

Academic Promotions Policy



Purpose/objective

The purpose of this Policy and Procedure is to reward effort by providing eligible academic staff with the opportunity to apply for promotion. In the words of our Strategic Plan, Australasian Academy of Higher Education (AAHE) “will prioritise the quality of our teaching and learning above all things”. This objective is expressed in part through the priorities contained within our Academic Promotions Policy and Procedure.

Scope

This Policy and Procedure applies to all academic staff employed by AAHE on a continuing or fixed term contract basis, with the following exceptions:

- staff who have applied for promotion, whether successfully or not, are excluded from reapplying for promotion for a period of two years
- staff who are on leave without salary for a period in excess of twelve months.

Definitions

Scholarly activity	<p>In the context of the <i>Higher Education Standards Framework (Threshold Standards) 2015</i> (HES Framework), ‘scholarship’ means those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field. This includes advances in ways of teaching and learning in the field and advances in professional practice, as well as advances in disciplinary knowledge through original research.</p> <p>The Boyer Model of Scholarship¹ (Boyer, 1990) offers a framework for higher education providers to consider scholarship, using four discrete yet interdependent themes or elements: <i>discovery, integration, application</i> and <i>teaching</i>.</p>
Discovery Scholarship	<p><i>Discovery scholarship</i> refers to the act of building new knowledge through traditional research that contributes to the stock of human knowledge and also to the intellectual climate of AAHE.</p>
Integration Scholarship	<p><i>Integration scholarship</i> involves interpreting the use of knowledge across disciplines and connecting research so that it is useful beyond discipline boundaries and can be integrated into a larger body of knowledge.</p>
Application Scholarship	<p><i>Application scholarship</i> involves using knowledge to aid individuals, society and the profession in solving problems and connecting scholarship with practice.</p>

¹ Boyer, E. L. (1990), *Scholarship reconsidered: Priorities of the professoriate*, Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching

Teaching Scholarship	<p><i>Teaching scholarship</i> refers to activity that promotes the development of well-informed and knowledgeable teachers, leading to teaching that promotes active and critical learning in students based on advances in a discipline or in knowledge about effective teaching and learning and course design practices in a field.</p> <p>Examples of teaching scholarship could include:</p> <ul style="list-style-type: none"> • incorporating into the curriculum emerging concepts informed by recent scholarship, disciplinary research, and current research on teaching and learning • innovative approaches to unit design and development • the study of underlying theoretical conceptual frameworks in an academic discipline • engagement in professional development • research • supervision of research postgraduate students • refereed publications in their discipline or in teaching and learning practice.
Leadership	<p>Leadership is demonstrated through contributions to AAHE's:</p> <ul style="list-style-type: none"> • academic administration • course coordination • committee work • governance • management. <p>Leadership can also be demonstrated by external contributions such as:</p> <ul style="list-style-type: none"> • membership of editorial boards • service to professional associations • partnerships with and/or contributions to industry • service to community organisations that draws on the applicant's professional expertise.
Weightings	<p>Weightings provide a way of identifying, evaluating, and rewarding individual variations in scholarly work. Weightings are expressed as percentages and are nominated by the applicant to represent the emphasis they wish the Academic Promotions Committee to apply to each of the three areas of scholarly activity when assessing their entitlement to promotion.</p> <p>The final decision on weightings is the responsibility of the applicant but must conform to the parameters applicable to the relevant level of seniority.</p>
Disciplinary research	<p>Disciplinary research can be defined as discovery scholarship into a specific question or set of questions within a particular field using methods that are accepted within the discipline..</p>

Special circumstances	Special circumstances refers to personal issues or working arrangements that may affect one’s career and performance. Examples include extended illness, maternity/parental leave, caring responsibilities, or some other extenuating circumstance. AAHE provides for consideration of special circumstances such as these by providing applicants with the opportunity to have their achievements assessed relative to opportunity.
Equivalent accreditation or standing	The principle of equivalent accreditation or standing acknowledges that professional standing and recognition of expertise may be deemed equivalent to formal qualifications at any academic level as defined in the Minimum Standards for Academic levels (MSALs).

Policy

1. Assessment of Merit

- 1.1 AAHE’s promotion process recognises and rewards excellence as measured by internal and external peer review.
- 1.2 Applicants for promotion need to demonstrate sustained performance in their current position for a period of not less than two years before applying.
- 1.3 Academic Board will appoint an Academic Promotions Committee each year to oversee the promotions process and to review applications for promotion.
- 1.4 The Dean will propose a list of discipline experts who have agreed to act as external reviewers for each of the candidates for promotion.
- 1.5 After receiving advice from the Academic Promotions Committee, Academic Board recommends candidates to the Board of Directors for approval.
- 1.6 This Policy provides for an Academic Promotions Committee with external representation to assess candidates seeking promotion.
- 1.7 Promotion to all levels will be on the basis of merit, without reference to staffing profiles, quotas or resources.
- 1.8 The implementation and outcomes of this *Academic Promotions Policy* will support and be supported by AAHE’s *Equity and Diversity Policy*. Taken together, these policies provide the opportunity for assessment of achievement against opportunity, with candidates able to specify any special circumstances which may have adversely affected their activity and/or achievement.
- 1.9 Applicants may present a case for promotion without the required formal qualifications where they possess equivalent accreditation or standing.

2. Minimum Standards for Each Academic Level

Academic Level B

- Formal academic qualification to Master’s level is normally expected.
- Sustained contribution to teaching scholarship and at least two other areas of scholarship .

Academic Level C

- Formal academic qualification to Doctoral level is normally expected.
- Meritorious achievement in at least one of the areas of scholarly activity and sustained contribution in teaching scholarship and at least one of the remaining areas.

Academic Level D

- Formal qualifications at the Doctorial level is required.
- Meritorious achievement in at least two areas of scholarly activity and sustained contribution in at least one other.
- Sustained contribution to leadership

Academic Level E

- Formal qualifications at the Doctorial level is required.
- Meritorious achievement in disciplinary research and at least two other areas of scholarly activity and sustained contribution in the other.
- National and international standing as a disciplinary researcher.
- Sustained contribution to leadership

3. Weightings

Applicants will nominate the weighting they wish to assign Scholarly Activity and Research for consideration by the Academic Promotion Committee in assessing their application and will be within the following percentage ranges for each academic level.

	Levels B & C	Level D	Level E
Teaching Scholarship	40 - 60	30 - 50	10 - 40
Integration Scholarship	10 - 80	10 - 70	10 - 40
Application Scholarship	10 - 40	10 - 40	10 - 40
Discovery Scholarship	10 - 40	10 - 40	40 - 80
Leadership	0 - 10	20 - 40	20 - 30

Related documents and relevant legislation

Equity and Diversity Policy and Procedure

Staff Grievance Policy and Procedures

Conflict of Interest Policy and Procedure

Document information

Document owner: Board of Directors

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	4/11/21	1/10/23	

Procedure

- 1 The Chair of Academic Board will appoint a Chair of the Academic Promotions Committee (APC) from amongst the senior academic staff of AAHE together with one or more internal and one or more external experts.
- 2 APC members will:
 - assess applications for academic promotion
 - not act as advocates for applicants
 - vote on each application and recommend to the Board of Directors successful candidates for promotion.
- 3 Applications for promotion will be called on an annual basis and the applications will be considered at such a time that will enable the announcement of promotions to become effective as of the beginning of the teaching period of the year following completion of the process.
- 4 The Chair of APC will invite applications for promotion annually at least two (2) months in advance of the closing date for applications. This invitation will include a timetable for completion of the promotion process.
- 5 Applicants should initially discuss promotion with the Dean or supervisor and advise their intent to apply for promotion well before the deadline for applications. The application must include:
 - a completed Academic Promotion Application Form; and
 - supporting evidence.
- 6 Generally, the application should not exceed twenty (20) pages, including supporting evidence. It should cover all information requested in the Academic Promotion Application Form.
- 7 The Academic Promotion Application must contain a list of suggested referees that has been discussed with and approved by the Dean or head of discipline. The APC reserves the right not to use the suggested list and/or to enlist their own referees.
- 8 The Chair of APC will write to the referees and invite them to provide a reference that is confidential to APC.
- 9 The APC recommendation will be based on open discussion. Recommendations require a simple majority. Where the vote is tied, the Chair of APC shall have the casting vote.
- 10 At the discretion of APC, applicants may be invited to interview by the committee to provide clarification or aspects of their application. New information or material can not be presented at that time.
- 11 The APC report and recommendations will then be forwarded to Academic Board for endorsement before proceeding to the Board of Directors for final approval.
12. Each applicant will be notified by the Chair of APC in writing of the outcome of his or her application within fourteen (14) days of the Board of Directors' decision. The voting names or numbers shall not be disclosed. The chair of APC will provide feedback to unsuccessful applicants on the strengths and weaknesses of their application, with a view to assisting the applicant's future development and decisions about applying in future promotion rounds.

- 13 Appeals can only be made on procedural grounds. If an applicant wishes to appeal an unsuccessful application on the grounds that the promotions procedure was not adhered to and this resulted in a serious defect in the assessment of merit, the application must do so within twenty (20) working days of notification of the decision. Appeals will follow AAHE’s Staff Grievance Policy and Procedures.

Document information

Document owner: Chief Executive Officer

Version	Approved by	Approved on	Implementation date	Changes made
1	Board of Directors	4/11/21	1/10/23	

Academic Promotion Application Form

Instructions

Complete this form and append any documents that you consider support or elaborate entries in the tables, or that enhance your application generally.

Date:

1. Curriculum Vitae

1.1. Personal Details

Last Name	
Given Name	
Title	
Telephone Number	
Email Address	

1.2. Current Appointment at AAHE

Course(s) Taught	
Type of Appointment (Full-time/Part-time; Continuing/Casual)	
Current Level of Appointment	
Date of Appointment	
Fraction (if part-time)	
Highest Level of Teaching (E.g. Bachelor, Grad. Cert, etc.)	

1.3 *Qualifications, Memberships, Awards*

Qualification	Year	Awarding Institution
Awards	Year	Description
Memberships		Description

1.4 *Professional Experience (e.g. teaching positions, research positions, industry)*

Position	Years	Institution

2. Scholarly Activities

3.1 *Teaching & Learning*

Year & Semester	Unit Code & Name	Credit Points	Contact Hours	Class Size	Student pass Rate	Student evaluation score

3.2 *The Scholarship of Teaching and Learning*

A. Briefly outline the ways in which you are involved in and contribute to the scholarship of teaching and learning (append supporting documentation as necessary).

B. Briefly describe your approach to teaching and learning, identifying its theoretical foundations and illustrating by reference to your teaching methods and materials (append supporting documentation as necessary)

3.3 Leadership

List the ways in which you provide leadership at AAHE and append evidence of meritorious contribution.

List any ways in which you use your profession to provide leadership outside of AAHE, either to the profession itself or to community organisations (append supporting evidence where possible).

3. Disciplinary Research

Please attach:

- List of publications
- List of funded research projects
- List of successful postgraduate supervision
- Research awards
- Invitations to present at conferences and workshops
- Other evidence of excellence in research such as patents, citations, h-index, etc.

4. Special Circumstances

Please indicate any special circumstances (along with supporting documentation) that may have affected your career or performance

5. Referees

Please list up to 3 referees who are willing to comment on your application along with their contact details