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 conducted by circulation or face-to-face. The Chair should conduct a preliminary vote to identify those applications that the LPC has no questions about. A voting sheet for preliminary LPC meetings should be completed for these applicants. Where unanimous the vote will be considered final and these applicants must not be considered at the final meeting. For all other applications the Chair and Committee should consider which of these might require further clarification of a particular issue(s), by the applicant or the additional member. Any questions the LPC has for the applicant should be listed in the LPC preliminary report template and forwarded to the Academic Promotions Unit (APU) along with the completed voting sheets for preliminary LPC meetings (within 7 days of the scheduled preliminary meeting). The APU 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.

Should a committee member wish to review any of the supplementary evidence or published work listed in an application this request should also be forwarded to the Academic Promotions Unit who will organize for this to be available to committee members.

All responses to questions of clarification from the LPC 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.

Each core LPC member must complete a voting sheet at final LPC meetings for each applicant considered at that meeting.

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.

Each LPC core member must complete a voting sheet for each applicant.

Should any committee member wish to view any of the supplementary evidence or published
work listed in an application, a request should be sent to the Academic Promotions Unit (prior
to the LPC meeting) to arrange for this to be available at the LPC meeting.

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:

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

4.3 Voting

Preliminary Meeting (Levels B – D)
The LPC should conduct a preliminary vote for those applicants where there are no questions of clarification for the additional member or the applicant. All LPC core committee members should complete a voting sheet for preliminary meetings for each applicant. 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. Recommendation for promotion requires the number of votes in favour to be at least twice the number of votes against promotion as outlined in the table below.

Where the voting for a particular applicant is unanimous, this applicant must not be considered again at the final meeting. A preliminary LPC report form must be filled out and the voting sheets attached to the report.

Final Meeting (Levels B -D) Level E Meetings
At the conclusion of the discussion of each application for Levels B – D, and each interview at Level E, all LPC core committee members should complete a voting sheet for each applicant, and 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. Recommendation for promotion requires the number of votes in favour to be at least twice the number of votes against promotion.

<table>
<thead>
<tr>
<th>No. of Local Promotion Committee members</th>
<th>No. of positive votes required to recommend promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>9</td>
<td>6</td>
</tr>
</tbody>
</table>
The votes will be recorded in the final voting table that forms part of the final LPC report (B - D) and Level E Meetings, which shows each committee member's vote for each applicant and identifies those applicants recommended for promotion. The voting sheets should be collected and attached to the LPC report for verification purposes.

Note: The core committee should ensure that they receive comment and advice from the additional member, however the additional member should not be present for the final vote.
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.

Levels B – D (Preliminary Meeting Report)
After the preliminary meeting a ‘preliminary meeting report’ must be be completed. Voting sheets for applicants recommended at the preliminary meeting should be attached to the report. Any questions from LPC members for applicants should also be listed in the report.

The report and voting sheets should be emailed to the Academic Promotions Unit, no later than 7 days after the meeting who will check the report for any discrepancies and bring these to the attention of the Chair. The APU will then forward the report to the Provost & Deputy Vice-Chancellor for approval. Once approval is received the APU will send out any listed questions to applicants for a response.

Final Meeting Report (Levels B - D) and Level E
After the final meeting (Levels B –D) and interviews (Level E) a ‘final meeting report’ must be completed. All voting sheets should be attached to the report. 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 the LPC’s 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 Level D Central Promotions Committee (CPC). ForLevel E, the report is forwarded to the Vice-Chancellor for approval to circulate to the members of the Level E 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 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. Where the LPC has unanimously recommended promotion in a stream different to that under which the applicant originally applied a short written explanation of this decision should be provided in the LPC report.

For Levels D and E a commentary must be written for all applicants regardless of the outcome.

The LPC Should note than 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 Preliminary Meeting (Levels B – D) Report Form and Local Promotions Final Meeting (All Levels) Report Form must be used.
6. Voting Sheet for Preliminary LPC Meetings – Levels B – D

Where an LPC would like to recommend promotion at the preliminary meeting for an applicant (where there are NO questions of clarification for the additional member or the applicant) this voting sheet must be completed by all LPC core members. All applicants must be initially considered via the stream they have applied. If after a preliminary vote an applicant is unsuccessful in the stream applied the LPC may consider other streams if appropriate, however the application must then be considered at the final meeting.

If the meeting is being conducted by circulation this voting sheet must be returned to the LPC Chair or faculty contact. If the vote of all LPC members is unanimously in favour of promotion the vote will be considered final and the application must not be considered at the final meeting. The completed voting sheets must be attached to the Preliminary meeting report and returned to the Academic Promotions Unit by the scheduled due date.

### Promotion streams and Minimum Standards required for Promotion

<table>
<thead>
<tr>
<th>Promotion from – to</th>
<th>Teaching</th>
<th>Research</th>
<th>Service</th>
<th>Minimum rating required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching &amp; Research: A-B, B-C, C-D</td>
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**Notes:** Please consult the Academic promotions policy (section 4a) for an explanation of each rating

If an LPC member’s rating of an applicant does not meet the minimum standards required for promotion as above, the LPC member **cannot** vote in favour of promoting that applicant.

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

### Applicant Information

- **Applicant Name**
- **Faculty**
- **Promotion Sought** *(e.g. Snr Lecturer)*
- **Stream Applied**
- **Committee member name**

### Criteria for Evaluation (Please circle rating)

<table>
<thead>
<tr>
<th>Teaching</th>
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<td>Superior</td>
<td>Outstanding</td>
<td>*</td>
</tr>
</tbody>
</table>

**Final vote for or against Promotion:** Yes / No
7. Voting sheet for final LPC meetings (Levels B – D) and all Level E meetings

This voting sheet must be completed by all LPC core members to determine whether an applicant meets the minimum standards required for promotion. All applicants must be initially considered via the stream they have applied. If after collating the vote an applicant is unsuccessful in the stream applied, the LPC may consider other streams if appropriate, and a subsequent vote taken. This voting sheet will NOT form part of the Final meeting report but must be forwarded to the Academic Promotions Unit together with the LPC report for verification purposes.

Promotion streams and Minimum Standards required for Promotion

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Applicant Name

Faculty

Promotion Sought (e.g. Snr Lecturer)

Stream Applied

Committee member name

Criteria for Evaluation (Please circle rating)

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</table>

Final vote for or against Promotion: Yes / No

If the applicant is unsuccessful, is consideration under a new stream appropriate: Yes / No

If YES please complete the section below and complete the evaluation and final vote

New stream considered (please tick):

- [ ] Teaching & Research
- [ ] Education-focused
- [ ] Research-focused

Criteria for Evaluation (Please circle rating)

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Note: For Levels B and C even if an applicant is unanimously recommended for promotion within a new stream a short explanation must be provided in the LPC report.

Final vote for or against Promotion in the new stream: Yes / No (Please Circle)