Welcome to the University of Sydney's Online Academic Promotion Application Submission System

Promotion is one strategy to reward and support retention of high performing staff. While an application must provide information regarding an academic's whole career, committees will pay particular attention to achievements and output since last appointment or promotion to the current level at this University. Policy, procedure and important date information is found on the Academic Promotions website. Once you login you are able to complete your application over multiple sessions before submitting.

Eligibility criteria
Please note the eligibility criteria prior to commencing a new application:

- In the year prior to commencing an application, intention to apply for promotion must have been discussed with one of the following - Dean, HoS & Dean, HoS or HoD by 31 October and email notification sent to APU by 30 November (apu-apu@sydney.edu.au) listing the name of the person with whom discussions were had.

- An application for promotion may only be made once every two years. In the current promotion year, an application for promotion must not have been made in the previous year (irrespective of the outcome).

- Applicants must have at least 12 months service (at their current level) as at the closing date for the relevant level to which they are applying.

- Fixed term appointments must extend to at least to the end of the current promotion year in which an application is being made.

- As at the relevant closing date applicants must have completed an APD in the previous 15 months.

Supported browsers
For best system performance, ensure that you are using the latest version of one of the following supported browsers; Google Chrome, Safari or Mozilla Firefox.

Contacts
Technical assistance
ICT helpdesk
+61 2 9351 6000

Policy and procedural advice
Academic Promotions Unit
+61 2 9351 5198
doc.apu@sydney.edu.au

NOTE TO LEVEL E APPLICANTS
If you are submitting an application for promotion to Level E today (12 April 2018), please note the system will not shut down at any time.

Agree and continue
Begin your application

You must complete all fields below. If any responses do not meet the eligibility criteria you will not be able to proceed past this page.

Policy, procedures and guidelines

Carefully read the Policy, Procedure & Guideline documents in relation to academic promotion.

☐ I confirm that I have read the policy, procedure & guideline documents.

Previous applications for promotion

Did you submit an application for promotion in the previous year (irrespective of the outcome)?

☐ Yes  ☐ No

The Academic Promotions Policy stipulates that you may only apply for promotion every second year, regardless of the outcome.

Intention to apply

Did you flag your intention to apply for promotion with the relevant person in the faculty (Dean, Head of School, or Head of Department) by 31st October, and the Academic Promotions Unit by 30th November?

☐ Yes  ☐ No

You are ineligible to apply for promotion if you have not flagged your intention to apply with the relevant person in your Faculty and the Academic Promotions Unit by the relevant date. Contact the Academic Promotions Unit for further information.

Your current position

Faculty

Please select

Current level

Please select

Date first appointed at this level

What is the date you were first appointed or promoted to your current level at this University? It is important that this date is accurate as it will restrict the data you can enter in other sections of the application.

Date appointed

You must have served 12 months at your current level, as at the closing date for the level you seek, to be eligible to apply for promotion.
Your application

Level sought

Please select your current level first

Generally you will apply to be promoted by one level. In exceptional cases, and only with prior approval, you can apply for a two level promotion. The only combinations allowable are:

- from Level A to C; and
- from Level B to D

If you select a two level promotion, you may proceed but you will not be able to submit your application until an approved PDF copy of the Application for two level promotion form is uploaded in the 'Check and Submit page'.

Stream in which you are applying

Please select

Academic performance and development

Have you completed a formal AP&D review within the previous 15 months?

☐ Yes  ☐ No

Be sure that you have considered these responses carefully before proceeding. You will not be able to return to this page once you save it. After you save this page, any changes to these details will need to be approved by the Academic Promotions Unit.

Begin your application
APPLICATION DETAILS

Special circumstances

Applicants should clearly document in this section any circumstances that may have affected their opportunity to meet the promotion criteria requirements. This may include relative to opportunity issues where the information is not confidential details should be included in the Summary of Case for promotion and, if applicable, cross-referenced in any of the relevant cases (i.e. Teaching, Research/Scholarship, Creative/Professional Works and Governance, Leadership, Engagement cases).

Applicants may be required to provide supporting documentation.

Do you wish to have special circumstances considered as part of your application?

- Yes
- No

Save  Save and next
Welcome Jordan

Your qualifications
Please enter all your relevant qualifications

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Institution</th>
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</table>

No data available in table

Add a qualification

Name of qualification

Qualification

Year awarded

Year

Awarding institution

Institution

Save | Cancel
Appointment history

Add details for all relevant appointments at this University and at other institutions. The commencement date for one of your appointments at this University must be the same as the date entered in your personal details page as your first appointment or promotion to your current level.

Eligibility criteria: You will not be able to submit your application unless one of your appointments entered for the University of Sydney is either: Continuing, or Fixed term with an end date that extends to at least 15 December of the current promotion year.

Add details of an appointment

Eligibility criteria: You will not be able to submit your application unless one of your appointments entered for the University of Sydney is either: Continuing, or Fixed term with an end date that extends to at least 15 December of the current promotion year.

- University of Sydney
- Other

**Position**
Please enter position held for this appointment

- Level of appointment
  - A

- Faculty
  - Please select

- School
  - Please select

- Appointment type
  - Teaching & Research

- Position type
  - Continuing

- Start date
  - Please select a start date
- End date
  - Please select an end date

- FTE
  - Please enter a number between 0.0 and 1.00
  - FTE

[Save] [Cancel]
Your referees

Referees should be chosen carefully. Where possible, you should choose referees of a higher academic rank than your own and at least two referees who are external to your faculty. Committees may give weight to referees from comparable universities and at senior levels. You must make a finely balanced judgment when choosing referees between those who are close enough to give an authoritative appraisal of your work and those who are able to make an independent assessment based on your standing. Prospective referees should be able to attest to your national and international profile where appropriate.

Based on the stream selected, you are required to provide one (and only one) teaching referee.

You have nominated 0 of the required 4 referees.

Nominate a referee

Title

Select

Given name

Surname

Referee type

✓ General  ○ Teaching

Applicants should nominate only one referee who is familiar with and can comment on the applicant's teaching.

Email

Institution

✓ University of Sydney  ○ Other Institution

Position

Relationship

Your relationship to the nominated referee

Save  Cancel
Area of research interest

Add details regarding your area of research interest (maximum 100 words)

Your response should be between 0 and 100 words

Save  Save and next
SUMMARY OF CASE

Summary of Case

Provide a succinct statement summarising your case for promotion in relation to the three areas of teaching, research/scholarship/creative/professional work and Governance, Leadership, Engagement. The focus of your summary should lean towards the stream in which you are applying and detail how you have met minimum standards required for promotion, in each of the three areas, via the stream selected. Particular attention should be given to documenting achievements since last appointment or promotion to the current level at this University. You must also include a statement on how you have consistently interacted with staff including professional staff and students in a professional and collegial manner.

Copying content from Microsoft Word? Tables can be pasted from Microsoft Word.

Please note the word limits displayed at the bottom of this page. You will not be able to submit your application if the text you have entered is outside the allowed minimum-maximum range.

File Edit View Format

Your response should be between 800 and 1250 words

Save Save and next
TEACHING CASE

Enter teaching statement

Provide a succinct statement documenting evidence regarding the five dimensions of teaching: performance, research-led teaching, student-focused teaching, scholarship in teaching and leadership in teaching (including research student supervision where appropriate). Particular attention should be given to documenting achievements since last appointment or promotion to the current level at the University.

Please note the word limits displayed at the bottom of this page. You will not be able to submit your application if the text you have entered is outside the allowed minimum–maximum range.

Your response should be between 500 and 1000 words.
Units of Study

Details of Units of Study taught is to be based on activities since last appointment or promotion to your current level at this University. If you have taught a unit of study over several semesters or years once you have saved one entry, you can duplicate the entry multiple times and edit the relevant details. It is mandatory that you complete at least one of the two fields "UOS code" or "UOS description".

Add a unit of study  Save and next

New Unit Of Study

Unit of study code

Unit of study description

Select Single year or Multiple years

Academic year

Year

Semester

Please select

Delivery method

Please select

Number of students per semester

Students

Teaching hours per semester

Hours

Information on your contribution to this course

Additional Information

Your response should be a maximum of 100 words.

Save  Cancel
Other teaching duties

Information is to be based on duties since last appointment or promotion to your current level at the University. Enter a year and select a relevant semester and activity. Include details of time involved per semester and elaborate on your participation in each activity/duty, relevant to opportunity. If the activity is not listed, select “Other” and provide details of the activity in the text box.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Activity</th>
<th>Response</th>
</tr>
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New other teaching duty details

Information is to be based on duties since last appointment or promotion to your current level at the University. Enter a year and select a relevant semester and activity. Include details of time involved per semester and elaborate on your participation in each activity/duty, relevant to opportunity. If the activity is not listed, select “Other” and provide details of the activity in the text box.

Activity

Please select

- Single year  - Multiple years

Academic year

Year

Semester

Please select

Information/participation/time spent on activity

Your response should be between 0 and 100 words

Save  Cancel
Other Teaching Activities

List and describe other teaching activities you have engaged in since last appointment or promotion to your current level at this University. E.g. Use of information technology, additional reading courses, excursions, or presentation of student work. Clearly document the activity name and the extent of time involved for the relevant year and semester.
Student supervision activities

Based on the most recent two semesters please provide details of all postgraduate and/or undergraduate research student supervision as supervisor, co-supervisor or associate supervisor.

Please enter below the average hours per semester involved in research student supervision:

0

New student supervision activity

Academic year

Semester

Student name

Award course

Commenced year

Completion year

Your role

Comment

Enter comment
Enter Research Statement

Provide a succinct statement documenting the significance and impact of your research activities. Include detailed information about the program, recognition and dissemination of your research, scholarly, creative and or professional work and research leadership. Measures that may be useful include citation rates, impact factors, journal rankings, prizes or other awards, or other external measures of quality that are recognized in your discipline. Particular attention should be given to documenting achievements since last appointment or promotion to the current level at this University.

Please note the word limits displayed at the bottom of this page. You will not be able to submit your application if the text you have entered is outside the allowed minimum-maximum range.

Your response should be between 500 and 1000 words.
Notable research outputs

You may list (up to five) notable research outputs since last appointment or promotion to your current level at this University. If you are not the single author of the output then clearly state your individual contribution as %.

A six month buffer will allow entry of outputs dated just prior to last promotion or appointment to your current level.

<table>
<thead>
<tr>
<th>Description</th>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Publication Date</th>
<th>Individual Contribution</th>
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</table>

No data available in table

Add details | Save and next

Add a research output

Description

Please select

Author

Title of output

Publisher

Publication date

2018 - October

Individual contribution

Status of output

Save | Cancel
Upload Publication Listing

Upload Publication Listing (in PDF format only)

Choose File: No file chosen

Save  Save and next
External/Internal Funding

Please upload a PDF document that clearly lists (in table format) all external and internal funding since last appointment or promotion to your current level at this University. Please ensure the data includes the following detail where applicable (Year awarded, Funding type - internal/external, Funding source, Administering Institution, Project title, Total $, Investigator/s, Start date, End date). See the Academic Promotions website for a template.

Please select a file to upload.

Choose File

No file chosen
Governance, Leadership, Engagement Statement

Provide a succinct statement documenting your Governance, Leadership, Engagement Case (this includes service to the University, discipline and community), including evidence to support claims regarding performance. Provide details of sustained effort (either individually or as part of a team), your role, level of responsibility, outcomes and continuity of involvement.

Please note the word limits displayed at the bottom of this page. You will not be able to submit your application if the text you have entered is outside the allowed minimum-maximum range.

Your response should be between 500 and 1000 words.
Assessor of competitive grants

List details of your participation as an assessor of competitive grants since your last appointment or promotion to your current level at this University.

<table>
<thead>
<tr>
<th>Funding source</th>
<th>Assessor category</th>
<th>Assessment date</th>
<th>Number of applications assessed</th>
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</table>

Add details of grant

List details of your participation as an assessor of competitive grants since your last appointment or promotion to your current level at this University.

**Funding source/body**

Funding source

**Assessor category**

Assessor category

**Assessment date**

2018 |

**Num applications assessed**

Save  Cancel
ACADEMIC GOALS

Academic Goals

Briefly outline any goals you have for future research, teaching and governance, leadership, engagement (as applicable).

Please note the word limits displayed at the bottom of this page. You will not be able to submit your application if the text you have entered is outside the allowed minimum-maximum range.

Your response should be between 0 and 250 words

Save  Save and next
Supplementary Materials

My Application

Index of supplementary materials and published work

Please list below the details of any supplementary materials and up to 3 pieces of published work that you are willing to provide to the committee on request. Supplementary materials are not uploaded to the application. Where possible provide web links. The Academic Promotions Unit will contact you to provide any materials requested by committee members. After you have submitted your application you should collate the documents you have listed below so these are ready should you be contacted to provide them.

File Edit View Format
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Save Save and next
CHECKLIST AND SUBMISSION

Application information

Important Data - please refer to the Academic Promotions website

My application

Application details

Name: Associate Professor Jordan
Current Level: C
Date appointed to current level: 26/12/2014
Level Sought: D
Primary Faculty: Faculty of Science
School: School of Geosciences
Head of School: Professor Phil McMurur (Head, School of Geosciences, Faculty of Science)

Teaching case

Application Status: Application not submitted
Last working on: Curriculum vitae

Research case

PDF of Application: Download
LPC final update due between: 07/07/2018 and 28/07/2018
OFC final update due between: 17/10/2018 and 07/11/2018

Governance, Leadership, Engagement Case

Validation of application and submission

12 errors prohibited this promotion application from being submitted:

- Summary of case has 0 words. A minimum of 500 words is required to submit your application.
- Teaching statement has 0 words. A minimum of 500 words is required to submit your application.
- Research statement has 0 words. A minimum of 500 words is required to submit your application.
- Engagement has 0 words. A minimum of 500 words is required to submit your application.
- Incorrect reference number (must be 4)
- Based on the stream selected, you are required to provide one (and only one) teaching referee.
- Please add at least one qualification.
- You must have a either a 'continuing' appointment with no end date, or a 'fixed term' appointment at the University of Sydney with an end date no earlier than 15-Dec of the current academic year.
- The commencement data for one of your appointments at this University must be the same as the data entered in your personal details page as your first appointment or promotion to your current level.
- Please add at least one appointment.
- Publication listing cannot be blank.
- It is mandatory that you upload your current CV. You may proceed with the application but will not be able to submit your application until this has been done.

Warning messages:

- No data entered for unit of study.
- No data entered for other teaching duty.
- No data entered for teaching activities.
- No data entered for student supervision activity.
- No data entered for research output.
- No data entered for research select grant.
- No data entered for research funding.
- No data entered for grant assessment.