the voting members, including the Chair, being not fewer than six (6) members.

8.4 The Chair may appoint additional members to the Committee (including members with relevant or specific research, teaching and/or discipline knowledge) or appoint an advisor for some or all of the proceedings.

8.5 The Chair will have regard to gender balance in constituting the Committee.

8.6 The Committee will be supported by an Executive Officer, normally from People and Culture.

8.7 A representative from People and Culture will participate on the Committee as an advisor on the Policy and Procedure.

8.8 The Committee will consider each application and decide whether or not to recommend promotion to the Vice Chancellor. The Committee's decision can include conditions, prerequisites or completion requirements prior to a promotion taking effect.

8.9 The Committee's decision is a qualitative judgment arrived at by discussion based on weighing the evidence presented by the applicant in their application, National Head of School report, referee and assessor reports and at interview (where applicable) against the promotion criteria.

8.10 The Committee will reach a consensus decision on an application. In the event that consensus cannot be reached, a majority decision will be recorded.

8.11 The Chair will submit the Committee's recommendations to the Vice Chancellor for approval.

8.12 Promotions are effective from 1 January of the following year.

9 APPEAL

9.1 An unsuccessful applicant may lodge an appeal only on grounds of procedural fairness as outlined in the *Procedure: Academic Promotion*.

10 REVIEW OF POLICY AND PROCEDURE

10.1 Following the close of the annual academic promotion round, the Committee will review the Academic Promotion Policy and Procedure to ensure consistency, continuous improvement and to monitor equity outcomes.

11 ROLES AND RESPONSIBILITIES

11.1 The ***Academic Promotions Committee*** has responsibility to assess applications based on merit and equity in order to make a recommendation to the Vice Chancellor to promote or not promote each applicant.

11.2 The ***Academic Appeals Committee*** has responsibility to review on appeals from unsuccessful applicants on procedural grounds.

11.3 The ***Chair*** has responsibility for making recommendations to promote to Levels B to E on behalf of the Academic Promotions Committee to the Vice Chancellor**.**

11.4 The ***Executive Officer*** has responsibility for providing executive support to the Chair and Academic Promotions Committee.

11.5 The ***Deputy Vice Chancellor, Academic*** has responsibility for inviting applications for promotion each year, supported by the Executive Officer.

11.6 The ***Vice Chancellor*** has responsibility for approving or not approving the Academic Promotions Committee's recommendations to promote to Levels B to E**.**

12 RELATED DOCUMENTS

12.1 *The University of Notre Dame Staff Enterprise Agreement 2022-2026*

12.2 *Procedure: Academic Promotion*

12.3 *Academic Excellence Framework*

13 DEFINITIONS

For the purpose of this Policy, the following definitions apply*:*

13.1 ***Academic Excellence Framework*** describes the performance standards for academic employees at each level across the areas of academic endeavour.

13.2 ***Academic Role*** means either a Teaching and Research Scholar, Research Scholar or Teaching Scholar.

13.3 ***Applicant*** means the academic employee who has applied for academic promotion.

13.4 ***Committee*** means the Academic Promotions Committee.

13.5 ***Executive Dean*** means the senior academic leader of a Faculty, which is typically comprised of Schools and a Research Institute.

13.6 ***National Head of School*** means the senior academic leader of the School, or relevant Director of a Research Institute or Office for academic staff members not employed within Schools.

13.7 ***Enterprise Agreement*** means *The University of Notre Dame Australia Staff Enterprise Agreement 2022-2026, as amended from time to time*

13.8 ***External Member*** means a person not employed by the University who is requested to join the Committee to assess an application or applications.

13.9 ***Performance Standards*** are the level of performance outlined in clause 6.3 across each area of academic endeavour required for promotion. Definitions of Satisfactory, High Performance and Unsatisfactory Performance Standards are outlined in the *Procedure: Academic Promotion* and are to be read in conjunction with *Academic Excellence Framework* which contextualises the description relative to the academic level.

Version	Date of approval	Approved by	Amendment
1	June 2015	Vice Chancellor	Effective date – new Policy.
2	May 2017	Senior Deputy Vice Chancellor / Chief Operating Officer	Minor changes to clarify the reconsideration process.
3	27 July 2021	Acting Provost	Reformatted to new Policy template; updated role titles to reflect new academic structure and committee composition (clause 8.3); exceptional circumstances replaced with exceptional merit (clause 5.2).

4	18 July 2022	Vice Chancellor	Major amendments - revised to align to Academic Roles and Academic Excellence Framework and an appeals process.
5	4 May 2023	Deputy Vice Chancellor, Learning & Teaching	Minor amendments to external member of the committee.
6	25 March 2024	Deputy Vice Chancellor, Learning & Teaching	Minor amendments to committee composition and titles.
7	19 May 2025	Deputy Vice Chancellor, Academic	Removal of application by exceptional merit and associated amendments to eligibility criteria.
8	27 May 2026	Vice Chancellor	Major amendments to the Committee composition to broaden representation and update of the quorum requirement as appropriate. Administrative amendments, including update of reference to the University Staff Enterprise Agreement.
9	28 May 2026	University Secretary	Administrative changes.