

# Academic Promotions and Appointments Policy and Procedure



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## 1 PRELIMINARIES

### Commencement

This policy and procedure commence on 2 November 2023

### Purpose

This Policy and Procedure set out the principles for the promotion of academic staff at PIA and the determination of the appropriate academic level of appointment for new academic staff.

PIA seeks to be recognised as a high performing institution committed to academic excellence.

Academic promotion and initial appointment to the correct academic level is a method:

- to encourage staff in the pursuit of academic excellence;
- reward achievement; and
- assist staff in their career progression.

### Application

This Policy and Procedure applies to all continuing, fixed-term and sessional academic staff, whether full- time or part-time, who seek promotion to Academic Levels B, C, D or E or for initial appointment to PIA.

This Policy does not apply to honorary title holders.



## 2 DEFINITIONS

The following definitions apply in this document:

**Academic Supervisor:** The role/individual to whom an applicant reports on academic matters.

**Award:** Higher Education Industry – Academic Staff – Award.

**Out-of-Round application:** An application for promotion considered at a time different to the annual promotion round.

**Promotion points:** The number of points to be awarded for achievement of a level of performance for a promotion criteria.

**Promotions Round:** A period in which applications for promotion may be lodged.

## 3 POLICY

### 3.1 Principles

#### 3.1.1 Strategic Alignment

Academic promotion is aligned to the strategic goals and priorities of the Institute as set out in the Strategic Plan as modified from time to time. The long term objectives are:

- enhanced student experience;
- reputation for quality; and
- commercial growth.

#### 3.1.2 Merit Based Selection

Promotion of eligible academic staff is based on merit. Assessment is made comparing performance with the criteria for each academic level. Statements of performance must be documented, complete, accurate and where possible, externally validated.

#### 3.1.3 Opportunities to Demonstrate Performance

The Institute recognises that opportunities to demonstrate performance against the criteria will vary. These include:

- full-time or part-time work or flexible working arrangements;
- roles that require focus on fewer than all criteria;
- periods of leave (excluding annual and sick leave); and
- personal circumstances.

Applications will be considered against the criteria but within the context of the applicant's opportunity to demonstrate their achievements.

#### 3.1.4 Confidentiality, Transparency and Fairness

Assessment of applications will be completed with confidentiality, transparency of process and the PIA principles of fairness.



## 3.1.5 Integration

This policy integrates a number of programs all directed towards achieving the strategic objectives of the Institute. These include the performance management and continuing professional development programs.

## 3.2 Promotions

### 3.2.1 Annual Application Promotions Round

3.2.1.1 In normal circumstances there will be one Promotion Round in a calendar year.

3.2.1.2 A second Promotion Round may be open within a calendar year with the approval of the Dean and Chief Executive Officer where circumstances warrant it.

3.2.1.3 The opening and closing dates of a Promotion Round will be publicised at least two (2) weeks prior to the opening date.

3.2.1.4 The duration of a Promotions Round for applications will be at least two (2) weeks.

3.2.1.5 A Promotions Round may be cancelled on the authority of the Chief Executive Officer. In this event, applications already lodged will carry over to the next Promotions Round.

3.2.1.6 If a Promotions Round is cancelled, academic staff will be advised of the reasons for the cancellation and the expected date of the next available Promotions Round.

### 3.2.2 Standard Eligibility Requirements

3.2.2.1 Once a Promotions Round has been announced, applications for promotion may be lodged by academic staff who have completed

- two years of service (or equivalent in broken periods of service) at the Institute; and
- performance reviews in the immediate two years prior to application; and
- met CPD requirements in the immediate 2 years prior to application.

### 3.2.3 Modification of Eligibility Requirements

3.2.3.1 In exceptional circumstances, an applicant may apply to the Dean to have one or more of the eligibility conditions modified.

3.2.3.2 Should the Dean approve the submission of the application, the applicant's request and rationale together with the Dean's reasons for approval will be made available to the Promotions Committee.

3.2.3.3 Where the period since initial appointment or since the previous promotion application has been reduced, the period of coverage for the performance reviews and professional development report specified in above will be advised to the applicant as part of the approval notification.

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## 3.2.4 Promotion Architecture and Criteria

### 3.2.4.1 Promotions Architecture

Applications will be assessed against five criteria reflecting the strategic and market position as set out in the Strategic Plan. The criteria are:

- Research – a contribution to the store of human knowledge and the intellectual climate of the Institute.
- Integration - linking knowledge and research to teaching within and across disciplines and to teaching.
- Teaching – quality and leadership in pedagogy and delivery, student support and academic enhancement
- Application – applying knowledge and innovative solutions to current and future situations
- Leadership, Citizenship and Service – contributing in practical and cultural ways to the Institute and the wider community.

### 3.2.4.2 Promotion Points and Criteria

3.2.4.2.1 Promotion will be determined by accumulating points assessed against the promotion criteria and the level of achievement as assessed by the Promotions Committee.

3.2.4.2.2 Assessment in each category will have four levels of achievement. The levels are:

- Not achieved/Not applicable;
- Achieved;
- Significant; and
- Outstanding.

3.2.4.2.3 Points will be awarded for each level of achievement in each category. The points are set out below.

Point Allocation Table					
Level of Achievement for each Criteria					
Level of Achievement	Research	Integration	Teaching	Application	Leadership, Citizenship and Service
Not achieved Not applicable	0	0	0	0	0
Achieved	0.5 – 1.0	0.5 – 1.0	1.0 – 2.0	0.5 - 1.0	0.5 - 1.0
Significant	1.5 – 2.0	1.5 – 2.0	2.5 – 3.0	1.5 - 2.5	1.5 – 2.5
Outstanding	2.5	2.5 – 3.5	2.5 – 4.5	3.0 – 3.5	3.0



3.2.4.2.4 The potential points may be adjusted by the Academic Board to reflect any changes of focus in the Institute's strategic direction. No change will be permitted between the time of calling for applications for promotion and the completion of the assessment of those application.

## 3.2.5 Promotion/Appointment Requirements

3.2.5.1 In order to be promoted/appointed to Level B - Lecturer, an applicant must:

- accumulate a minimum of seven (7) points; and
- be assessed as "significant" in at least one of the categories; and
- be assessed as reaching "Achieved" in at least two other criteria.

3.2.5.2 In order to be promoted/appointed to Level C – Senior Lecturer, an applicant must:

- accumulate a minimum of nine (9) points; and
- be assessed as "Outstanding" in at least one of the categories; and
- be assessed as at least reaching "Achieved" in the criteria of Leadership, Citizenship and Service.

3.2.5.3 In order to be promoted to Level D – Associate Professor, an applicant must:

- accumulate at least eleven (11) points; and
- be assessed as "Outstanding" in at least one of the categories; and
- be assessed as reaching "Significant" in the criteria of Leadership, Citizenship and Service.

3.2.5.4 In order to be promoted to Level E - Professor, an applicant must

- accumulate at least fourteen (14) points; and
- be assessed as "Outstanding" in at least two of the categories; and
- be assessed as reaching "Significant" in the criteria of Leadership, Citizenship and Service and at least one other criteria; and
- have made a significant academic contribution to the Institute.

## 3.2.6 Guidance on Applications

3.2.6.1 There is no requirement for an applicant to be awarded points in every category.

3.2.6.2 Applicants must achieve the nominated level in the particular categories set out in above

3.2.6.3 The examples of indicators of achievement are indicative only. They are not a set of expectations. The requirement is for the applicant to provide a balance of quality and quantity evidence appropriate for the category.

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## 3.2.7 General Rules and Requirements

3.2.7.1 In normal circumstances, applicants may only apply:

- for a promotion after two (2) years service with the Institute since first engagement or last promotion application as per s3.2.2 above; and
- for a promotion to one level higher than their current level.

3.2.7.2 The requirement in s3.2.5 may be waived at the absolute discretion of the Dean provided the applicant has provided a compelling case for that waiver to occur.

3.2.7.3 As a general guide, application for promotion within one year of commencement with the Institute will not be considered.

## 3.2.8 Out-of-Round Promotion

3.2.8.1 An Out-of-Round promotion application will be permitted at the discretion of the Dean.

3.2.8.2 An applicant seeking an Out-of-Round promotion must provide a compelling case to the Dean. No consideration of the merit of the promotion case itself will be a factor in determining whether to consider an Out-of-Round application.

3.2.8.3 If permission for an Out-of-Round application is approved, normal assessment procedures will apply.

3.2.8.4 For Guidance only: Applicants seeking an Out-of-Round application are advised not to commit their effort into the creation of an application until permission for an Out-of-Round application is granted.

## 3.3 Initial Appointments

### 3.3.1 New Permanent Staff

3.3.1.1 New permanent staff may be appointed to any academic level consistent with their skills, knowledge and experience.

3.3.1.2 In general terms, new permanent staff would be appointed as below:

<b>Responsibilities</b>	<b>Normal Academic Level</b>
Tutor	Level A – Associate Lecturer Level B - Lecturer
Teacher and/or Unit Co-Ordinator	Level B – Lecturer Level C – Senior Lecturer
Academic Leader	Level C - Senior Lecturer Level D - Associate Professor Level E - Professor

3.3.1.3 The remuneration of a new appointee will be no less than the minimum rate specified for that level under the appropriate Award.

### 3.3.2 Sessional Staff

3.3.2.1 Sessional staff may be appointed to an academic level consistent with their skills, knowledge and experience.



3.3.2.2 In general terms, new sessional staff would be appointed as below:

Responsibilities	Normal Academic Level
Teacher and/or Unit Co-Ordinator	Level A – Associate Lecturer Level B – Lecturer Level C – Senior Lecturer

3.3.2.3 The purpose of the appointment to an academic level is to assist sessional staff with their career progression.

3.3.2.4 Independent of the level of appointment, the remuneration of sessional staff will be in accordance with the appropriate Award.

## 4 RESPONSIBILITIES

### 4.1 The Dean

The Dean is responsible for the administration of this policy.

## 5 PROCEDURES

### 5.1 Application

#### 5.1.1 Pre Application Discussion and Documentation

Applicants should discuss their intention to apply with their Academic Supervisor.

5.1.1.1 An application for promotion must contain:

- an application overview (Part A of template in **Appendix 1**);
- a report from the Applicant's Academic Supervisor (template in **Appendix 2**); and
- nominated referee(s) (see s5.2 below).

An application may include supporting evidence of no more than 5 A4 pages.

5.1.1.2 An application to Level D or E must also contain a report from the Dean.

#### 5.1.2 Academic Supervisor's Report

5.1.2.1 The purpose of the Academic Supervisor's Report is to assess the applicant's performance against the promotion criteria (relative to opportunity, workload allocation and nature of appointment).

5.1.2.2 The Academic Supervisor's Report is to be completed without reference to the Applicant's Self Assessment.

5.1.2.3 Following completion of the Academic Supervisor's Report the report will be shown to the applicant who will sign the report as acknowledgement that they have seen the report. The signing of the report does not signify agreement with the assessments or comments.

5.1.2.4 The Applicant may comment on the Academic Supervisor's Report in their supporting documentation.

5.1.2.5 Where a direct report to the Dean is applying for promotion, the Dean will complete the Academic Supervisor's Report.

5.1.2.6 Where the Dean is applying for promotion, the Chief Executive Officer in

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concert with the Chair of Academic Board will prepare a report in the similar format as the Academic Supervisor's Report.

- 5.1.2.7 The applicant is responsible for advising their Academic Supervisor of their intention to apply for promotion and provide sufficient time for the Academic Supervisor to complete their report. Insufficient notice may be grounds to reject an application.

An application without a positive endorsement from the Academic Supervisor will not be considered by the Promotions Committee.

## 5.2 Referees

### 5.2.1 Referees may be:

- Internal – a referee who is employed by PIA
- External – a referee who is not employed by PIA or a PIA related entity
- Academic – a referee who holds an academic position at any Institute of Higher Education, University College or University
- Non-academic – a referee working in a non-academic position in business or the community

### 5.2.2 The minimum number of referees required to support an applicant are set out below.

Promotion to	Minimum Requirements
Level B – Lecturer	Two referees one of which must be an academic
Level C – Senior Lecturer	Two referees one of which must be an academic one of which must be external
Level D – Associate Professor	Three referees two of which must be an academic one of which must be an external
Level E - Professor	Three referees two of which must be an academic one of which must be non-academic two of which must be an external

5.2.3 It is permissible for one referee to meet two category of referees eg academic and external.

5.2.4 Referees may not include the applicants Academic Supervisor.

5.2.5 Academic referees should usually be at the level to which the applicant is applying or higher. Where this is not the case, their academic level must be explicitly stated in the application documents.

5.2.6 An external referee may be an academic referee or business or community leader well known to the applicant.

5.2.7 Referees should be professional or collegial not familial or personal.

5.2.8 Referees are not required to submit a report but be available for contact by a representative of the Promotions Committee.



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## 5.3 Promotion Committee

### 5.3.1 Composition

The Membership of Promotions Committees are set out in the table below.

Promotion to	Membership Composition
Level B – Lecturer	Dean (Chair) One Deputy Dean or Associate Dean
Level C – Senior Lecturer	Dean (Chair) One Deputy Dean or Associate Dean
Level D – Associate Professor	Dean (Chair) One Deputy Dean or Associate Dean One External member of Associate Professorial rank or higher
Level E - Professor	Dean (Chair) 2 external members of Professorial rank Chair of Academic Board or delegate

## 5.4 Assessment of Application

- 5.4.1 The Promotions Committee will review all application documents submitted by the applicant.
- 5.4.2 The Promotions Committee will confirm or modify the points allocation table submitted by the applicant, recording their changed assessment (if any), their recommendation and any additional comments in Part B of the Summary of Promotion Application (for template see Appendix 1)
- 5.4.3 The Promotions Committee may interview applicants at their discretion.
- 5.4.4 Applicants may request the opportunity to present their case. It is the sole discretion of the Promotions Committee to allow a presentation. If approval is given, time limits and other conditions may be imposed by the Promotions Committee.
- 5.4.5 The Promotions Committee may interview writers of any of the reports submitted or contact the referees identified.
- 5.4.6 The Promotions Committee may request additional information from an applicant before reaching a recommendation.
- 5.4.7 The Promotions Committee will decide to recommend to:
- promote;
  - not promote; or
  - not promote but offer an opportunity for an early re-application.
- 5.4.8 The Chair of the Promotions Committee will prepare a report of the recommended action and justification for each application for approval by the Chief Executive Officer.



## 5.5 Notification of Decision

- 5.5.1 Notification of a decision will be provided to an applicant in writing
- 5.5.2 Where the decision is to promote, the applicant will be provided with:
- copy of the Points Allocation Table used to determine the decision will be provided to the applicant; and
  - a letter of appointment and the operative date.
- 5.5.3 Where the decision is not to promote, the applicant will be provided with:
- a copy of the modified Points Allocation Table; and
  - an invitation to discuss the outcome with a member of the Promotions Committee.
- 5.5.4 Where the decision is not to promote but to allow early re-application, the applicant will be provided with:
- a copy of the modified Points Allocation Table;
  - the conditions under which the early re-application would be allowed; and
  - an invitation to discuss the outcome with a member of the Promotions Committee.

## 5.6 Appeals

- 5.6.1 An applicant may appeal the decision of the Promotions Committee if:
- they are able to demonstrate that the promotion procedure was not followed; and
  - that the failure had a material effect on the decision.
- 5.6.2 The Committee's determination of the Points Allocation table is final and not subject to appeal.
- 5.6.3 Appeals must be in writing and address the criteria set out above. Submission on factors other than these will not be considered.
- 5.6.4 Appeals must be lodged with the Dean within 14 calendar days of the notification of a decision.
- 5.6.5 Late applications will only be considered if the applicant can, in the first instance, demonstrate that they were unable to meet the required time through circumstances beyond their control.
- 5.6.6 An appeal against a decision not to promote to Levels B or C will be determined by the Dean and will be final.
- 5.6.7 An appeal against a decision not to promote to Levels D or E will be determined jointly by the Dean and the Chair of Academic Board and will be final.

## 5.7 Financial Impact of Promotion

- 5.7.1 A promotion to a higher academic level does not guarantee an increase in remuneration.
- 5.7.2 Where the salary package for an applicant is higher than the base rate for the new Academic Level under the Award, remuneration will be considered at the time of

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promotion and adjustments made where deemed appropriate.

5.7.3 Where the salary package negotiated for an applicant is lower than the base rate for the new Academic Level under the Award, the remuneration will be increased to that base rate.

## 5.8 New Sessional Staff Appointment Procedures

In addition to the standard recruitment process, new sessional staff will be assessed against the model set out in s3.3.2 above. This assessment will become part of the applicants record on appointment.

## 6 RELATED LEGISLATION AND DOCUMENTS

### Institute Documents

- Conferral of Honorary Academic Titles Policy & Procedure
- Equity, Diversity and Inclusion Framework
- Staff Grievance Policy and Procedure.

### Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	3.2

## 7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au) for such feedback to be incorporated into a future review.

## 8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Academic Board
Administrator / Responsible for Implementing	Dean
Approval Date	2 November 2023
Next Review Date	2 November 2026

### Document History

Month and Year	Version	Amendments
November 2023	1.0	Policy created and endorsed by the Academic Board
May 2024	1.1	Updated formatting, including the addition of the document history.

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## 9 APPENDIX 1 - Summary of Promotion Application

### PART A - Summary of Promotion Application

Self-Assessment (applicant to complete)					
Level of Achievement	Research	Integration	Teaching	Application	Leadership, Citizenship and Services
Not achieved Not applicable	0	0	0	0	0
Achieved	0.5 – 1.0	0.5 – 1.0	1.0 – 2.0	0.5 - 1.0	0.5 - 1.0
Significant	1.5 – 2.0	1.5 – 2.0	2.5 – 3.0	1.5 - 2.5	1.5 – 2.5
Outstanding	2.5	2.5 – 3.5	2.5 – 4.5	3.0 – 3.5	3.0

Total Points: \_\_\_\_\_

Summary of Supporting Comments (applicant to complete)
<p><b>Research:</b> A contribution to the store of human knowledge and the intellectual climate of the College</p>
<p><b>Integration:</b> Linking knowledge and research to teaching within and across disciplines and to teaching</p>
<p><b>Teaching</b> Quality and leadership in pedagogy and delivery</p>
<p><b>Application</b> Applying knowledge and innovative solutions to current and future situations</p>
<p><b>Leadership, Citizenship and Service</b> Contributing in practical and cultural ways to the College and the wider community</p>



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## 10 APPENDIX 2 – Academic Supervisor’s Report

### PART A – Promotion Application

<b>Candidate</b>	
<b>For promotion to</b>	
<b>Report Date</b>	

<b>Assessment (supervisor to complete)</b>					
<b>Level of Achievement</b>	<b>Research</b>	<b>Integration</b>	<b>Teaching</b>	<b>Application</b>	<b>Leadership, Citizenship and Services</b>
Not achieved Not applicable	0	0	0	0	0
Achieved	0.5 – 1.0	0.5 – 1.0	1.0 – 2.0	0.5 - 1.0	0.5 - 1.0
Significant	1.5 – 2.0	1.5 – 2.0	2.5 – 3.0	1.5 - 2.5	1.5 – 2.5
Outstanding	2.5	2.5 – 3.5	2.5 – 4.5	3.0 – 3.5	3.0

**Total Points:** \_\_\_\_\_

<b>Summary of Supporting Comments (supervisor to complete)</b>
<p><b>Research:</b> A contribution to the store of human knowledge and the intellectual climate of the College</p>
<p><b>Integration:</b> Linking knowledge and research to teaching within and across disciplines and to teaching</p>
<p><b>Teaching</b> Quality and leadership in pedagogy and delivery</p>
<p><b>Application</b> Applying knowledge and innovative solutions to current and future situations</p>
<p><b>Leadership, Citizenship and Service</b> Contributing in practical and cultural ways to the College and the wider community</p>

