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.

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Enquiries</td>
<td>2</td>
</tr>
<tr>
<td>Closing dates</td>
<td>2</td>
</tr>
<tr>
<td>Lodgment requirements</td>
<td>2</td>
</tr>
<tr>
<td>Promotion application overview</td>
<td>3</td>
</tr>
<tr>
<td>Section I: Prior to submission</td>
<td>7</td>
</tr>
<tr>
<td>1. Eligibility</td>
<td>7</td>
</tr>
<tr>
<td>2. Seeking advice</td>
<td>7</td>
</tr>
<tr>
<td>3. Two level promotion</td>
<td>7</td>
</tr>
<tr>
<td>Section II: Preparing and writing your application</td>
<td>7</td>
</tr>
<tr>
<td>1. Criteria and minimum standards</td>
<td>7</td>
</tr>
<tr>
<td>2. Application requirements - general guidelines</td>
<td>8</td>
</tr>
<tr>
<td>3. Application requirements - detailed specifications</td>
<td>9</td>
</tr>
<tr>
<td>Section III: Post submission</td>
<td>17</td>
</tr>
<tr>
<td>1. Head of School / Nominee report</td>
<td>17</td>
</tr>
<tr>
<td>2. Referees</td>
<td>17</td>
</tr>
<tr>
<td>3. Assessors</td>
<td>17</td>
</tr>
<tr>
<td>4. Updating an application</td>
<td>18</td>
</tr>
<tr>
<td>5. Stream changes</td>
<td>18</td>
</tr>
<tr>
<td>6. Constituting the promotion committees</td>
<td>18</td>
</tr>
<tr>
<td>7. Consideration of the application</td>
<td>18</td>
</tr>
<tr>
<td>8. Notification of outcome</td>
<td>19</td>
</tr>
<tr>
<td>9. Appealing the decision</td>
<td>19</td>
</tr>
<tr>
<td>Section IV: Position and personal titles</td>
<td>19</td>
</tr>
</tbody>
</table>
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

Kathy Lynch, Manager
Phone: 9036 5198

Megan Hobbs, Senior Administrative Officer
Phone: 9036 9681

Closing dates
Applications for promotion are called for annually in the first half of the year.
In 2018, the closing dates for the main round of promotions are:

LEVEL B: Thursday 15 March 2018 (11:59pm)
LEVEL C: Thursday 15 March 2018 (11:59pm)
LEVEL D: Wednesday 28 March 2018 (11:59pm)
LEVEL E: Thursday 12 April 2018 (11:59pm)

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).

Lodgment requirements
Before commencing an application for promotion, all intending applicants should consult the Policy and Procedure documents, in particular, the eligibility criteria found in Section 8 of the see Academic Promotions Policy.

Applications for promotion are lodged online at https://academic-promotions.sydney.edu.au. The system will be available from 1 February 2018.

For best system 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 text as this will cause table of contents formatting issues.
Promotion application overview
Applications for promotion are lodged online at https://academic-promotions.sydney.edu.au

<p>| PERSONAL DETAILS | As held by the University’s identity management system (IDM) will be displayed and cannot be edited with the exception of title and gender. |
| APPLICATION DETAILS | All fields must be completed. If a response does not meet the eligibility criteria found in Section 8 of the Academic Promotions Policy, you will not be able to proceed past the “Application details” page. |
| Policy/Procedure/Guideline documents | Applicants must confirm that they have read the promotion documents found on the Academic Promotions website. |
| Previous applications for promotion | Applicants may only apply for promotion once every two years and must confirm that an application was not lodged in the previous year (irrespective of the outcome). |
| Notice of intent to apply for promotion | Applicants must list the name of the relevant person with whom they discussed their notice of intent to apply for promotion. This must have been discussed by 31 October, and the APU notified via the online notice of intent form by 30 November in the year previous to applying. |
| Current faculty and school | Select your current faculty and school |
| Current level | Select your current level |
| Date first appointed to your current level | Enter the date you were first appointed or promoted to your current level. If you are unsure of this date, contact HR as this date determines the data allowable in other sections of the application. |
| Level sought | Select the level to which you are seeking promotion |
| Stream selection | The University recognizes 3 streams for promotion. You may apply for promotion under any stream regardless of your current role or appointment. |
| | • Teaching &amp; Research (T&amp;R) |
| | • Education focused (E-F) |
| | • Research focused (R-F) |
| | Additionally, where a case has been endorsed by the relevant Dean and approved by the Provost an application for promotion to Level D or E may be lodged under a fourth, alternate stream: |
| | • Governance, leadership, engagement focused (GLE-F) |
| | Note: Applicants who wish to apply for promotion under the GLE-F stream should contact the APU to obtain a ‘Request to apply under the GLE-F stream’ form. The completed form (signed by the Dean) must be emailed to the APU at least two weeks prior to the relevant closing date. APU will seek provost approval and inform the applicant of the outcome. |
| Special circumstances | Yes/No selection. Clearly document any special circumstances that may have affected your opportunity to meet the promotion criteria requirements, including any relative to opportunity issues. Where the details are confidential in nature, they can be flagged as confidential and will not form part of the application or be passed on to anyone without an applicant’s permission. |
| Academic Performance &amp; Development (APD) | You must confirm that you have completed a formal review in the previous 15 months. If you have not completed a review, you can proceed but must complete a review by 30 June, or the application will be withdrawn. |</p>
<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Enter all relevant qualifications</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment history</td>
<td>Enter details for all appointments at this University and relevant appointments at other institutions. The start date for your appointment at your current level must match the date entered in the “Application details” section.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Referees</td>
<td>You will be required to declare your relationship to your nominated referees. Except for research-focused applications, one referee must be flagged as “Teaching” and be familiar with, and be able to comment specifically on the teaching aspect of the application.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Area of research interest</td>
<td>Enter details of your area of research interest</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

**THE SUMMARY OF CASE FOR PROMOTION**

<table>
<thead>
<tr>
<th>Summary of Case</th>
<th>(500-1250 words, Level E up to 2250 words)</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide a succinct statement summarizing your case for promotion in relation to the three areas of teaching, research/scholarship/creative/professional work and Governance, Leadership, Engagement and a statement on how you have consistently interacted with staff including professional staff and students in a professional and collegial. Attention should be given to documenting achievements since last appointment or promotion to your current level at this University.</td>
<td></td>
</tr>
</tbody>
</table>

**THE TEACHING CASE**

<table>
<thead>
<tr>
<th>Teaching statement</th>
<th>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). Attention should be given to documenting achievements since last appointment or promotion to your current level at this University.</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units of Study</td>
<td>To be based on UOS taught since last appointment or promotion to the current level at this University.</td>
<td>Optional</td>
</tr>
<tr>
<td>Other teaching duties</td>
<td>Information is to be based on duties since last appointment or promotion to your current level at the University. Applicants can select a year, relevant semester and activity. Details of time involved per semester and participation in each activity/duty relevant to opportunity should be included.</td>
<td>Optional</td>
</tr>
<tr>
<td>Other teaching activities</td>
<td>Applicants can list and describe other teaching activities 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. Applicants should clearly document the activity name and the extent of time involved for the relevant year and semester</td>
<td>Optional</td>
</tr>
<tr>
<td>Student supervision</td>
<td>Based on the most recent two semesters, applicants should list details of all postgraduate and or undergraduate research student supervision as supervisor, co-supervisor or associate supervisor.</td>
<td>Optional</td>
</tr>
</tbody>
</table>
## THE RESEARCH CASE

| **Research statement**  
| (500-1000 words, for applications via the Research-focused stream 500-1500 words) | Provide a succinct statement documenting the significance and impact of your research activities including detailed information about the program, recognition and dissemination of 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 the discipline. Attention should be given to documenting achievements since last appointment or promotion to your current level at this University. | Mandatory |
| **Notable research outputs**  
|  | List (up to five) notable research outputs since last appointment or promotion to your current level at this University. | Optional |
| **Publication listing**  
|  | PDF upload | Mandatory |
| **Selected grants**  
|  | List (up to five) notable grants since last appointment or promotion to your current level at this University. Include: Award date, funding source, funding amount, title, description, start and end dates. | Optional |
| **External/Internal funding**  
| A pro-forma template can be found on the Academic Promotions website | 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. Where applicable the following detail must be provided - (Year awarded, Funding type - internal/external, Funding source, Administering Institution, Project title, Total $, Investigator/s, Start date, End date). | Optional |

## THE GOVERNANCE, LEADERSHIP, ENGAGEMENT CASE

| **Governance, leadership, engagement statement**  
| All levels 500-1000 words. For applications (Level D and E only) made under the Governance, Leadership, Engagement Focused stream, GLE-F, 500-1500 words | 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), specific roles, level of responsibility, outcomes and continuity of involvement. Attention should be given to documenting achievements since last appointment or promotion to your current level at this University. | Mandatory |
| **Mentoring & leadership**  
| (Level E Only) | Mentoring – Provide an overview of the formal and informal mentoring undertaken by you over your career. Give examples of successful outcomes. Academic Leadership – Outline how you have demonstrated since last appointment or promotion to your current level at this University, the capacity to be an effective academic leader. | Mandatory |
| **Assessor of competitive grants**  
|  | Applicants should provide details of their participation as an assessor of competitive grants since last appointment or promotion to your current level at this University. | Optional |
| **Academic goals**  
<p>| (Maximum 250 words) | Applicants should briefly outline goals for any future research, teaching and governance, leadership, engagement. | Mandatory |</p>
<table>
<thead>
<tr>
<th><strong>Supplementary Materials</strong></th>
<th>This a listing that details supplementary materials and up to 3 pieces of published work that applicants are willing to provide to the committee upon request. Supplementary materials are not uploaded to the application. Where possible web links should be provided. The Academic Promotions Unit will contact individual applicants to provide any listed materials requested by committee members. After submission of an application the documents listed should be collated (E or PDF copies) so these are ready should an applicant be contacted to provide them.</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Curriculum vitae</strong></td>
<td>PDF upload</td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>Check and Submit your application</strong></td>
<td>Once all sections of the application are complete the system will validate the data and display a list of errors and warning messages. Errors must be corrected however warnings are to bring non-mandatory items to an applicant’s attention and will not prohibit submission. If applicable this is also where an applicant will be able to upload their completed ‘Application for a two-level promotion form’. Once all errors are cleared you will be able to submit your application. You will receive an acknowledgment letter and be taken to the applicant status page.</td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Applicant status page</strong></td>
<td>After submitting it is recommended that applicants regularly login to the Applicant status page. This page will display the progress of an application and important information.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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. All applicants must lodge notice of intent to apply in the manner specified in the procedures.

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.

3. Two level promotion

If you are intending to apply for a two level promotion you must complete an ‘Application for a two-level promotion form’ which must be signed by your Head of School (or equivalent) and approved by 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 (5)).

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. While your application must provide information regarding your whole career, committees will pay particular attention to achievements and output since last appointment or promotion to your current level at this University.

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 Governance, Leadership, Engagement. 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 recognizes 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 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 and relevant level to which 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.

- Clearly document achievements and output since last appointment or promotion to your current level at this University. While information regarding your overall career should be included, committees will assess and pay particular attention to the achievements/output since last appointment or promotion to your current level.

- 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 the three areas of Teaching, Research/Scholarship/Creative/Professional work and Governance, Leadership, Engagement 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 promotion. Please bear in mind that committee members rely on your application, the Head of School's, referees' and assessor's reports as their main sources of information.

- Clearly document any known special circumstances that have affected your opportunity to meet the requirements for promotion. A separate section is available for this however where applicable the information can be cross referenced to the relevant statement/s i.e. Summary of Case, Teaching statement, Research/ Scholarship/ Creative/ Professional Work statement or Governance, Leadership, Engagement statement. Where special circumstances are confidential in nature the details entered can be flagged as confidential and will not form part of the application or be passed on to anyone without an applicant's permission.

- 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 and context 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 recognized in your discipline. It is also helpful to provide explanation of any relevant school/discipline specific conventions.
3. Application requirements - detailed specifications

Applications for promotion are lodged online at https://academic-promotions.sydney.edu.au

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. Specified word limits for each section must not be exceeded.

a) Personal and Application details

This section of the application confirms your personal details and information regarding your current appointment and promotion sought must be entered. The system will confirm your eligibility via a series of questions. If the eligibility criteria are not met you will not be able to proceed past this page. Prior to commencing an application, consult Section 8, Eligibility criteria, of the Academic Promotions Policy to ensure you are eligible to apply for promotion.

b) Referees

See Academic Promotions Procedures, Section 11 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.

You are required to submit the name, position, institution and email addresses of five referees (Levels B and C) and four referees (Level D and E), including one referee who is familiar with and can comment on your teaching (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 a report and a reminder. Late referees' reports will not normally be pursued. It is your responsibility as an applicant to confirm the willingness and availability of your referees to complete an online report by the stipulated deadline (see Important dates for promotion).

c) Summary of the case for promotion

For levels B, C and D:

- Provide a succinct statement of 500 to 1250 words summarizing your case for promotion in relation to the three areas of teaching, research/scholarship/creative/professional work and Governance, Leadership and Engagement 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 and detail how the minimum standards required for promotion in each of the three areas (teaching, research, governance, leadership, engagement) have been met (see schedule 1 of the Academic Promotions Policy)

- 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.
Guidelines for Applicants

Page 10 of 19

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.

d) 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).
- Particular attention should be given to documenting achievements since last appointment or promotion to the current level at this University.
- The completed Teaching and Research Student Supervision Activities section of the online application (units of study taught, other teaching activities, other teaching duties and research student supervision)

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

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. If a UOS has been taught over several semesters or years, once a single entry has been saved this can be duplicated and relevant details edited. A text box to add further details for each UOS is provided 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 “Index of Supplementary Materials and Published Work”. Should a committee member wish to view these materials the APU will contact you.

Other teaching activities

List and describe other teaching activities 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. Applicants should clearly document time involved and participation in these activities e.g. per week/per semester or other relevant to opportunity.

Other teaching duties

Information is to be based on duties since last appointment or promotion to your current level at this University. Applicants can select a year, relevant semester and activity and should include details of time involved and participation in each activity per semester, relevant to opportunity.

Research student supervision

Based on the two most recent semesters, applicants should provide details of all postgraduate and or undergraduate research student supervision (as supervisor, co-supervisor or associate supervisor). If a UOS has been taught over several semesters or years once an entry has been saved this can be duplicated and relevant details edited.

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

In addition to providing a report for each applicant the HoS/nominee will be asked to verify the data entered in each of the above sections of the teaching case 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 the categories listed.

<table>
<thead>
<tr>
<th>Teaching performance</th>
<th>Research-led teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Design and planning of teaching</td>
<td>• Effective design of curriculum to engage students in research-based activities</td>
</tr>
<tr>
<td>• Using appropriate delivery media to match teaching objectives</td>
<td>• Teaching materials make use of recent research and scholarship in</td>
</tr>
<tr>
<td>• Student evaluation results on questions relating to assessment; student comments from course experience questionnaire</td>
<td></td>
</tr>
</tbody>
</table>
appropriate field

- Developing knowledge and practice in a variety of supervisory research methods
- Encouraging the use of primary resources and up to date materials
- Sharing insights from one's own research to stimulate student inquiry and imagination

**Student-focused teaching**

- Evidence of use of student experiences and student assessment outcomes to modify teaching strategies
- Reflective application of student evaluation results to re-design units of study
- Recent student evaluation results
- Examples of learning materials and assessment approaches and outcomes
- Examples of evaluation of learning outcomes

**Scholarship in teaching**

- Systematic use of best available evidence to improve learning and teaching
- Evidence that systematic reflection and analysis has been used to improve teaching
- Participation in national and international conferences, seminars and workshops on learning and teaching
- Effective involvement in and leadership of funded or unfunded educational research
- Developing texts or educational materials which are widely adopted

**Leadership in teaching**

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

e) **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 recognized 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.

- Particular attention should be given to documenting achievements and output since last appointment or promotion to the current level at this University.

- 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.

### Research Outputs

**Notable research outputs**

List (up to five) notable research outputs since last appointment or promotion to your current level at this University. Where relevant the following details must be included, output description, author, title, publisher, publication date and details of your individual contribution (e.g. as a %).

**Publication listing**

All applicants must upload a PDF copy of their publication listing.

**Selected Grants**

List (up to five) notable grants since last appointment or promotion to your current level at this University. Where relevant the following details must be included: Award date, funding source, funding amount, title, description, start and end dates.

**External/Internal funding**

Upload a PDF document that clearly lists (in table format) all external and internal funding since last appointment or promotion to the current level at this University. Where applicable the following detail must be provided - year awarded, funding type - internal/external, funding source, administering Institution, project title, total $, investigator/s, Start date, End date)

Should you wish to use this a pro-forma template can be found on the Academic Promotions website

### 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</td>
<td>Grants, fellowships or commissions for research, scholarly or creative work</td>
</tr>
</tbody>
</table>
## Guidelines for Applicants

<table>
<thead>
<tr>
<th>received for research, scholarly, creative and/or professional work</th>
<th>(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)</th>
</tr>
</thead>
<tbody>
<tr>
<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>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td><strong>Dissemination of research, scholarly, creative and/or professional work</strong></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>- Authored or edited books, monographs, compositions, analogue and digital works, scripts, multimedia programs and other publications by recognized 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>
<td></td>
</tr>
<tr>
<td>- Invited keynote or plenary addresses and full-length prepared papers presented at major scholarly or professional conferences</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
<tr>
<td>- Commercialization 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>
<td></td>
</tr>
<tr>
<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 organizations, etc)</td>
<td></td>
</tr>
<tr>
<td><strong>Research leadership</strong></td>
<td>• 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 organizations 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)</td>
</tr>
<tr>
<td>- Major responsibility for the organization of research, scholarly or creative activities nationally or internationally (e.g. program chair or vice/co-chair of conferences, etc)</td>
<td></td>
</tr>
<tr>
<td>- Appointment and contribution to outside advisory organizations or boards of management of public or community organizations related to the discipline</td>
<td></td>
</tr>
</tbody>
</table>
f) The Governance, Leadership, Engagement Case - this includes service to

The University - contributions to institutional planning, governance, line management or contributions to the University community.

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

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

Preparing the Governance, Leadership and Engagement Case

The Governance, Leadership, Engagement Case provides the basis for judging your service to the University, discipline and community. An application for promotion to Level D or E only, may be lodged under the governance, leadership, engagement focused stream (GLE-F), see the Academic Promotions policy section (7) (5.6) for eligibility criteria. You should provide a brief statement of 500 to 1000, up to 1500 words if your application has been lodged under the GLE-F stream, 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.

Assessor of competitive grants
Detail your participation as an assessor of competitive grants since last appointment or promotion to your current level at this university.

Mentoring (Level E only)
Detail any formal and informal mentoring over your career, provide a statement outlining the mentoring undertaken by you and examples of successful outcomes.

Academic leadership (Level E Only)
Since last appointment or promotion to your current level at this University, provide a brief statement of your capacity to be an effective academic leader.

Academic goals
Provide a statement outlining goals for any future research, teaching and governance, leadership, engagement.
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.

**Service to the University**
- Service on School / Faculty / University policy committees (e.g. Head of School Advisory, Dean's Advisory, Faculty Executive, Library Advisory, Academic Board, Senate)
- Service on Committees of the Academic Board and/or working parties
- 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)
- 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&D reviewer)

**Service to the Discipline**
- Editor, associate editor, advisory board member or referee of a scholarly journal
- Service on ARC, NH&MRC, CAUT, and similar reviewing and funding panels
- Responsibility as organizer of national and/or international conferences
- Office-bearer of, or other actively-involved contributor to, a professional society
- Membership of a professional accreditation panel
- Liaison service on committees of related professional groups

**Service to the Community**
- Service on, or on behalf of, Government Statutory Authorities or Commissions of Inquiry on matters of reform (social, political, economic, etc)
- School/Faculty display organizer or disciplinary advisor at University Open Days/Courses and Careers Days
- Liaison between secondary and tertiary education institutions (e.g. HSC syllabus committee, resource person for school visits to talk with senior students)
- Liaison between academia and industry (e.g. technical standards committee; consortium steering committee, for example, for a CRC or a "technology park")
- 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)
- 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)

**g) 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.

h) **Curriculum Vitae**
   All applicants must upload a current CV (PDF format)

i) **Academic Goals**
   You should outline any goals you have for future research, teaching and governance, leadership and engagement (as applicable).

**Section III: Post submission**

1. **Head of School / Nominee report**

The relevant HoS or Nominee will prepare a report and verify the teaching data entered for each applicant. The head must not discuss the content of the report with the applicant. Unsuccessful applicants will receive a copy of the Heads report.

2. **Referees**

The APU will contact all referees shortly after the closing date for each level and will provide your referees with an electronic copy of your application. Referees will be sent a reminder request for their report however late referees’ reports will not normally be pursued. Reports are completed online and referees will be asked to address a series of standard questions. Referees flagged as “Teaching” will be asked to specifically comment on the teaching aspect of the application. An application will be considered complete once the deadline for receipt of reports has passed, and at least three of the five reports requested have been completed for levels B and C and three of the four requested reports have been completed for Levels D and E applications.

Members of promotion committees and the HoS/nominee responsible for writing the HoS report 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 (3) (d), 13 (13) (a), 14 (4) (c) and 14 (12) (a)). You may view the status of referee reports received at any time by logging into your applicant status page via the online promotions system.

3. **Assessors**

In addition to the referees nominated by the applicant, the LPC will seek the opinion of one independent external assessor for Level D applications, and two independent external assessors for Level E. Assessors are nominated by the relevant delegate in consultation with the Dean, HoS and Dean or Head. Nominated assessors must be external to the University, have expertise in the applicant’s general field, and be able to provide an independent and authoritative report on the application. Applicants will be notified of the assessor details, and may lodge any conflict of interest information in the manner as
4. 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 lodgment of the application (see Academic Promotions Procedures, Section 7). The update is entered online via the applicant status page where the link to lodge an update will become active during the relevant submission period. 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 9 (2-4) and 13 (4) (a, b). The one-page limit will be strictly observed. You will be advised by the Faculty of the final meeting date (Level B – D) and the interview date, time and venue (Level E). Preliminary meeting date time frames will be published on the Academic Promotions website.

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. The update may not exceed one page listing significant additional information of national/international importance arising since consideration of the application at the final LPC meeting (Level D) and interview (Level E). The second update is entered online via the applicant status page where the link to lodge the update will become active during the relevant submission period.

5. Stream changes

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 (see the Academic Promotions Procedures, Section 7 (9)).

6. Constituting the promotion committees

The Local promotions committee (LPC) and Central promotion committee (CPC) 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.

7. 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 the final meeting date (Levels B – D) and meeting/interview date (Level E) by the Chair of the LPC. The preliminary meeting time frames for Levels B – D will be published on the Academic Promotions website (see Important dates for promotion). Any requests for clarification or supplementary materials will be directed to your university email address via the APU. It is the responsibility of an applicant to ensure that they are contactable and checking email regularly during the period in which their application is being considered.

8. 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.

9. Appealing the decision

Refer to the Academic Promotions Policy, Section 18 and the Academic Promotions Procedures, Section 19 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.