**Academic Promotion**

**Application form and Case for Promotion**

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| **INSTRUCTIONS** |
| Before commencing your application, please read:   * Policy: Academic Promotion * Procedures: Academic Promotion * Academic Excellence Framework   You are also strongly encouraged to attend an information session on applying for academic promotion.  This form has **three** parts:   1. **ACADEMIC PROMOTION APPLICATION FORM** - *to be completed by the applicant* 2. **CASE FOR PROMOTION and APPENDICES** – *to be completed by the applicant*  * The maximum number of pages for the **Case for Promotion is** **8 pages** **and** **up to** **4 pages for the Appendices of Evidence**, excluding the applicant’s publications list and 3 recent Student Experience Survey results - excluding student comments (where relevant). * The application must be **concise and typed on A4 paper in Calibri Font 12, 1.5 line spacing**. Pages must be **paginated consecutively** in the bottom right-hand corner.  1. **NATIONAL HEAD OF SCHOOL REPORT** – *to be completed by your National Head of School or Director, Research Institute/Office*   All three parts of this form must be emailed to People and Culture at [academicpromotions@nd.edu.au](mailto:academicpromotions@nd.edu.au) by the closing date. No paper copies will be accepted. |

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| **PART 1: APPLICATION FORM** |

**EMPLOYEE AND POSITION DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| School/Office |  | Campus |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date | / / | Fraction (FTE) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment type | Please select | If fixed-term, specify end date | / / |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current level | Please select | Step | Please select | Date advanced to current Step | / / |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applying for promotion to | Please select | Are you applying for promotion under exceptional merit? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Academic Role | Please select | Applying for Academic Role | Please select |

**QUALIFICATIONS**

*Refer to section 6.1 of the Procedures: Academic Promotion*

|  |  |  |
| --- | --- | --- |
| **Qualifications** | **Institution** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
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**CASE FOR QUALIFICATION EQUIVALENCY** (max 150 words, if applicable)

*Refer to section 6.1 of the Procedures: Academic Promotion*

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| *Applicants seeking to establish equivalency with appropriate qualifications should provide relevant evidence of experience and achievement or other exceptional circumstances proposed as comparable to or substituting for formal qualifications at the expected level. In their case, applicants must indicate whether they are progressing towards completing the relevant qualification.* |
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**EQUITY CONSIDERATIONS** (max 250 words, if applicable)

*Refer to section 4 of the Procedures: Academic Promotion.*

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| *Applicants may include a personal statement on any relevant personal circumstances and their career impact relevant to their promotion application. The statement should focus on the application period (refer to section 3.4 of the Procedures: Academic Promotion) to facilitate the assessment of achievements relative to opportunity.* |
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**REFEREES**

*Refer to section 5.2 of the Procedures: Academic Promotion*

**Referee 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |
| --- | --- |
| Institution |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Phone |  |

**Referee 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |
| --- | --- |
| Institution |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Phone |  |

**Referee 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |
| --- | --- |
| Institution |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Phone |  |

**EXTERNAL ASSESSORS (Level E only)**

*Refer to section 5.3 of the Procedures: Academic Promotion*

**Nominated Assessor 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |
| --- | --- |
| Institution |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Phone |  |

|  |
| --- |
| Briefly describe why you have chosen this assessor, their standing and independence in the academic field |
|  |

**Nominated Assessor 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |
| --- | --- |
| Institution |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Phone |  |

|  |
| --- |
| Briefly describe why you have chosen this assessor, their standing and independence in the academic field |
|  |

**Nominated Assessor 3**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |  |

|  |  |
| --- | --- |
| Position title |  |

|  |  |
| --- | --- |
| Institution |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  | Phone |  |

|  |
| --- |
| Briefly describe why you have chosen this assessor, their standing and independence in the academic field |
|  |

|  |
| --- |
| **PART 2: CASE FOR PROMOTION** |
| **Summary Statement** *(suggested ½ page max to provide context on who you are and what you do)* |
|  |
| **Achievements in LEARNING, TEACHING AND SCHOLARSHIP** *(Not applicable for Research Scholar applicants)* |
|  |
| **Achievements in RESEARCH** *(Not applicable for Teaching Scholar applicants)* |
|  |
| **Achievements in SERVICE AND ENGAGEMENT** |
|  |

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| --- |
| **APPENDICES** |

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| **PART 3: NATIONAL HEAD OF SCHOOL REPORT** |
| **Report on QUALIFICATIONS** |
|  |
| **Report on LEARNING, TEACHING AND SCHOLARSHIP** *(Not applicable for Research Scholar applicants)* |
|  |
| **Report on RESEARCH** *(Not applicable for Teaching Scholar applicants)* |
|  |
| **Report on SERVICE AND ENGAGEMENT** |
|  |

|  |
| --- |
| **DECLARATION** |

**NATIONAL HEAD OF SCHOOL**

|  |  |  |
| --- | --- | --- |
| This applicant has sought advice from me to prepare for promotion | Yes | No |

*I declare that the information contained within this report is accurate at the time of submission:*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position Title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: | / / |

**APPLICANT**

|  |  |  |
| --- | --- | --- |
| I have consulted with my National Head of School to complete this application | Yes | No |

|  |  |  |
| --- | --- | --- |
| I have read the report prepared by the National Head of School | Yes | No |

*I declare that the information contained within this application is accurate at the time of submission:*

|  |  |
| --- | --- |
| Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date: | / / |