The Guidelines for Applicants should be read in conjunction with the Academic Promotions Policy, Academic Promotions Procedures, External Interests Policy 2010 and the University’s Code of Conduct.

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Application Enquiries
Academic Promotions Unit, Office of the Provost and Deputy Vice-Chancellor
Room L2.03, Main Quadrangle, A14
sydney.edu.au/provost/promotions.shtml
Email dvc.apu@sydney.edu.au

Ms Kathy Lynch, Manager
Phone 9036 5198

Ms Melissa Hunt, Administrative Officer
Phone 9351 4039
Closing dates
Applications for promotion are called for annually in the first half of the year.
In 2015, the closing dates for the main round of promotions are:

LEVEL B: Thursday 26 March 2015
LEVEL C: Thursday 26 March 2015
LEVEL D: Wednesday 8 April 2015
LEVEL E: Thursday 23 April 2015

LATE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Under the Academic Promotions Policy a Head, Dean, Director, the Provost or the Vice-Chancellor may also initiate an ‘out of round’ promotion 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 Academic Promotions Policy Section 17 “Out of round” promotions and Academic Promotions Procedures, Section 6 Submissions for “out of round” promotion and Section 17 Procedures for “out of round” committee meetings).

Lodgment requirements
You must lodge your application online at sydney.edu.au/provost/academic_promotions by the relevant closing date. For best performance, applicants should ensure that they are using the latest version of one of the following supported browsers; Google Chrome, Safari or Mozilla Firefox.

You may complete your application over several login sessions before submitting it. It is recommended that you prepare each of your 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 in the text 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 (APU).
### Menu item | Information required and word limits
--- | ---
**Application details** | Includes: AP&D eligibility check, stream and level selection, consideration of special circumstances, current employee details, degrees held, previous appointments, referee details, area of research interest, current CV (Level E only)

**Summary of case for promotion** | 500 – 1250 words for Levels B-D  
2250 words for Level E  
(This is best prepared in a word document and cut and paste into the online application)

**Teaching Case**  
**Teaching statement** | 500 – 1000 words  
Education-focused applicants may write up to 1500 words  
(This is best prepared in a word document and cut and paste into the online application)

**Teaching and Research Student Supervision Activities section (TRSA)**  
*This will be verified by your Head of School post submission* | 1. Details of UOS taught*  
2. Other teaching activities*  
3. Other duties associated with teaching*  
4. Research student supervision (based on the most recent two semesters of teaching and research student supervision)  
* Information is to be based on duties since last appointment/promotion to current level at this University

**Research / Scholarship / Creative / Professional Work Case**  
**Research statement** | 500 – 1000 words  
Research-focused applicants may write up to 1500 words  
(This is best prepared in a word document and cut and paste into the online application)

**Research outputs funding form (ROFF)** | 1. Research funding totals (since last appointment promotion to your current level and over your career)  
2. Research funding detailed *  
3. Notable research outputs table (up to five)*  
4. Research output summary table (since last appointment promotion to your current level and over your career)  
5. List of publications  
* Information is to be based on duties since last appointment/promotion to current level at this University

**Service to the University, Profession and Community Case**  
**Service statement** | 500 – 1000 words  
(This is best prepared in a word document and cut and paste into the online application)

**Assessor of competitive grants** | Information is to be based on duties since last appointment/promotion to current level at this University

**Mentoring & leadership statement**  
*Level E only* | Details of formal/informal mentoring (200 words)  
Details of your capacity to be an effective academic leader (200 words)

**Supplementary evidence and published work index** | Listing of supplementary materials and up to 3 pieces of published work you are willing to make available to the committee on request

**Academic goals** | Outline any goals you have for future research, teaching and service as applicable (300 words)

More detailed specifications on each of these requirements can be found in Section II (3) of this document
Section I: Prior to submission

1. Eligibility

Please refer to the Academic Promotions Policy, Section 8 Eligibility for promotion and the Performance Planning and Development Policy 2012, Section 10 (3) to determine your eligibility to apply. If you are uncertain of your eligibility, please contact the APU for advice.

2. 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.

You should seek confidential advice from your Head of School (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 (see Academic Promotions Policy, Schedule 1, Minimum standards required for academic promotion). You should also discuss the application of the normative criteria for performance at each academic level (see Academic Promotions Procedures, Section 4) with your head of department, school or supervisor so as to address the discipline specific context.

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

If you are an applicant from a school/unit that falls outside normal faculty structures you will also need to seek advice from the Provost and Deputy Vice-Chancellor who will decide which LPC will assess your application.

If you are intending to apply for promotion up two levels you must obtain the support of your 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 you are applying (see Academic Promotions Procedures, Section 5 (4)).

3. Contacting and nominating referees

See Academic Promotions Procedures, Section 10 for procedures related to referees’ reports.

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, from overseas, over those selected from within your faculty. 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.

The APU will contact all referees 2 weeks after the closing date for each level and will provide your referees with an electronic copy of your application. It is your responsibility as an applicant...
to confirm the willingness and availability of your referees to supply a report by the stipulated deadline (see Important dates for promotion). You 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 your teaching (NB: a teaching referee is not required for research focused applicants). You must indicate your relationship to the referees and whether you believe there is any actual, apparent or perceived conflict of interest (see the University’s External Interests Policy 2010 for the definition of what constitutes a conflict of interest. All referees are sent an initial request for the reports and a reminder. Late referees’ reports will not normally be pursued. An application will be considered complete once the deadline for receipt of reports has passed, and at least three of the five requested reports have been received.

Members of promotion committees and the HoS/nominee responsible for writing the HoS report (Levels B – D) in regards to a promotion application 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 (see Academic Promotions Policy, Sections 13 (5) (a) and 14 (3) (ii)).

You may view the status of referee reports received at any time by logging into your status page on the online promotions system.

Section II: Preparing and writing your application

The following information is provided to assist in the preparation of your application for promotion. It should be read in conjunction with the Academic Promotions Policy and the Academic Promotions Procedures.

1. Criteria and minimum standards

The normative criteria for performance at each academic level are set out in Section 4 of the Academic Promotions Procedures. These are the criteria by which the promotion committees will assess your performance as Exceptional, Outstanding, Superior or Satisfactory in each of the three sections of your application: Teaching, Research and Service. Definitions of these rankings are provided in Schedule 1 of the Academic Promotions Policy, together with the minimum standards required for promotion in each level and stream. It is recommended that you familiarize yourself with these standards when planning your case for promotion.

The University of Sydney recognises three streams for promotion:

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

You may apply for promotion in any stream, regardless of your current role or appointment. However, promotion in a particular stream does not change your underlying appointment nor the role that you may be expected to fulfill in relation to that appointment. You should discuss with your supervisor the most appropriate stream considering your strengths and the course of your career. However, you are free to choose whichever stream you believe suits your 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 D: Classifications, salaries and allowances (82) Enterprise Agreement 2013-2017)
2. Application requirements - general guidelines

- Select your stream carefully, if you are unsure you should seek advice from your Head of School (and supervisor if appropriate), or where there is no head of school, a person nominated by the Dean.

- Familiarize yourself with the minimum standards and rankings required for promotion within the stream you are applying. You must demonstrate achievement of at least the minimum standards in the stream you are applying as set out in Schedule 1 of the Academic Promotions Policy.

- You must provide evidence of the capacity to perform at the level to which you are seeking promotion and demonstrate an upward trajectory in performance that would justify promotion to that level. You should consult the Academic Promotions Procedures document Section 4, Normative criteria for performance at each academic level.

- You should rank your performance in each of your Teaching, Research/Scholarship/Creative/Professional work and Service cases taking into account the minimum standards and rankings required to be successful in the stream you have applied (see Academic Promotions Policy, Schedule 1).

- Your application should be clear, concise and well-structured, explaining the particular strengths and achievements that warrant your promotion. Please bear in mind that committee members rely on your application, the Head of School’s, and referees’ reports as their main sources of information.

- Focus on your achievements and publications since your last appointment or promotion at this University, but refer in the application to your whole career to date.

- Make mention in your application of any known special circumstances that have affected your 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.

- 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). Word limits for each section must not be exceeded.

- Provide any information that will allow the LPC and CPC to assess the significance and impact of your work, such as citation rates, impact factors, journal rankings, prizes or other awards, or other external measures of quality that are recognised in your discipline. It is also helpful to provide explanation of any relevant school/discipline specific conventions.

3. Application requirements - detailed specifications

Applications are submitted online at sydney.edu.au/provost/academic_promotions.

NB If you are preparing your case in MS Word, please do not apply any Heading styles to your text as this will cause major formatting problems in the PDF generated by the online system. Minimal formatting is advisable i.e. bold, italics etc).
a) Academic Promotions Application Details

Promotion sought - Eligibility check
You will be required to declare whether you have completed a formal performance review in the previous 15 months, as this is a prerequisite for promotion (see Performance Planning and Development Policy 2012, Section 10 (3)).

Promotion sought - Stream selection
Select your stream carefully taking into account the minimum standards required for promotion within the stream you are applying (see Schedule 1 of the Academic Promotions Policy). If you are unsure of which stream to select, seek advice from your Head of School (and Supervisor if appropriate) or where there is no head of school, a person nominated by the Dean.

Promotion sought – Noting special circumstances
You may request that special circumstances be considered in your application. Relevant information 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 Service cases. Applicants may be required to provide supporting documentation. If your special circumstances are confidential please contact the Equity and Diversity Strategy Centre or the Academic Promotions Unit for advice.

Employee details
This section captures your personal, faculty/school and contact details. 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 APU.

Degrees held
This section captures the details of your qualifications and degrees held.

Current appointments
This section captures your current appointment details i.e. stream of current appointment, level and step, commencement date, end date if fixed term, faculty/school details and full time equivalent.

Previous appointments
This section captures details about your employment history at this University and other relevant institutions.

Referees
You must nominate 5 referees including one referee that is familiar with and can comment specifically on your teaching. This does not apply to research-focused applicants. This section captures the contact information for your referees i.e. title, name, email address, position and institution. You will also be asked to declare your relationship to your nominated referees. Please ensure that your referees are available and willing to complete a report in the stipulated time frame (see Important dates for promotion). It is important that you check the email addresses you provide for your referees, as all requests for reports will be emailed.

Area of research interest
In this section you should provide a concise statement regarding your area of research interest (maximum of 50 words).
Curriculum Vitae (Level E only)
This section allows you to upload a PDF copy of your current CV.

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 APU and provide alternate details. Important dates for each level can be found on the Academic Promotions website.

b) Summary of the case for promotion

For levels B, C and D:
- Provide a succinct statement of 500 to 1250 words summarising your case for promotion in relation to the three areas of teaching, research/scholarship/creative/professional work and service to the University, discipline, community and your level of performance in each.
- The focus of the summary should lean towards the stream in which you are applying, i.e. applicants applying in the education-focused stream should balance their summary in favour of education; research-focused applicants in research, etc.
- A statement on how you have consistently interacted with staff including professional staff and students in a professional and collegial manner should also be included.

For level E: a statement of no more than 2250 words which outlines your sustained outstanding academic leadership focusing 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.
- a statement on how you have consistently interacted with staff including professional staff and students in a professional and collegial manner.

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

c) Teaching Case

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 your 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

The Teaching case should highlight your areas of greatest strength to support your claims regarding exceptional, outstanding, superior or satisfactory teaching. Some possible types of evidence are outlined in the table below. You should provide a broad range of evidence to support your case.

### Teaching and Research student supervision activities form

#### Details of UOS taught

Include within this section, all Units of Study taught since last appointment or promotion to your current level at this University. Complete all fields for each UOS taught and be clear in your estimate of time involved. There is a text box to add further details for each UOS if required. Should you wish to make available to the LPC/CPC a sample Unit of study outline or a more complete set of materials please list these in the menu item Supplementary materials and published work index. Should a committee member wish to view these materials the APU will contact you.

#### 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. distance education, use of information technology, additional reading courses, excursion, presentation of student work or any other relevant teaching activities. Be clear in your estimate of time spent on these activities e.g. per week/per semester or other.

#### Other duties associated with teaching

Provide details since last appointment of promotion to your current level at this University in the relevant listed teaching activities table regarding your participation and
time spent e.g. per week/per semester. It is also important that you elaborate where applicable on your participation in each activity, relevant to opportunity.

**Research student supervision**

Provide details of postgraduate and or undergraduate research student supervision (as supervisor, co-supervisor or associate supervisor). All fields should be completed and this should be based on the most recent two semesters of teaching and research student supervision.

**Head of School confirmation of the Teaching, Research Student Supervision Activities form**

Your HoS/nominee will be asked to verify the data entered in each of these sections after submission of your application.

**Examples of types of evidence**

*The examples outlined below are provided to assist you with preparing your application. This list is not comprehensive or exclusive. It is not expected that you will provide evidence under all of the categories listed.*

<table>
<thead>
<tr>
<th>Teaching performance</th>
<th>• Design and planning of teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Using appropriate delivery media to match teaching objectives</td>
</tr>
<tr>
<td></td>
<td>• Student evaluation results on questions relating to assessment; student comments from course experience questionnaire</td>
</tr>
<tr>
<td></td>
<td>• Using a wide and appropriate range of assessment techniques to support student learning and to record achievement</td>
</tr>
<tr>
<td></td>
<td>• Evaluating their own work with a range of self, peer and student monitoring and evaluation techniques</td>
</tr>
<tr>
<td>Research-led teaching</td>
<td>• Effective design of curriculum to engage students in research-based activities</td>
</tr>
<tr>
<td></td>
<td>• Teaching materials make use of recent research and scholarship in appropriate field</td>
</tr>
<tr>
<td></td>
<td>• Developing knowledge and practice in a variety of supervisory research methods</td>
</tr>
<tr>
<td></td>
<td>• Encouraging the use of primary resources and up to date materials</td>
</tr>
<tr>
<td></td>
<td>• Sharing insights from one's own research to stimulate student inquiry and imagination</td>
</tr>
<tr>
<td>Student-focused teaching</td>
<td>• Evidence of use of student experiences and student assessment outcomes to modify teaching strategies</td>
</tr>
<tr>
<td></td>
<td>• Reflective application of student evaluation results to re-design units of study</td>
</tr>
<tr>
<td></td>
<td>• Recent student evaluation results</td>
</tr>
<tr>
<td></td>
<td>• Examples of learning materials and assessment approaches and outcomes</td>
</tr>
<tr>
<td></td>
<td>• Examples of evaluation of learning outcomes</td>
</tr>
<tr>
<td>Scholarship in teaching</td>
<td>• Systematic use of best available evidence to improve learning and teaching</td>
</tr>
</tbody>
</table>
|                      | • 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

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

d) Research/Scholarship/Creative/Professional Work Case

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.

You are strongly encouraged to provide information that will allow the LPC and CPC to assess the significance and impact of your publications or creative works. Measures that may be useful include citation rates, impact factors, journal rankings, prizes or other awards, or other external measures of quality that are recognised in your discipline.
Preparing the Research, Scholarship, Creative and Professional Work Case

The Research Case provides the basis for judging your 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 you have 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.

- Your Research Case should highlight your areas of greatest strength to support your claims regarding exceptional, outstanding, superior or satisfactory research, scholarship, creative and professional work. If you have participated in research involving others, pay particular attention to providing clear evidence of your own contribution to the scholarly output presented. This is particularly important in relation to research conducted with your supervisor/s.

The Research Outputs and Funding Form

Research funding total

1. Provide the total $ value of your research funding since last appointment/promotion at this University to your current level.

2. Provide the total $ value of your research funding over your career at this University

Research funding (detailed)

Provide a detailed list of research funding obtained/pending (at this University) since last appointment/promotion to your current level. This would include detail regarding the funding grant/scheme, funding body/source, status, commencement date and duration, your role in the project and $ value.

Notable research outputs table

List (up to five) notable research outputs since last appointment or promotion to your current level at this University. List your outputs in chronological order (starting with the most recent). Include relevant information such as citations, authors and date of publication. If you are not the single author then clearly state your contribution (e.g. as a %).

Research output summary table

This table provides committees with an overview of an applicant’s research totals by output type since last appointment/promotion to the current level and career to date. Select your publication type from the dropdown menu and provide totals in the fields provided.

List of publications

This section allows you to provide a comprehensive publication listing. Select the specific publication type from the dropdown menu and provide details regarding all publications of this type.

Examples of types of evidence

The examples outlined below are provided to assist you with preparing your application. This list is not comprehensive or exclusive. It is not expected that you will provide evidence under all of the categories listed.
<table>
<thead>
<tr>
<th>Program of research, scholarly, creative or professional work</th>
<th>• Evidence of having conducted and disseminated a sustained program of research, scholarly, creative or professional work (e.g., 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition received for research, scholarly, creative and/or professional work</td>
<td>• Grants, fellowships or commissions for research, scholarly or creative work (e.g., 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)</td>
</tr>
<tr>
<td></td>
<td>• Awards for research, scholarly or creative activities (e.g., 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)</td>
</tr>
<tr>
<td></td>
<td>• Critical acclaim for research, scholarly or creative work (e.g., 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)</td>
</tr>
<tr>
<td>Dissemination of research, scholarly, creative and/or professional work</td>
<td>• 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</td>
</tr>
<tr>
<td></td>
<td>• 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</td>
</tr>
<tr>
<td></td>
<td>• Invited keynote or plenary addresses and full-length prepared papers presented at major scholarly or professional conferences</td>
</tr>
<tr>
<td></td>
<td>• 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</td>
</tr>
<tr>
<td></td>
<td>• Commercialisation of research outcomes through licensing or assignment to “start up” or pre-existing companies, corporations or government departments: development of Intellectual Property, including patents</td>
</tr>
<tr>
<td></td>
<td>• Further dissemination of research, scholarly or creative work through public media related to the discipline (e.g., major appearances on radio and television, interviews and articles for the print media and major talks to community organisations, etc)</td>
</tr>
</tbody>
</table>
### Research Leadership

- Evidence of significant contributions to and leadership in national and international research, scholarly or creative activities (e.g., 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)

- Major responsibility for the organisation of research, scholarly or creative activities nationally or internationally (e.g. program chair or vice/co-chair of conferences, etc)

- Appointment and contribution to outside advisory organisations or boards of management of public or community organisations related to the discipline (e.g. tribunals, commissions of inquiry because of academic expertise, etc)

- Attracted and supervised a range of research, scholarly or creative personnel through the University (e.g. postgraduate research students, research assistants, post-doctoral fellows, visiting scholars, etc)

### Preparing the Service Case

The Service Case provides the basis for judging your service to the University, discipline and community to be outstanding, superior or satisfactory. You should provide a brief statement of 500 to 1000 words highlighting your areas of greatest strength and supporting your claims regarding performance.

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 you with preparing your case.

- You should be able to give evidence of having made some sustained personal efforts, whether acting individually or as a member of a team (e.g. a committee).

- As a result of these efforts, it should be possible to point to constructive achievements in useful (and, possibly innovative) directions.

- You 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.

- You should have carried major responsibility for the outcome of some of the events claimed as achievements.

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**e) Service to the University, Discipline and Community Case**

**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.
Examples of types of evidence

The examples outlined below are provided to assist you with preparing your application. This list is not comprehensive or exclusive. It is not expected that you will provide evidence under all of the categories listed.

<table>
<thead>
<tr>
<th>Service to the University</th>
<th>Service on School / Faculty / University policy committees (e.g. Head of School Advisory, Dean's Advisory, Faculty Executive, Library Advisory, Academic Board, Senate)</th>
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<tr>
<td></td>
<td>Service on Committees of the Academic Board and/or working parties</td>
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<td>Administrative service of substantial significance to the governance of the University and its element units (e.g. 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)</td>
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<td>More than occasionally giving invited advice and support to peers or more junior colleagues in the teaching and/or research domain (e.g. mentor, informal critic, AP&amp;D reviewer)</td>
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<tr>
<td>Service to the Discipline</td>
<td>Editor, associate editor, advisory board member or referee of a scholarly journal</td>
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<td></td>
<td>Service on ARC, NH&amp;MRC, CAUT, and similar reviewing and funding panels</td>
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<td></td>
<td>Responsibility as organiser of national and/or international conferences</td>
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<td>Office-bearer of, or other actively-involved contributor to, a professional society</td>
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<td>Membership of a professional accreditation panel</td>
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<td>Liaison service on committees of related professional groups</td>
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<tr>
<td>Service to the Community</td>
<td>Service on, or on behalf of, Government Statutory Authorities or Commissions of Inquiry on matters of reform (social, political, economic, etc)</td>
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<td></td>
<td>School/Faculty display organiser or disciplinary advisor at University Open Days/Courses and Careers Days</td>
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<td></td>
<td>Liaison between secondary and tertiary education institutions (e.g. HSC syllabus committee, resource person for school visits to talk with senior students)</td>
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<tr>
<td></td>
<td>Liaison between academia and industry (e.g. technical standards committee; consortium steering committee, for example, for a CRC or a “technology park”)</td>
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<tr>
<td></td>
<td>Service to the community through honorary professional work (e.g. Redfern Legal Centre, State Cancer Council as medical adviser to the Council, National Advisory Council on AIDS)</td>
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<tr>
<td></td>
<td>Lobbying and fundraising on behalf of discipline-related worthy causes (e.g. a medical or legal academic's work in raising public consciousness about the rights of the handicapped)</td>
</tr>
</tbody>
</table>

- Assessor of competitive grants
  You should detail your participation as an assessor of competitive grants since last appointment/promotion at the current level at this university.
• Mentoring and Leadership section (Level E only)

Formal and informal mentoring over your career – a statement of 200 words should be provided outlining the mentoring undertaken by you and examples of successful outcomes. Capacity to be an effective academic leader – a statement of 200 words should be provided demonstrating (since last appointment or promotion to your current level) your capacity to be an effective academic leader.

f) Supplementary evidence and published work

Any further relevant materials and copies of published work (up to three pieces of published work) that you are willing to provide as evidence to support your claims should be listed in the supplementary evidence and published work index section of the online application. Please ensure that your index is concise and each listed piece of evidence relates to a specific document. Any additional information should be carefully selected and web links substituted for documents where possible.

Collate all materials that you have listed in the index. Where possible supplementary evidence should be provided in PDF format. If you are unable to provide an electronic copy, you should prepare two hard copies of the material.

Should committee members wish to view any of your supplementary evidence or published work, the APU will contact you via email to request these materials. **NOTE:** Collated supplementary evidence and published work must match the index within the online application. **All other material will be returned.**

If you know you will not be contactable via email at the time of the LPC meetings or CPC meeting (Levels D and E) please ensure that you leave your supplementary evidence and published work with the Academic Promotions Unit. You will be notified of the LPC meeting dates by the relevant Faculty contact. The CPC meeting dates are available on the Academic Promotions website.

g) Academic Goals

You should outline any goals you have for future research, teaching and service (as applicable).

**Section III: After submission**

1. Head of School report

You will be notified via email once the HOS/nominee has completed their report (Levels B – D) and verification of TRSA (all Levels). You must acknowledge that you have read the report of the HOS/nominee by following the link in the notification email. Should you wish to, you may provide a response to this report (Levels B – D) via the online promotions system, within seven working days of receipt of the email. If you do not respond within seven days, it will be considered that you do not wish to respond and your application will proceed.

2. 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. Once approved by the Provost applicants will be given the names of the assessor and one reserve by the APU and have the right to object to an assessor within seven days of the date of receipt of the advice. All
objections must be made in writing and provided to the Academic Promotions Unit. Objections will be determined by the committee Chair. At this time, applicants should also declare whether they have any relationship with any of the nominated assessors and whether there is any actual, apparent or perceived conflict of interest (see the University’s External Interests Policy 2010 for the definition of what constitutes a conflict of interest. If an objection to an assessor is upheld the applicant is advised in writing of the outcome. Once approved by the Provost the applicant will be notified in writing of the name of the replacement assessor. Any subsequent objection to a replacement assessor must be made in writing to the Academic Promotions Unit within four days of the date of receipt of the advice.

3. Updating an application

After submission, you may provide to the LPC an update to your application. The update may include up to one page of significant additional information arising since lodgement of the application (see Academic Promotions Procedures, Section 7). The update should be submitted in Word format so the information can be pasted into the online application. The update to application is a different process to any request for clarification from the LPC (see Academic Promotions Policy, Section 20 (1) (d) and the Academic Promotions Procedures, Sections 8 (2,3) and 12 (c,d). For all Levels the update must be emailed to both the Chair of the LPC and the APU (dvc.apu@sydney.edu.au) at least 7 days prior to the final LPC meeting for Levels B-D, and at least 7 days prior to the interview date for Level E. The one-page limit will be strictly observed. You will be advised by the Faculty of all meeting dates.

Applicants to Level D and E (Level C applicants if the application is being considered by a CPC) may provide to the CPC a second update to their application. A second update to application may not exceed one A4 page listing significant additional information of national/international importance (excluding publications unless it is a book) arising since consideration of the application at the final LPC meeting (Level D) and interview (Level E). The second update must be lodged with the APU (dvc.apu@sydney.edu.au) in Word format so the information can be pasted into the online application, no later than 4 weeks prior to the CPC meeting.

Applicants have the right to change the stream to which they have sought promotion. A request must be made in writing to the APU by the deadline for such changes, which will be before the LPC considers the application for the first time.

4. Constituting the promotion committees

The Local and Central promotion committees are constituted according to the terms of reference set out in Schedules 2 and 3 of the Academic Promotions Policy.

You will be advised via email of the membership of the LPC and any subsequent changes, by the APU at least seven days before the date of the preliminary meeting (Levels B – D) and interview (Level E).

You 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 APU.

Applicants may address objections concerning membership of either the LPC or CPC in writing within 7 days of receipt of the membership notice, stating the reason for the objection. All objections should be directed to the Academic Promotion Unit. Objections will be determined by the committee Chair or, if the objection is to the Chair, by the Provost.

If an objection to a CPC or LPC member is upheld you will be notified in writing. Once approved, you will be notified in writing of the replacement LPC or CPC member. Any...
subsequent objection to a replacement LPC or CPC member must be made in writing to the Academic Promotions Unit within four days of receipt of the updated membership notice.

5. Consideration of the application

See Academic Promotions Policy, Section 13 Assessing applications for promotion to Levels B to D inclusive, Section 14 Assessing applications for promotion to Level E, Schedule 2 Local Promotions Committees: Terms of reference and operation and Schedule 3 Central Promotions Committees: Terms of reference and operation.

You will be advised of all meeting dates by the Chair of the LPC. Any requests for clarification or supplementary materials will be directed to you via the APU. Please make sure that you are contactable by email during the period in which your application will be considered.

6. Notification of outcome

All applicants are advised via email of the outcome of their application as soon as possible after approval. See important dates on the Academic Promotions website.

7. Appealing the decision

Refer to the Academic Promotions Policy, Section 18 for information on appeals

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. See the Academic Promotions Procedures, Schedule 1 for the list of personal and positional titles relevant to each level.

Applicants for promotion to Level E are entitled to select a professorial title in a specific field. Prior to this request being forwarded to the Vice-Chancellor for approval it should be endorsed by the Dean.