

Criteria for Academic Promotion

Applications are assessed on a portfolio of evidence provided, describing performance across the three **pillars of academic performance**:

1. **Research:**

- a) Research performance in a discipline consistent with that expected amongst the top universities in Australia.

2. **Education**

3. **Social Engagement and Leadership:**

- a) Contributions that have added value to UNSW, to the discipline, sector or community in the context of the UNSW 2025 Strategy.
- b) Leadership contributions, and for the higher levels of promotion (Level D and E), what external recognition and leadership extending beyond UNSW.

Preparing Applications

The onus is on the applicant to demonstrate a case of sustained performance to the level of promotion applied for. Suggestions for applications include:

- Focus on two or three examples that best illustrate what has achieved and the impact against the three pillars of academic performance
- Present quantifiable evidence to support claims quality and impact of contributions, e.g. graphical representation of research productivity or measures of research quality over time.
- Applicants should cross-reference linkages in the application rather than repeat evidence.
- Contributions to Honours supervision, the supervision of Masters coursework student projects and guest lectures, and contributions to tutorials or practical classes for coursework students should be listed as teaching achievements.
- Supervision of Higher Degree Research (HDR) students and Post-doctoral trainee supervision (a key determinant of quality of Research-Focussed and Teaching and Research staff achievements) should be listed among research achievements.
- Promotion Committees will focus on achievements since the applicant's last promotion, however total career performance (including at other institutions) is also taken into account.

Principles of assessment

Performance against each pillar of academic promotion and will be considered against expectations of the academic level and the individual's responsibilities.

Achievements and contributions will be classed as:

- **Outstanding performance** – sustained performance well above the midpoint of the standard expected at the level above current level of appointment (3 points).
- **Superior performance** – sustained performance clearly within the standard expected at the level above the current level of appointment (2 points).
- **Current performance** – sustained performance at a standard that is expected at the current level of appointment (1 point).
- **Below current performance** – performing at a standard that is less than expected at the current level of appointment (0 points).

The promotion process will not disadvantage individuals who have a balanced Education, Research, Social Engagement, Global Impact & Leadership portfolio, compared with those who are primarily focused in one or two areas.

Applicants can be promoted on the basis of outstanding contribution in any two of the three pillars of academic performance; outstanding performance in one pillar can be balanced against a lower performance in another.

Promotion to both Level B or Level C

An applicant must amass at least 6 points through achieving a combination of the following:

1. At least a Superior rating in all three areas (2+2+2=6);
2. An Outstanding rating in at least two areas (3+3=6);
3. An Outstanding rating in one area, a Superior rating in one area and a Current rating in the third area (3+2+1=6).

Promotion to Level D or Level E

An applicant must achieve at least 6 points, however, it is also required that an **Outstanding** level of performance (3 points) is achieved in any one of the three pillars of performance.

For promotion to the leadership levels at UNSW it is important that clear excellence is demonstrated by the achievement of an Outstanding rating in at least one category.

Accordingly, promotion to Level D or E can be achieved by a combination of the following:

1. by achieving an outstanding rating in at least two areas (3+3=6);
2. by achieving an outstanding rating in one area, a superior rating in one area and a current rating in the third area (3+2+1=6).

Specific Standards of Contribution

- Applicants should refer to Schedule 3 of the *UNSW (Academic Staff) Enterprise Agreement (2015)* which specifies position classification standards.

General Standard & Specific Duties

Level B - Lecturer

General Standard

A Level B academic is expected to make contributions to the teaching effort of the Institution and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline.

Specific Duties

Specific duties required of a Level B academic may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
- Initiation and development of subject material;
- Acting as subject coordinators;
- The preparation and delivery of lectures or seminars;
- Supervision of the program of study of honours students or of postgraduate students engaged in course work;
- Supervision of major honours or postgraduate research projects;
- The conduct of research;
- Involvement in professional activity;
- Development of course material with appropriate advice from and support of more senior academics;
- Marking and assessment;
- Consultation with students;
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches;
- Attendance at Departmental and/or Faculty meetings and/or membership of a number of committees.

Skill Base

A Level B academic shall have qualifications and/or experience recognised by the Institution as appropriate for the relevant discipline area.

In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

Level C – Senior Lecturer

General Standard

A Senior Lecturer (Level C academic) is expected to make significant contributions to the teaching effort of a department, school, faculty, or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties

Specific duties required of a Senior Lecturer (Level C academic) may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course co-ordination.
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research.
- Significant role in research projects including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Consultation with students.
- Broad administrative functions.
- Marking and assessment.
- Attendance at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base

A Senior Lecturer (Level C academic) will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing.

In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

Level D – Associate Professor

General Standard

An Associate Professor (Level D academic) is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within his/her profession or discipline. Academics at this level may be appointed in recognition of distinction in his/her disciplinary area.

Specific Duties

Specific duties required of an Associate Professor (Level D academic) may include:

- The conduct of tutorials, practical classes, demonstrations, workshops student field excursions, clinical sessions and studio sessions.
- The development of and responsibility for curricula/programs of study.
- Course co-ordination.
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- Conduct research including, where appropriate, leadership of a large research team.
- Significant contribution to the profession and the discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

Skill Base

An Associate Professor (Level D academic) will normally have the same skill base as a Senior Lecturer (Level C academic)

The skill base for a Senior Lecturer (Level C academic) is specified as:

A Senior Lecturer (Level C academic) will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relevant to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

Level E - Professor

General Standard

A Professor is expected to exercise a special responsibility in providing leadership and in fostering excellence in teaching, professional activities and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

Specific Duties

Specific duties required of a Professor (Level E academic) may include:

- Provision of a continuing high level of personal commitment to, and achievement in, a particular scholarly area.
- The conduct of research.
- Fostering the research of other groups and individuals within the department or other comparable organisational unit and within the discipline and within related disciplines.
- Development of research policy.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- Making a distinguished personal contribution to teaching at all levels.
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The preparation and delivery of lectures and seminars.
- Consultation with students.
- Marking and assessment.
- Playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline.
- Developing policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.