

1. Responsibilities of LPC members

LPC members must have read and understood their responsibilities as set out in the *Academic Promotions Policy and Procedures for Local and Central Promotion Committees*.

2. LPC Meetings

2.1 The Preliminary LPC Meeting (Levels B – D)

For Levels B, C and D the LPC will hold a preliminary meeting (which may be by circulation). The preliminary meeting is to establish whether the LPC feels they need any further clarification of an issue(s) in regards to any of the applications. No voting should be conducted at the preliminary meeting. Any questions the LPC has for the applicant should be forwarded to the Academic Promotions Unit (within 7 days of the scheduled preliminary meeting) who will correspond with the applicant on the Committee's behalf. Applicants will be given 7 days in which to submit a written response (via the APU) to any questions they have received from the LPC.

All responses are returned to the APU, who will collate these and send them to the LPC chair for distribution to all core committee members and appropriate additional members, at least 7 days prior to the scheduled final LPC meeting.

2.2 The Final LPC Meeting (Levels B – D)

The final LPC meeting must be held face-to-face and it is expected that all members be present, however the chair may give permission for an additional member in some circumstances (e.g. if the additional member is interstate or overseas) to participate in the final meeting via teleconference videoconference or Skype.

2.3 The LPC Meeting (Level E)

For Level E all applicants must be interviewed, and it is expected that all committee members be present, however the chair may give permission for an additional member in some circumstances (e.g. if the additional member is interstate or overseas) to participate in the final meeting via teleconference videoconference or Skype.

3. Assessment of applications by the LPC

The LPC should take into account the whole academic career of the applicant, but particular attention must be given to achievement and publications since the last appointment or promotion at this University.

The LPC should take into consideration and comment on any special circumstances that affect an applicant's opportunity to meet the requirements for promotion, and that each applicant's achievements

are assessed relative to opportunity. Factors which may affect opportunity include part-time/fractional employment, significant parenting or other caring responsibilities, or clinical responsibilities.

4. Standards for Evaluation

4.1 Evaluation

Evaluation of academic performance at the University is based, at each level of appointment, on three categories of activity:

- Teaching
- Research / scholarship / creative / professional work
- Service to the University, discipline and community

The University has four standards for evaluation relating to promotion, which are understood as follows:

- **Exceptional** – An applicant whose achievements are Exceptional should demonstrate highly significant achievements and contributions in relation to the criteria at the level for which the applicant is applying.
- **Outstanding** - An applicant whose achievements are Outstanding should demonstrate achievements and contributions which clearly meet the criteria at the level for which the applicant is applying.
- **Superior** - An applicant whose achievements are Superior should demonstrate highly significant achievements and contributions in relation to the criteria at the applicant's current level.
- **Satisfactory** - An applicant whose achievements are Satisfactory should demonstrate achievements and contributions which meet the criteria at the applicant's current level.

In evaluating each application the LPC must refer to the *Procedures for Local and Central Promotion Committees*, Section 8 Evaluation Standards and the *Academic Promotions Policy*, Section 2 (3) Criteria for Appointment.

4.2 Minimum Standards required for promotion:

Promotion from – to	Teaching	Research/etc	Service	Total
Teaching & Research: A-B, B-C, C-D	Superior/ outstanding	Superior/ outstanding	Superior	1 outstanding (which must be either teaching or research), 2 superior
Teaching & Research: D-E	Outstanding	Outstanding	Superior	2 outstanding, 1 superior
Research-Focused: A-B, B-C, C-D, D-E	Superior/ Satisfactory	Exceptional	Superior/ Satisfactory	1 exceptional (which must be in research), at least 1 superior
Education-Focused: A-B, B-C, C-D, D-E	Exceptional	Superior/ Satisfactory	Superior/ Satisfactory	1 exceptional (which must be in education), at least 1 superior

4.3 Voting

At the conclusion of the discussion of each application for Levels B – D, and each interview at Level E, all LPC core members will vote for or against promotion. **A secret ballot must not be conducted.** If an LPC member's rating of an applicant does not meet the minimum standards required for promotion (see *Standards for Evaluation* 4.2 above), the LPC member cannot vote in favour of promoting that applicant. Applicants who receive **at least** two-thirds positive votes are supported for promotion. The votes will be recorded in two ways:

- (i) on the attached preliminary voting table which is collected at the end of the meeting and forwarded to the APU for verification purposes but does NOT form part of the LPC report; and
- (ii) in the table that forms part of the LPC report and which shows each committee member's vote for each applicant and identifies those applicants recommended for promotion. This table will be included in the LPC Report.

5. The LPC Report

The Chair of the LPC is responsible for the LPC report. It should be noted that the findings of the LPC are in the form of a recommendation to the relevant approving body.

For all Levels the completed report is emailed to the Academic Promotions Unit who will check and bring any discrepancies to the attention of the LPC Chair. For Levels B and C the report is then forwarded to the Provost & Deputy Vice-Chancellor for approval. For Level D (and Level C in the case of LPCs considering applications from a single faculty), the report is forwarded to the Provost & Deputy Vice-Chancellor for approval to circulate to the members of the Central Promotions Committee (CPC). For Level E, the report is forwarded to the Vice-Chancellor for approval to circulate to the members of the Central Promotions Committee (CPC). The report is important in providing the CPC with a complete picture of the assessment of applicants for promotion, and in assisting the CPC in its decision making.

Where the committee is unanimous in voting to promote an applicant to Levels B or C, the LPC report does not need to provide details, but should state that the decision was agreed to by all committee members. In all other cases the Report must include sufficient detail to explain how the LPC reached its' decision regarding its recommendation for or against each applicant.

For Levels D and E a commentary must be written for all applicants regardless of the outcome. The LPC should note that an edited version of this commentary will be released as feedback to applicants who are unsuccessful in gaining promotion.

To assist the Chair in writing the report, and in order to ensure consistency of reports forwarded to the CPC, the pro-forma *Local Promotions Committee Report Form* must be used.

6. LPC Preliminary Voting Table

This voting sheet should be used to determine whether an applicant meets the criteria for promotion. This voting sheet will NOT form part of the LPC Report but is forwarded to the Academic Promotions Unit with the LPC report for verification purposes

Applicant Name:	
Faculty:	
Promotion Sought: (eg Senior Lecturer)	
Stream Applied:	
Committee member name: (optional)	

Criteria for Evaluation (Please circle rating)

Please note that the rating of Exceptional can only be applied to applicants seeking promotion via the Education or Research-Focused streams.

Teaching	Satisfactory	Superior	Outstanding	Exceptional
Research	Satisfactory	Superior	Outstanding	Exceptional
Service	Satisfactory	Superior	Outstanding	N/A

Note: If an LPC member's rating of an applicant does not meet the minimum standards required for promotion (see below), the LPC member cannot vote in favour of promoting that applicant.

Final vote for or against Promotion: Yes / No (Please Circle)

Minimum Standards required for Promotion

Promotion from – to	Teaching	Research/etc	Service	Total
Teaching & Research: A-B, B-C, C-D	Superior/ outstanding	Superior/ outstanding	Superior	1 outstanding (which must be either teaching or research), 2 superior
Teaching & Research: D-E	Outstanding	Outstanding	Superior	2 outstanding, 1 superior
Research-Focused: A-B, B-C, C-D, D-E	Superior/ Satisfactory	Exceptional	Superior/ Satisfactory	1 exceptional (which must be in research), at least 1 superior
Education-Focused: A-B, B-C, C-D, D-E	Exceptional	Superior/ Satisfactory	Superior/ Satisfactory	1 exceptional (which must be in education), at least 1 superior