



THE UNIVERSITY OF
SYDNEY

Academic Promotions 2011

Guidelines for Applicants

The Guidelines for Applicants should be read in conjunction with the Academic Promotions Policy, Committee Procedures for LPC and CPC Committees and the University's Code of Conduct.

Application Enquiries

Academic Promotions Unit, Office of the Provost and Deputy Vice-Chancellor

Room L2.03, Main Quadrangle, A14

Fax 9351 5404

<http://sydney.edu.au/provost/promotions.shtml>

Ms Kathy Lynch

Phone 9036 5198, email kathy.lynch@sydney.edu.au

Closing dates

Applications for promotion are called for annually in the first half of the year. Faculties may also elect to have a second round of applications, as determined by the Dean concerned. Where applicable, staff of the Faculty concerned will be notified of closing dates for second round applications by the Faculty Office.

Under the University's 'Out of Round' Promotions Policy and Procedures, a Head, Dean, Director, the Provost or the Vice-Chancellor may also initiate an 'out of round' promotion procedure for individual staff members who have been offered an appointment at another institution and where the University wishes to offer promotion as a retention strategy. (See 'Out of Round' Promotion Policy and Procedures).

In 2011, the closing dates for the main round of promotions are:

LEVEL B: Thursday 24 March 2011

LEVEL C: Thursday 24 March 2011

LEVEL D: Thursday 7 April 2011

LEVEL E: Thursday 5 May 2011

LATE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Lodgement requirements

Applicants are to lodge their application online at http://sydney.edu.au/provost/academic_promotions by the relevant closing date.

Applicants may complete an application over several login sessions before submitting it.

It is recommended that applicants prepare each of their statements in Word and 'cut and paste' them into the online application. **PLEASE NOTE: minimal formatting i.e. bold, italic etc – no Heading styles should be used as this will cause formatting issues. The pdf generated by the online system is in a set format and font.** Online help is available once you have logged in, or by calling the Academic Promotions Unit.

Requirement	Lodged with
<p>An application for promotion comprises:</p> <ul style="list-style-type: none"> • Application Details (includes contact details, employment history, qualifications and referees). • Summary of Case for Promotion (500 – 1000 words for Levels B-D. 2000 words for Level E). • Teaching statement (500 – 1000 words. Education-focused applicants may write up to 1500 words). • Research / Scholarship / Creative / Professional Work statement (500 – 1000 words. Research-focused applicants may write up to 1500 words). • Service to the University, Profession and Community statement (500 – 1000 words). • Teaching and Research Student Supervision Activities section (to be verified by your Head of School after submission). • Summary of Publications. • An index of any supplementary evidence submitted to the Faculty Office. • Level E only: a current CV. <p>More detailed specifications on each of these requirements can be found in Section 3 of this document.</p>	<p>To be submitted online at http://sydney.edu.au/provost/academic_promotions</p>
<ul style="list-style-type: none"> • Two copies of each of three pieces of published research/scholarship/creative/professional work • Two copies of supplementary evidence to support your case (see Section III (f)) – Applicants have seven (7) calendar days after the relevant closing date to forward this information. Note: Supplementary evidence must match that stated in the online application. All other material will be returned. 	<p>To be lodged at your Faculty Office with the exception of applicants from the Faculties of Science (i.e. Agriculture, Food and Natural Resources; Veterinary Science; Science) who should submit as follows: Levels B, D and E: Office of the Dean of Science, Rm 428, Carlaw Building, F07 Level C: Faculty of Veterinary Science, Rm 204 J D Stewart Building, B01</p>

Section I: Eligibility

Academic Levels A-D who are on a continuing appointment or a fixed term contract that extends **to the end of the year in which the application is being made** are eligible to apply for promotion.

If the staff member's employment is not extended beyond the effective date for promotions, that is 1 January following the year the application is made, a promotion approval should not be interpreted as any undertaking by the University that an extension was intended or approved.

Fractional and conjoint appointees are expected to carry out the duties of a full time staff member at the same level, on a pro rata basis. Applications for promotion from fractional and conjoint appointees will be assessed against the same criteria in terms of opportunities available.

However, if a position is funded by a grant, eligibility is dependent on the grant conditions governing the funding of employment. Academic research-only staff members may only apply under University procedures where:

- (a) the grant does not specify the classification or salary level; and
- (b) there is no general prohibition of personal promotion.

Section II: Procedures for applying for promotion

1. Seeking advice

The University expects those in supervisory roles to consider the ways in which they can support the career development of those staff under their supervision. This includes providing advice and mentorship in relation to promotion.

Academic staff should seek confidential advice from their Head (and Supervisor if appropriate), or where there is no head of school, a person nominated by the Dean, before submitting any promotion application. This would normally include advice on the prospects of promotion and how to prepare an application. Applicants should also discuss the application of the normative criteria with their head of department, school or supervisor so as to address the discipline specific context.

The Academic Promotions Unit can also provide advice on procedural issues, including the requirements in relation to applications.

Applicants from schools that are outside normal faculty structures will also need to seek advice from the Provost and Deputy Vice-Chancellor who will decide which LPC will assess their application.

Applicants intending to apply for promotion up two levels must obtain the support of their Head of School (or equivalent) and the approval of the Dean and Provost at least two weeks prior to the closing date for applications for the level to which they are applying.

2. Preparing the application

Applications are prepared within the framework described in Section III.

3. Contacting and nominating referees

Referees should be chosen carefully. Applicants must bear in mind that not all nominated referees should originate from within the applicant's own department and referees are normally from a level higher than the applicant's current standing.

For level D and above, prospective referees should be able to attest to the standing of the international profile of the candidate.

The Academic Promotions Unit will be providing your referees with an electronic copy of your application, however it is the applicant's responsibility to confirm the willingness and availability of their referees' to supply a report by the stipulated deadline. Applicants are required to submit the names, telephone numbers and email addresses of five referees, including one referee who is familiar with and can comment on the applicant's teaching (NB: a teaching referee is not required for research only applicants). Applicants must indicate their relationship to the referees and whether they believe there is any conflict of interest at the time of submitting their application.

Members of promotion committees may not be referees for any applicant who is to be considered by that committee, unless there are exceptional circumstances approved by Provost and Deputy Vice-Chancellor.

Late referees' reports will not normally be pursued.

4. Assessors (Level E only)

In addition to the referees nominated by the applicant, the LPC will seek the opinion of one independent external assessor nominated by the Chair of the LPC. Applicants will be given the names of the assessor and one reserve by the Academic Promotions Unit and have the right to make written objections to the Chair of the LPC within seven days of the date of receipt of the advice, who will forward them to the Chair of the Level E CPC. At this time, applicants should also indicate whether they have any relationship with any of the nominated assessors and whether there is any conflict of interest.

5. Updating an application

Applicants may update their application once only with up to **one page** of significant additional information. For Levels B – D the update must be emailed to the Chair of the LPC and the Academic Promotions Unit (dvc.apu@sydney.edu.au) at least 7 days prior to the final LPC meeting. For Level E the update is lodged at time of interview and applicants should bring to their interview enough copies for all committee members. An electronic copy (word version) should also be emailed to the Academic Promotions Unit (dvc.apu@sydney.edu.au) on or before the date of interview. The one page limit will be strictly observed. Applicants will be advised by the Faculty of all meeting dates.

Applicants have the right to change the stream to which they have sought promotion. This **must** be notified in writing to the Academic Promotions Unit by the deadline for such changes, which will be before the LPC considers the application for the first time.

6. Constituting the promotion committees

Each applicant will be advised via email of the membership of the LPC and any subsequent changes, by the Academic Promotions Unit at least seven days before the date of the

preliminary meeting (Levels B – D) and interview (Level E).

Each applicant will be advised via email (Levels D and E and C where required) of the membership of the relevant CPC and any subsequent changes, by the Academic Promotions unit once approved by the Academic Board.

Applicants may address objections concerning membership of either the LPC or CPC in writing stating the reason for the objection as follows:

Objections to LPC membership

Objections are submitted to the Chair of the LPC, who is responsible for forwarding the objection to the Provost (Levels B – D) or the Vice-Chancellor (Level E) within seven days of receipt of the objection. If an objection is to the Chair of the LPC, it is advisable that the applicant contact the Provost.

Objections to CPC membership

Objections are submitted to the Chair of the relevant CPC.

7. Consideration of the application

Levels B-D

The application is first considered by the LPC in a preliminary meeting, either by circulation or face-to-face (at the discretion of the Chair), to consider whether the committee feels it needs to formulate questions required to clarify particular areas of the application.

Where it is deemed necessary to obtain further information, the Academic Promotions Unit will contact the applicant in writing seeking further information to allow the LPC to make an informed decision.

An applicant is required to respond to this request within seven (7) calendar days of receipt. Applicants should ensure they are contactable during this period. Preliminary meeting dates will be notified to the applicant by the Chair (or nominee).

Level E

All applicants are required to attend an interview.

Interviews are scheduled for up to 40 minutes. The purpose of the interview is to explore the application further and to provide opportunity for the applicant to update their application.

Each applicant is notified by the Chair of the LPC or the nominated Faculty Officer of the approximate dates on which interviews are to be held and is advised in writing of the specific interview time at least one week prior to the interview.

Applicants who are away from the University during the period of the LPC meetings must do one of the following:

- Apply for permission in writing to the Chair of the LPC for their application to be considered in absentia. (This will be subject to the approval of the Provost and Deputy Vice-Chancellor);
 - Return to the University, at their own expense, to attend the scheduled interview;
 - Seek permission in writing, from the Chair of the LPC for an interview by phone or videoconference, which may be granted at her or his discretion according to circumstances;
- or

- Defer their application until a promotion round when they will be available for interview.

After consideration of the applications, interviews or additional written material provided by the applicant at the request of the committee, the LPC votes for or against promotion for each applicant.

LPC recommendations for:

- Level B applications - forwarded to the Provost and Deputy Vice-Chancellor
- Level C applications - forwarded to the Provost and Deputy Vice-Chancellor, except where the LPC concerned has been established to consider candidates from only one faculty
- Level C applications considered by LPCs established to consider applications from only one faculty – forwarded for consideration by CPC
- Level D applications – forwarded for consideration by CPC
- Level E applications – forwarded for consideration by CPC

8. Notification of outcome

All applicants are advised via email of the outcome of their application as soon as possible after approval.

9. Conditions for appeal

An appeal against an unsuccessful application for promotion may only be made on the grounds of a significant breach of procedure, provided it could be demonstrated that such a breach may have affected the outcome of the application. (Refer to the Academic Promotions Policy Section 8)

Section III: Guidelines for applying for promotion

The following information is provided to assist in the preparation of an application for promotion.

1. Evaluation

Applicants should familiarise themselves with the criteria set out in the *Policy Statement on Promotion of Academic Staff*.

2. Application requirements - general specifications

- Applications are to be clear, concise, well structured and readable, indicating those areas of endeavour representing the applicant's particular strengths that justify promotion. This will facilitate understanding by committee members who rely on the application, the Head of School's, and referees' reports as their main sources of information.
- Applicants should focus on achievements and publications since their last appointment or promotion at this University, but should refer in the application to their whole career to date.

- Applicants must provide evidence of the capacity to perform at the level to which they are seeking promotion and demonstrate an upward trajectory in performance that would warrant promotion to the next level.
- Applicants should make mention in their application of any known special circumstances that have affected their opportunity to meet the requirements for promotion. This information should be included in your Summary of Case for promotion, and if applicable cross referenced to the relevant statement/s i.e. Teaching statement, Research/ Scholarship/ Creative/ Professional Work statement or Service statement.
- Applications must not exceed the specified word limits for each section the same material must not be listed under more than one category (cross referencing should be used where necessary, e.g. where teaching materials are also creative work or teaching publications).
- Applicants applying for promotion of two levels must obtain the support of their Head of School (or equivalent) and approval of the Dean and the Provost at least two weeks prior to the closing date for applications for the level to which they are applying.
- Applicants are notified in writing via email once the HOS/nominee has completed their report (Levels B – D) and verification of TRSA (all Levels) and are asked to acknowledge that this has been done. Applicants must acknowledge that they have read the report of the HOS/nominee and are also given an opportunity to provide a response to this report should they wish to via the online promotions system (Levels B – D). Applicants are given seven working days to do this. If an applicant does not respond within seven days, it will be considered that the applicant does not wish to respond and the application will proceed.
- Applicants are strongly encouraged to provide information that will allow the LPC and CPC to assess the significance and impact of the applicant's publications or creative works. Measures that may be useful here include citation rates, impact factors, journal rankings, prizes or other awards, or other external measures of quality that are recognised in the discipline.

3. Application requirements - detailed specifications

The University of Sydney recognises three streams for promotion:

- (i) teaching and research;
- (ii) education-focused; and
- (iii) research-focused.

A staff member may apply for promotion in any stream, regardless of their current role or appointment. However, promotion in a particular stream does not change a staff member's underlying appointment nor the role that they may be expected to fulfil in relation to that appointment. Applicants should discuss with their supervisor the most appropriate stream given their strengths and the course of their career. The applicant however, is free to choose whichever stream they believe suits their circumstances. These streams bear no relation to teaching focused roles as defined under the Enterprise Agreement, although staff electing to take such a role can apply for promotion. (See Part G 213, Enterprise Agreement 2009-2012.)

a) Academic Promotions Application Details

This captures the applicant's appointment details and contact information for referees. It is imperative that the email address you provide for yourself in this section is monitored regularly during the promotion year, as this will be the main point of contact used by the Academic Promotions Unit.

Note: If at any time during the promotions process you will not be contactable via the email address listed in your application, it is important that you contact the Academic Promotions Unit and provide alternate details. Important dates for each Level can be found at:

<http://sydney.edu.au/provost/promotions.shtml>

b) Summary of the case for promotion

(When preparing your case for promotion in MS Word, please do not apply any Heading styles as this will affect the table of contents and cause formatting issues in the PDF generated by the online system. Minimal formatting is advisable i.e. bold, italics etc).

For levels B, C and D:

- applicants should provide a succinct statement of 500 to 1000 words summarising their case for promotion in relation to the three areas of teaching, research/scholarship/creative/professional work and service to the University, discipline, community and their level of performance in each.
- The main focus of the summary should lean towards the stream in which the applicant is applying, ie applicants applying in the education-focused stream should balance their summary in favour of education; research-focused applicants in research, etc.

For level E: a statement of no more than 2000 words which outlines the applicant's sustained outstanding academic leadership focussing on the particular stream applied for:

Academic leadership is understood as:

- an international reputation for outstanding research/scholarship/creative/professional works;
- outstanding achievement in the extension and communication of knowledge and understanding to students, peers and others; and
- leadership in the University, discipline and profession.

For reapplication at all levels: where this is a reapplication for promotion special attention should be given to achievements since the previous application.

c) Teaching Case **(When preparing your case in MS Word, please do not apply any Heading styles as this will affect the table of contents and cause formatting issues in the PDF generated by the online system. Minimal formatting is advisable i.e. bold, italics etc).**

The University considers the following to be the five key dimensions of teaching (including research student supervision as appropriate):

- **Performance** – appropriate planning and design, clear goals, effective presentation, instructional technique and online learning, appropriate assessment and feedback and evidence of the appropriate use of student evaluations.
- **Research-led teaching** – encouraging imaginative student inquiry, sharing insights from research and scholarship with students and the use of primary sources and recent discoveries as part of teaching.
- **Student-focused teaching** – teaching that places emphasis on students' perceptions and experiences and on the relation between students and subject matter as well as the teacher's performance.

- **Scholarship in teaching** – systematic use of the best available evidence, including research evidence, to select and use teaching and assessment strategies. In some cases it may extend to original research in teaching methods, etc, in the field of study.
- **Leadership in teaching** – the coordination and management of teaching teams and courses, curriculum and policy development and oversight, mentoring of junior staff (including acting as an associate supervisor), external recognition of teaching expertise and benchmarking of teaching quality with other universities and agencies.

Preparing the Teaching Case

The Teaching Case provides the basis for judging an applicant's teaching to be exceptional (in the case of education focused applications), outstanding, superior or satisfactory (in all other applications). It should provide:

- a brief statement of 500 to 1000 words (up to 1500 words where the application is in the education focused stream) providing evidence regarding the five dimensions of teaching (research only applicants may submit a shorter statement if appropriate).
- the completed Teaching and Research Student Supervision Activities section of the online application

In developing the Teaching Case it is expected that applicants highlight their areas of greatest strength to support their claims regarding exceptional, outstanding, superior or satisfactory teaching. Applicants should include within the Teaching and Research Student Supervision Activities section, all Units of Study taught. A sample Unit of Study outline can be submitted as supplementary evidence to the relevant Faculty office. It is not expected that applicants provide evidence under all of the possible sources of evidence. The possible sources of evidence outlined in the table below are indicative and aim only at providing assistance to applicants.

Note: a full set of teaching materials should not be included in the basic documentation. If the applicant wishes to submit a more complete set of materials, this should be forwarded in accordance with the instructions for forwarding supplementary materials described in (f) below. Applicants should ensure that they provide a broad range of examples of evidence, noting that all types of examples listed below need not be addressed.

Examples of types of evidence

Teaching performance	• Design and planning of teaching
	• Using appropriate delivery media to match teaching objectives
	• Student evaluation results on questions relating to assessment; student comments from course experience questionnaire
	• Using a wide and appropriate range of assessment techniques to support student learning and to record achievement
	• Evaluating their own work with a range of self, peer and student monitoring and evaluation techniques
Research-led teaching	• Effective design of curriculum to engage students in research-based activities
	• Teaching materials make use of recent research and scholarship in appropriate field
	• Developing knowledge and practice in a variety of supervisory research methods
	• Encouraging the use of primary resources and up to date materials
	• Sharing insights from one's own research to stimulate student inquiry and imagination
Student-focused teaching	• Evidence of use of student experiences and student assessment outcomes to modify teaching strategies
	• Reflective application of student evaluation results to re-design units of study
	• Recent student evaluation results
	• Examples of learning materials and assessment approaches and outcomes
	• Examples of evaluation of learning outcomes
Scholarship in teaching	• Systematic use of best available evidence to improve learning and teaching
	• Evidence that systematic reflection and analysis has been used to improve teaching
	• Participation in national and international conferences, seminars and workshops on learning and teaching
	• Effective involvement in and leadership of funded or unfunded educational research
	• Developing texts or educational materials which are widely adopted

Leadership in teaching	• Major role in re-design and evaluation of curriculum
	• Coordinating and leading programs of study
	• Leadership positions in faculty forums and committees
	• Acting as a mentor to junior staff (including acting as an associate supervisor)
	• Commendations or awards for teaching innovation and use of innovative teaching materials
	• External invitations to teach and/or develop curricula and/or provide advice

- d) **Research/Scholarship/Creative/Professional Work Case (When preparing your case in MS Word, please do not apply any Heading styles as this will affect the table of contents and cause formatting issues in the PDF generated by the online system. Minimal formatting is advisable i.e. bold, italics etc).**

Research/scholarship/creative/professional work is defined by the University as "the creation, extension, synthesis, consolidation, application and critical appraisal of knowledge. It also includes creative and artistic work where these relate to the discipline area of the applicant".

The University considers the following to be the four key dimensions of research/scholarship/creative/professional work:

- Program of research, scholarly, creative and/or professional work
- Recognition received for research, scholarly, creative and/or professional work
- Dissemination of research, scholarly, creative and/or professional work
- Research leadership.

Applicants are strongly encouraged to provide information that will allow the LPC and CPC to assess the significance and impact of the applicant's publications or creative works. Measures that may be useful here include citation rates, impact factors, journal rankings, prizes or other awards, or other external measures of quality that are recognised in the discipline.

Preparing the Research, Scholarship, Creative and Professional Work Case

The Research Case provides the basis for judging the applicant's research to be exceptional (in the case of research focused applicants), outstanding, superior or satisfactory (in all other cases). It should provide:

- A brief statement of 500 to 1000 words (up to 1500 words where the application is in the research focused stream) providing evidence that the candidate has conducted and disseminated a sustained program of research, scholarly or creative work that is original in concept and has made a contribution to the discipline.
- The Summary of Publications section.

In developing the Research Case it is expected that applicants highlight their areas of greatest strength to support their claims regarding exceptional, outstanding, superior or satisfactory research, scholarship, creative and professional work.

Candidates who have participated in research involving others should pay particular attention to providing clear evidence of their own contribution to the scholarly output

presented. This is particularly important in relation to research conducted with their supervisor/s.

It is not expected that applicants provide evidence under all of the possible sources of evidence. The possible sources of evidence outlined in the table below are indicative and aim at providing assistance to applicants only.

Examples of types of evidence

<p>Program of research, scholarly, creative or professional work</p>	<ul style="list-style-type: none"> • Evidence of having conducted and disseminated a sustained program of research, scholarly, creative or professional work (eg, research, scholarship, experimental development, research infrastructure development, art, compositions, plays, films, recordings, performances, professional projects, etc) that is original in concept and has made a contribution to the discipline
<p>Recognition received for research, scholarly, creative and/or professional work</p>	<ul style="list-style-type: none"> • Grants, fellowships or commissions for research, scholarly or creative work (eg, successful proposals submitted to major competitive granting bodies, major research or professional consultancies, major planning projects, buildings and professional consultancies, or major commissions for artistic or musical work, etc, both quality and quantity) • Awards for research, scholarly or creative activities (eg, prizes, medals, winning entries in competitions, elected membership of academies, fellowship of academic associations or professional institutes, honorary degrees and other research, scholarship, creative or professional distinctions, etc) • Critical acclaim for research, scholarly or creative work (eg, positive editorials, reviews, interviews or significant citations to one's research, scholarship or creative work by others in books, chapters, journal articles, national or international refereed conference proceedings, exhibition catalogues, curatorial essays or articles in major professional or artistic journals, or citation indices, etc)
<p>Dissemination of research, scholarly, creative and/or professional work</p>	<ul style="list-style-type: none"> • Results of work published in refereed academic or major professional print or electronic journals, chapters in books published by appropriate publishers or national or international refereed conference proceedings, exhibited in group shows at major venues or included in significant collections, performed, recorded or presented by reputable producers or professional companies, or other forms of dissemination highly respected in the discipline
<p>Dissemination of research, scholarly, creative and/or professional work (cont'd)</p>	<ul style="list-style-type: none"> • Authored or edited books, monographs, compositions, analogue and digital works, scripts, multimedia programs and other publications by recognised university or commercial publishing houses, film festival showings, solo exhibitions or curated thematic exhibitions at major venues, submissions to government committees, or other means of dissemination highly respected in the discipline • Invited keynote or plenary addresses and full-length prepared papers presented at major scholarly or professional conferences • Proprietary and non-proprietary technical reports, training manuals, computer software, instrumentation, measurement, psychometric or evaluation instruments, invention or development of new procedures, processes and techniques • Commercialisation of research outcomes through licensing or assignment to “start up” or pre-existing companies, corporations or

	<p>government departments: development of Intellectual Property, including patents</p> <ul style="list-style-type: none"> • Further dissemination of research, scholarly or creative work through public media related to the discipline (eg, major appearances on radio and television, interviews and articles for the print media and major talks to community organisations, etc)
Research leadership	<ul style="list-style-type: none"> • Evidence of significant contributions to and leadership in national and international research, scholarly or creative activities (eg, leadership positions in academic, learned and professional societies, editorial advisory boards, invitations to review manuscripts or proposals, appointment to advisory organisations because of academic expertise, appointment to adjudicate art, creative performance, buildings, plans, competitions or other creative or professional work by major professional journals, associations or other groups highly respected in the discipline etc)
	<ul style="list-style-type: none"> • Major responsibility for the organisation of research, scholarly or creative activities nationally or internationally (eg program chair or vice/co-chair of conferences, etc)
	<ul style="list-style-type: none"> • Appointment and contribution to outside advisory organisations or boards of management of public or community organisations related to the discipline (eg tribunals, commissions of inquiry because of academic expertise, etc)
	<ul style="list-style-type: none"> • Attracted and supervised a range of research, scholarly or creative personnel through the University (eg postgraduate research students, research assistants, post-doctoral fellows, visiting scholars, etc)

- e) Service to the University, Discipline and Community Case (**When preparing your case in MS Word, please do not apply any Heading styles as this will affect the table of contents and cause formatting issues in the PDF generated by the online system. Minimal formatting is advisable i.e. bold, italics etc).**)

Service to the University refers to contributions to institutional planning, governance, line management or contributions to the University community.

Service to the Discipline refers to service to the relevant profession or academic discipline, including clinical work, consultancy activities, service on local and national professional/discipline bodies.

Service to the Community refers to discipline/profession related contributions to the wider community, which enhance the reputation of the University.

Preparing the Service Case

The Service Case provides the basis for judging service to the University, discipline and community to be outstanding, superior or satisfactory. It should provide a brief statement of 500 to 1000 words that highlights areas of greatest strength and supports applicant's claims regarding performance. The possible sources outlined below are indicative and aim at providing assistance to applicants.

Service to the University, the discipline and the community is assessed by promotions committees in terms of the amount of activity, the degree of responsibility carried, and the quality of the service rendered.

The following notes are designed to assist applicants for promotion to prepare their case. They are not meant to be either comprehensive or exclusive.

- The applicant should be able to give evidence of having made some sustained personal efforts, whether acting individually or as a member of a team (eg a committee).
- As a result of these efforts, it should be possible to point to constructive achievements in useful (and, possibly innovative) directions.
- The applicant should be able to show continuity of involvement in the service role, the result of sustained efforts (in one or more directions) over some considerable period of time.
- The applicant should have carried major responsibility for the outcome of some of the events claimed as achievements.

Examples of types of evidence

Service to the University	<ul style="list-style-type: none"> • Service on School / Faculty / University policy committees (eg Head of School Advisory, Dean's Advisory, Faculty Executive, Library Advisory, Academic Board, Senate)
	<ul style="list-style-type: none"> • Service on Committees of the Academic Board and/or working parties
	<ul style="list-style-type: none"> • Administrative service of substantial significance to the governance of the University and its element units (eg Head of School, School Grievance Officer, Higher Degrees Committee, Faculty Promotions Committee, Central Promotions Committee, Research Committee, Coordinator of First-Year Classes in large Schools)
	<ul style="list-style-type: none"> • More than occasionally giving invited advice and support to peers or more junior colleagues in the teaching and/or research domain (eg mentor, informal critic, PM&D reviewer)
Service to the Discipline	<ul style="list-style-type: none"> • Editor, associate editor, advisory board member or referee of a scholarly journal
	<ul style="list-style-type: none"> • Service on ARC, NH&MRC, CAUT, and similar reviewing and funding panels
	<ul style="list-style-type: none"> • Responsibility as organiser of national and/or international conferences
	<ul style="list-style-type: none"> • Office-bearer of, or other actively-involved contributor to, a professional society
	<ul style="list-style-type: none"> • Membership of a professional accreditation panel
	<ul style="list-style-type: none"> • Liaison service on committees of related professional groups

Service to the Community	<ul style="list-style-type: none"> • Service on, or on behalf of, Government Statutory Authorities or Commissions of Inquiry on matters of reform (social, political, economic, etc)
	<ul style="list-style-type: none"> • School/Faculty display organiser or disciplinary advisor at University Open Days/Courses and Careers Days
	<ul style="list-style-type: none"> • Liaison between secondary and tertiary education institutions (eg HSC syllabus committee, resource person for school visits to talk with senior students)
	<ul style="list-style-type: none"> • Liaison between academia and industry (eg technical standards committee; consortium steering committee, for example, for a CRC or a "technology park")
	<ul style="list-style-type: none"> • Service to the community through honorary professional work (eg Redfern Legal Centre, State Cancer Council as medical adviser to the Council, National Advisory Council on AIDS)
	<ul style="list-style-type: none"> • Lobbying and fundraising on behalf of discipline-related worthy causes (eg a medical or legal academic's work in raising public consciousness about the rights of the handicapped)

f) Supplementary evidence

Applicants may provide relevant supplementary materials as evidence to support their case in teaching, research or service. Any additional information should be carefully selected and web links substituted for documents where possible. Two copies of any supplementary materials, including an index are to be submitted to the relevant Faculty Office, along with two copies of each of three pieces of published work. **Applicants are required to provide in their application an index of any supplementary materials submitted.**

Applicants have seven (7) calendar days after the relevant closing date to forward any supplementary evidence. **Note: Supplementary evidence must match that stated in the online application. All other material will be returned.**

Section IV: Position and personal titles

The position and/or personal title applicable is dependent upon the applicant's substantive position and not on the stream in which he/she applies. Applicants applying for promotion to Level E are entitled to select a professorial title in a specific field. The Dean prior to seeking the approval of the Vice-Chancellor should endorse this nomenclature.

Upon promotion the following position and personal titles will apply:

Substantive Position	Teaching & Research		Research Only	
Promotion Category	Teaching & Research; Education Focused or Research Focused		Teaching & Research; Education Focused or Research Focused	
	Position Title	Personal Title	Position Title	Personal Title
Level B	Lecturer	As per personal status (Dr, Ms, Mrs, Mr, etc)	Research Fellow or Lecturer	As per personal status (Dr, Ms, Mrs, Mr, etc)
Substantive Position	Teaching & Research		Research Only	
Promotion Category	Teaching & Research; Education Focused or Research Focused		Teaching & Research; Education Focused or Research Focused	
	Position Title	Personal Title	Position Title	Personal Title
Level C	Senior Lecturer	As per personal status (Dr, Ms, Mrs, Mr, etc)	Senior Research Fellow or Senior Lecturer	As per personal status (Dr, Ms, Mrs, Mr, etc)
Level D	Associate Professor	Associate Professor	Principal Research Fellow or Associate Professor	Associate Professor

Level E	Professor or Professor in a specific field, as requested by the candidate, endorsed by the Dean and approved by the Vice-Chancellor	Professor	Professorial Research Fellow or Professor in a specific field, as requested by the candidate, endorsed by the Dean and approved by the Vice-Chancellor	Professor
----------------	---	-----------	--	-----------