



Curtin University

# ACADEMIC PROMOTIONS

Guide & Checklist for applicants to Levels C, D & E

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## PURPOSE

The intent of this document is to provide an overview of the academic promotions process for applications to Levels C, D and E at Curtin University. It contains tools and tips to guide and support you as you prepare your application for promotion.

### 1. PROCESS OVERVIEW

The academic promotion process is supported by the [Academic Promotions Procedures](#), available on the Curtin University 'Find a policy' webpage. The process is managed by People and Culture and there is one round of promotion for Levels C, D and E each year.

Promotion is assessed:

- Level C: by the relevant Faculty Academic Promotions Committee (Australian campuses) or Global Academic Promotions Committee (Global campuses)
- Level D & E: by the University Academic Promotions Committee (Australian Campuses) or Global Academic Promotions Committee (Global campuses).

**Where the Faculty Academic Promotions Committee, University Academic Promotions Committee or Global Academic Promotions Committee are referred to, they will be known as 'the committee'.**

Promotion is approved by the Provost at Level C and the Vice-Chancellor at Levels D and E.

Applicants will provide evidence of sustained performance and achievement relative to opportunity that aligns with the promotion Level being sought and associated excellence benchmarks, as outlined in the *Academic Capability Framework*. Appropriate consideration will be given by Committee members to the context and opportunities available at each Global campus when assessing applications made at Global campuses.

Applicants who are employed in a Teaching Academic role would not normally address the research category, however applicants may choose to do so.

Applicants who are employed in a Research Academic role are required to address the teaching category.

It is recommended you commence collating your evidence and documentation, and meet with your Head of School (HOS) and Pro Vice-Chancellor (PVC), well before the call for applications. The due date has been carefully considered and late applications will only be considered under exceptional circumstances. If you are having difficulties please contact People and Culture as soon as possible.

While a successful promotion outcome is validation of your sustained high performance at Curtin, it will not have direct influence on your contract status or any plans for change within your School or Faculty.

**In all promotions documentation, where the applicant is not Faculty-based the PVC means the relevant Executive Manager or the Global PVC and the HOS means the relevant Head of Area (or equivalent).**

### 2. ELIGIBILITY

Full-time and part-time continuing and fixed-term academic staff are eligible to apply for promotion. You need to have completed 12 months continuous service since your appointment at Curtin or your most recent successful application for promotion at Curtin, however it usually takes a period of 2 years of working at Curtin to show evidence of sustained performance and impact.

There are exceptional circumstances where an application may be accepted sooner. If you believe this may apply to you, provide a written application to your Pro Vice-Chancellor or relevant area head, providing evidence of your achievements since your last promotion or appointment. If satisfied there are compelling reasons to support your application proceeding, the PVC may endorse this.

#### APPLYING AFTER AN UNSUCCESSFUL APPLICATION

Unsuccessful applicants will not normally be eligible to apply for promotion in the next round.

In exceptional circumstances, an application will be accepted after only one year. In this instance, you must provide a written application to your Pro Vice-Chancellor providing evidence of your achievements since your last promotion. The PVC may approve the submission of the application for further consideration if satisfied there are compelling reasons.

#### PROMOTION WITHOUT A DOCTORAL DEGREE

Promotion to Levels C, D and E normally requires a doctoral degree. A case for equivalence must be made to the Provost by the Head of School or equivalent and the Pro Vice-Chancellor, according to the University's *Equivalence of Qualifications Procedures*, prior to an application being submitted. If your case is not supported, your application for promotion will not progress to the committee.

If your role is Teaching Academic Clinical or Professional you are not contractually required to hold a doctoral degree for promotion to Levels C, D or E.

#### APPLYING FOR A HIGHER LEVEL THAN THE NEXT

Normally, applications are to be made from one Level to the next. In exceptional circumstances, a request to apply for promotion to a Level higher than the next can be made.

Promotion to the higher Level than the next is based on demonstrating evidence of sustained performance and achievement relative to opportunity that aligns with the promotion Level being sought and associated excellence benchmarks, as outlined in the *Academic Capability Framework*.

For example, Kim is currently a Level B and has applied for promotion to Level D. Kim must demonstrate evidence of sustained performance and achievement at Level D.

If you are applying for a higher Level than the next then you will only be considered for promotion at the Level being sought. That is, using the example above, Kim's application will be reviewed by the committee for promotion to Level D only.

### 3. PROMOTION CATEGORIES

In your application you are required to address each of the below three categories: Teaching, Research and Engagement.

- **Teaching & Research staff** must address Teaching, Research and Engagement.
- **Research Academic staff** must address Teaching, Research and Engagement.
- **Teaching Academic staff** must address Teaching and Engagement; however you do not need to address Research, but must address ISoLT (one of the capability areas under Teaching).

The types of evidence required are outlined in the *Academic Capability Framework*. You are not expected to address every capability area. The ACF offers applicants flexibility and opportunities for acknowledgement of academic activities; for example, much emphasis is placed on building teaching and research capability through activities such as mentoring and career sponsorship of colleagues, as well as influential leadership to build teams, cross-disciplinary collaborations and cross-campus collaborations. The University remains focussed on the quality and impact of

outcomes and achievements in the categories of Teaching, Research and Engagement, in relation to the academic Level being sought.

## STATEMENTS AGAINST THE CATEGORIES

**Please note the following formatting requirements – Calibri font, 11 point with single spacing and narrow (1.27cm) margins. Any pages over the limits (3 pages for key achievements and category statements and 1 page for your leadership statement) will be removed from your application.**

You have 3 pages in which to address your key achievements and your statements against the categories; these pages may be used as required. When addressing the categories, make clear, concise, evidence-based statements that highlight the quality outcomes achieved in your duties. Clarify whether your activities are at School, Faculty, University, state, national or international Level.

Statements must be made against the following headings:

- Key Achievements Since Last Application for Promotion or Appointment at Curtin
- Teaching
- Research
- Engagement
- Leadership Statement For Level D – Associate Professor Or Level E – Professor Only

### Key Achievements:

- highlight your achievements in the past 3 years; and
- state achievements since your last application for promotion or being appointed to Curtin; and
- provide evidence of sustained performance and achievement relative to opportunity that aligns with excellence benchmarks for the promotion Level being sought, as outlined in the *Academic Capability Framework*.

### Teaching

Capability areas: building teaching capability, developing high quality curricula and assessment, delivering excellent teaching and student support, and engaging in scholarship and innovation.

Please note that the Academic Promotions Committees are particularly interested in seeing how you address feedback from students or from peer review in the Teaching Category. Normally this would occur through comments made by the Unit Coordinator in student eVALUate results, actions taken after Peer Review or alternatively you can include comments in your Teaching statement.

### Research

Capability areas: building research capability, initiating and sustaining programs of ‘researcher-driven’ and/or ‘demand-driven’ research, generating value and impact through research outputs, and enhancing the accessibility and impact of research to external stakeholders.

### Engagement

Capability areas: fostering a positive and inclusive workplace environment, advancing the profession and discipline, collaborating with external stakeholders, strengthening connections with global partners and campuses, and values-led leadership.

Applicants to Level E are normally required to have PhD completions as a primary supervisor to ensure a successful promotion. If you believe you have circumstances which have made it difficult for you to achieve this outcome please speak with your Deputy Pro-Vice Chancellor or email [academicpromotions@curtin.edu.au](mailto:academicpromotions@curtin.edu.au)

## Leadership Statement

It is very important to note that applicants to Levels D and E are also required to address the following question:

How do you envisage yourself contributing to the University as an Associate Professor/Professor and what will you bring to the University in terms of leadership and how it relates to the University and Faculty [Strategic Plans](#) and Curtin [Values and Signature Behaviours](#)?

Your reply to this question should be concise and no more than one page in addition to the 3 pages for your statements against the categories.

- Describe your plans/goals for the next 3-5 years and how these are aligned with the Strategic Plan (Faculty and University) – these should be stretch targets, your big goals. The Promotions Committees will be interested in hearing about your engagement and leadership plans:
  - **what is the activity** – individually or as member of team
  - **your continuity of involvement**, the result of sustained efforts over some considerable period of time
  - **your core role** / responsibility for the outcome of some of the achievements
  - **what will be achieved** - in useful (and possibly innovative) directions – the impact
  - **who** / what will benefit from your activity?
  - **how** will Curtin benefit from your activity?
- Discuss why being successfully promoted at Curtin is important to achieving your vision.
- This is not the place to describe business as usual or outcomes that can be achieved irrespective of your promotion outcome.
- Review the [Strategic Plan](#) when considering your response. The Strategic Plan 2030 states that Curtin will *‘cultivate a culture and working environment that provides an inspiring, rewarding, and meaningful experience for staff so that they can deliver world-class teaching and a sector leading student experience’*. This is a key statement when considering your response.

## 4. TIMELINE

The due date has been carefully considered and it is essential you adhere to the stated date in submitting your application. All dates are published on the academic promotions webpage. If you think you may have any difficulty meeting the required timeframe you will need to email [academicpromotions@curtin.edu.au](mailto:academicpromotions@curtin.edu.au) or your Head of School as soon as possible.

## 5. APPLICATION PORTAL

**The online application form will be available on the promotions webpage when the round is open.**

A guide on how to use the online application form is also available on the academic promotions webpage. If you need assistance with the application portal please email [academicpromotions@curtin.edu.au](mailto:academicpromotions@curtin.edu.au)

Please note any additional documentation (other than the requested documentation) will be removed from your application.

## 6. WORKLOAD ALLOCATION

Your workload allocation, your contributions to the categories and the extent to which these align with the University's Strategic Plan will be provided by your HoS.

Your HoS will be requested to provide your formal workload allocation and comment on whether or not you have had any significant periods over the last three years of deviating from your current workload allocation. Examples of this include, but are not limited to, switching to a research-only role from a teaching and research role whilst on a fellowship, or being in a high administrative role, such as HoS, Dean or Centre Director. Where you have **agreed** non-standard duties, your HoS will be asked to provide commentary on your workload allocation.

## 7. ACHIEVEMENT RELATIVE TO OPPORTUNITY

Achievement Relative to Opportunity (ARtO) means recognition is given to what you have achieved in relation to the opportunities available to you, with more weight given to the overall quality and impact of your achievements.

Identifying relevant personal circumstances, part-time employment and extended leave in your application will enable the committee to assess your achievement relative to opportunity.

You may wish to consider providing a statement (in the ARtO Consideration section of the online application form) if:

- You have had extended periods of leave or fractional appointments (the table below will assist you to work out the time you have worked over an extended period); or
- You have had additional responsibilities in caring for dependants; or
- You fall within one (or more) of the categories that relate to grounds covered under Equal Opportunity (EO) legislation.

A staff member who works part-time can seek consideration of achievement relative to opportunity, however, working part-time in itself is not a ground covered by EO legislation.

An example is provided in the table below of how to calculate extended leave + part-time employment.

| Period (past 3 years)     | Fractional appointments and extended leave | Months worked              |
|---------------------------|--------------------------------------------|----------------------------|
| 25 Aug 2019 – 31 Aug 2020 | Parental leave                             | $0 \times 12 = 0$          |
| 1 Sep 2020 – 28 Feb 2021  | 0.2 fractional appointment                 | $0.2 \times 6 = 1.2$       |
| 1 Mar 2021 – 1 Mar 2022   | 0.5 fractional appointment                 | $0.5 \times 12 = 6$        |
| 2 Mar 2022 – 1 Sep 2022   | Full-time appointment                      | $1.0 \times 6 = 6$         |
|                           | Total                                      | 13.2 mths worked / 36 mths |

~ this person has worked the equivalent of just over a year full-time over 3 years

## STATEMENT OF ARtO CONSIDERATION

Equal Opportunity (EO) considerations are circumstances which:

- a) relate to grounds covered under EO legislation;
- b) you consider have had an adverse impact on any aspect of your achievements; and
- c) you wish to have taken into account when your academic promotion application is considered.

An academic advisor appointed by the Provost will sit on each of the committees as an observer to guide diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters.

The following guidance is provided to assist you with preparing an ARtO statement:

- a) If relevant, your statement should state the EO grounds on which you are seeking consideration for achievement relative to opportunity.

EO grounds commonly considered relate to:

- people with a disability or chronic health condition;
- people of culturally and linguistically diverse backgrounds;
- Indigenous Australians; and
- Women in non-traditional areas.

For a complete list of grounds covered by EO legislation please refer to [EO fact sheets](#).

- b) Provide sufficient information about your situation to support your request for consideration. You need only disclose a level of information necessary to consider your application. The details of your situation will not be disclosed beyond the committee and relevant external assessors (applications to Levels D and E only) unless explicitly permitted/requested by you.
- c) State the impact of your situation on your employment and achievements, in terms of the opportunity you have had. This might include the impact that COVID-19 has had on your achievements, for example during periods of lockdown. This can remind the committee of how long absences from work, inability to work at certain times, inability to travel, and less than full-time work periods can have an impact on research, teaching, and engagement. It is not sufficient to only state the applicable grounds. Without stating the impact, the committee is unable to assess your achievement relative to opportunity.
- d) You are encouraged to complete the leave table above if your situation has resulted in having extended periods of leave or fractional appointments and use the resulting time at work as part of your statement and application.
- e) Explain how you have dealt with the impacts of your circumstances and how your successes and achievements over the period are relative to the opportunity you have had.
- f) You will have 4000 characters (including spaces) in the ARtO Consideration statement free-text box in the online application form. It is advisable that you write your statement in Word and cut and paste it into the form.

## 8. CURRICULUM VITAE (CV)

Your CV is expected to be up to date and include content that would be provided for an academic job application. It should be **a full academic CV of no more than 10 pages** with your relevant education, lists of publications, grants and information on other academic activities, such as Board memberships, coordination duties, awards and prizes,



teaching and supervision duties. It is expected that standard academic referencing will be used for all publication lists.

If you have a large number of publications you may wish to state your best 5-10 publications, followed by a listing for the last three years. You could then include the rest in a table (by impact, journal or year). Consider using headings to assist with clarity and relevance and as a guide for the committee members. You are encouraged to also use headings to highlight key achievements since your appointment to Curtin or since your last application for promotion. Some suggested headings are listed below.

Copies of documents, such as awards, certificates, emails or letters of commendation will be removed from your CV. Please provide written details of these achievements in the body of your CV. Content of emails or letters may be expressed through short quotes in the relevant area of your CV or in your statements addressing the categories.

## Teaching

**Unit coordination duties** - Year/ Title of units coordinated/ Number of teaching staff coordinated/ Student numbers or EFTSL

**Teaching duties** - Year/ Title of units which you had a major teaching role/ Teaching role (Lecturer, Tutor, Lab demonstrator)

**Awards for teaching** - Year/ Name of awarding body/ Name of award/ Role

**Teaching grants** - Year/ Name of grant and awarding body/ Type of activity/ Role/ Progress or status

**Supervision duties** - Year/ Award type (Doctoral, Master, Honours)/Coursework or Research/ Supervision type/ Full-time and part-time students/ Completions

## Research

**Awards for research** – Year/ Name of awarding body/ Name of award/ Role

**Research grants** - Year/ Name of grant and awarding body/ Type of activity/ Role/ Progress or status

**Publications** - Year/ Title of publication/ Type of publication/ Progress or status

**Other Research/Creative Works** - Year/ Type of activity/ Role/ Progress or status

## Engagement

**Major internal engagement roles** - (Committees/ Working Parties/ Boards) Year/ Activity/ Title of role

**Major external engagement roles** - (Committees/ Working Parties/ Boards/ Conference organisation) Year/ activity/ Title of role

**Leadership roles** - (not covered above) Year/ Title of role or duty

**Other major duties** - Year/ Title of role or duty

## 9. RESEARCH REPORT

Applicants must run and attach a MyResearch Activity Report from the BI Dashboards accessible via the Curtin Staff Portal for Australian applicants. Access to the MyResearch Activity Report is available to all academic staff. If you do not have access please email [bi@curtin.edu.au](mailto:bi@curtin.edu.au).

**Applicants from Global campuses should contact the Academic Promotions team via email [academicpromotions@curtin.edu.au](mailto:academicpromotions@curtin.edu.au) to discuss the requirements for their MyResearch Activity report.**

The report start year is at the applicant's discretion. The report should be for at least the last three years or since your appointment at Curtin.

The report will include:

- publications;
- approved research projects where the outcome is not yet known, but an intended funding year is within the selected timeframe;
- successful/completed research projects with a funding year within the selected timeframe; and
- unsuccessful projects whose intended span included a funding year within the selected timeframe.

The committee will assess your Research Activity Report with regard to research grants, publications, esteem and impact, and, where appropriate, built environment or creative and performing arts.

For further information or assistance with your Report please contact the ROC Relationships Team on [ROCRelationships@curtin.edu.au](mailto:ROCRelationships@curtin.edu.au). Please note the Research Office will not run a verification process for promotion applicants.

## 10. eVALUate REPORTS

All applicants are required to address the Teaching category and should include eVALUate reports with their application where possible. You are required to attach all of your eVALUate Unit Summary Reports (USRs) and Teaching Evaluation Reports (TERs) for the last 3 years.

**Please ensure the cover pages are removed before including your eVALUate reports with your application.**

Full Unit Reports (FURs) are a reflection of all of the teaching team and not just your individual role, and therefore are not to be included with your application.

Your eVALUate reports will be assessed by the committee with regard to:

- the response rate and how representative this is of the whole group;
- the student percentage agreement with the 11 qualitative survey items and how they compare to the other units for the teaching area, Faculty and University; and
- whether a response to students has been published in the USR which acknowledges their feedback and communicates how it will be used to make improvements.

Information on how to interpret response rates and the distinction between eVALUate reports is available on the [eVALUate webpage](#).

## 11. PEER REVIEW OF EDUCATIONAL PRACTICE

All applicants, including Research Academics, will need to provide a Peer Review of Educational Practice Report (PREP) as part of their application. This is a mandatory consideration by the Committees when assessing the applications. The only exception to this mandatory requirement is for Research Academics who can provide evidence that they are explicitly precluded from teaching delivery - for example, if prohibited from teaching due to a clause in an external research contract.

The PREP Report is required to provide independent evidence of an applicant's teaching excellence, and is especially important where the response rates in eVALUate reports are too low to be of any use. Your PREP must have been completed within the last 3 years of an application.

To view a current list of PREP Reviewers, please refer to the PREP Blackboard site. More information on [PREP](#) is available on the Staff Portal.

## 12. ASSESSMENT

The relevant committee will assess your application and make recommendations for promotion to the Provost (promotion to Level C) or Vice-Chancellor (promotion to Levels D and E). Your performance will be assessed by the committee against the capability areas defined in the *Academic Capability Framework*. Appropriate consideration will be given by Committee members to the context and opportunities available when assessing Global applications.

Promotion will recognise and reward you for evidence of sustained performance and achievement relative to opportunity that aligns with excellence benchmarks for the promotion level being sought, as outlined in the *Academic Capability Framework*. Taken into consideration are your achievements since appointment, promotion or last application, level of impact and quality of your activities and your contribution to the University.

When applying for promotion it is important to remember to demonstrate evidence of a body of work over a number of years. As a guide, select the years since your appointment at Curtin or your last promotion and highlight your achievements over the last 3 years. It usually takes a period of 2 years of working at Curtin to show evidence of sustained performance and impact.

## 13. ASSESSORS

Each application will include reports from your HoS and PVC. External assessor reports will also be sought for applications for promotion to Levels D and E. All reports will be confidential.

### HOS AND PVC

Your Head of School/Department will be asked to comment on your Curtin Values and to verify your academic duties and workload allocation (specifically the balance between teaching, research and engagement), and assess each category:

- **Teaching:** the quality and currency of your teaching, unit design (including assessments), course/curriculum design and the calibre of scholarship;
- **Research:** the calibre, quality and impact of your research with particular reference to expected standards in your discipline area(s);
- **Engagement:** your personal contribution, University and community citizenship, external engagement and effectiveness as a leader and the impact you have on staff, students and the School/Area/University.

Your PVC is required to comment on your overall application, including your suitability to be promoted.

### EXTERNAL ASSESSORS

External assessors will be requested to review applications for promotion to Levels D and E only; they will be asked to provide a review of your application and an assessment of your suitability for promotion. External assessors should be independent and you should not have a working or personal relationship with them.

When meeting with your HoS to discuss your intention to apply for promotion, please also discuss suitable nominees as your external assessors.

#### Applications to Level D:

- Your HoS will nominate at least 3 external assessors.
- A minimum of 2 external assessor reports are required by the Committee.

#### Applications to Level E:

- Your HoS will nominate at least 4 external assessors.
- A minimum of 3 external assessor reports are required by the Committee.

Your HoS will contact the nominated assessors to seek their consent, and then provide the contact details to People and Culture as part of their Head of School report. People and Culture will provide your application to the nominated assessors.

## 14. COMMITTEES

**A list of committee members is provided on the academic promotions webpage.**

To assist with deliberations, committees may invite persons to attend who can provide informed or expert comment in relation to a discipline area. Faculty, University and Global Committees may co-opt staff as required, for example in order to achieve appropriate gender balance and diversity.

Canvassing of committee members, either by you or by someone on your behalf, will result in your application being withdrawn from the promotions round. Canvassing includes any attempt to solicit support for promotion from the committee member.

### Faculty Academic Promotions Committees

Applications to Level C from Australian campuses will be assessed by a Faculty Academic Promotions Committee (FAPC). Each FAPC meeting will be comprised of 6 sitting members: the Chair who is appointed by Academic Board for each FAPC, the relevant PVC or nominee, a Professor external to the Faculty and 3 Faculty representatives selected from the pool to ensure diversity in skills, gender and roles. A non-voting academic advisor appointed by the Provost, to guide the committee on diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters will also participate.

Membership of the Committee should be balanced according to the 40:40:20 gender principle (i.e. 40% women, 40% men, 20% of any gender), and contain relevant expertise relating to research, teaching and engagement. The Chair of the Committee may also co-opt staff as required.

Applicants from the Centre for Aboriginal Studies (CAS), the Office of the DVC Academic or the Office of the DVC Research will be included in the most appropriate FAPC for the discipline or area of expertise.

### University Academic Promotions Committee

Applications to Levels D and E from Australian campuses will be assessed by the University Academic Promotions Committee (UAPC). The UAPC is comprised of 10 sitting members: the Provost as Chair, the DVC's Research, Academic and International, the 4 Faculty PVCs and 2 Academic Board representatives selected from the pool to ensure diversity in skills, gender and roles. A non-voting academic advisor appointed by the Provost, to guide the committee on diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters will also participate.

Membership of the Committee should be balanced according to the 40:40:20 gender principle (i.e. 40% women, 40% men, 20% of any gender), and contain relevant expertise relating to research, teaching and engagement. The Chair of the Committee may also co-opt staff as required.

### Global Academic Promotions Committees

Applications to Level C, D and E from Global campuses will be assessed by a Global Academic Promotions Committee (GAPC). Each meeting will be comprised of the Provost as Chair, the DVC Global, the relevant PVC, one or two professors from a Curtin Australian campus with experience on Curtin Academic Promotion Committees and experience in the relevant discipline area, and one or two representatives from the Global campus or from another Global campus at Level D or above (but must be Level E for applications to Levels D and E). A non-voting academic advisor appointed by the Provost, to guide the committee on diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters will also participate.



Membership of the Committee should be balanced according to the 40:40:20 gender principle (i.e. 40% women, 40% men, 20% of any gender), and contain relevant expertise relating to research, teaching and engagement. The Chair of the Committee may also co-opt staff as required.

## CONFLICT OF INTEREST

You need to advise People and Culture of any perceived, actual or potential conflicts of interest with a member of the committee assessing your application. Committee members are also required to advise of any conflicts of interest with an applicant. Please refer to the [Conflict of Interest Procedures](#).

The Academic Advisor and Chair of the relevant committee will review and assess all declared conflicts of interest. If it is determined that you have a perceived, actual or potential conflict of interest the committee member will not be provided with access to your application, and will be requested to leave the room when your application is being considered by the committee.

## 15. WHAT NEXT?!

### NOTIFICATION

Official notification of the outcome will be sent to your Curtin University email address. If applying from a Global campus, please ensure your @curtin.edu.au email address is active.

### SUCCESSFUL APPLICANTS

The effective date for promotion is 1 January of the following year.

### UNSUCCESSFUL APPLICANTS

If your application was unsuccessful, please contact your PVC to discuss your feedback. Your PVC will provide you with the committee's feedback and advice on your future applications and career trajectory.

Unsuccessful applicants will not normally be eligible to apply for promotion in the next round.

### REVIEW PROCESS

If you believe the academic promotion process followed was not in keeping with the *Academic Promotion Procedures* you may request a review. The review of your claims will be based on the validity of the process and not on the outcome of your application. Refer to the Procedures for information on the review process.

## 16. SUPPORT

**Peer support and mentoring:** Consider creating a peer support group within your School to assist each other and provide peer review. Deputy PVCs play an active part in this process and it is encouraged you seek guidance if you need.

If you are unsure if you are ready to apply for promotion yet, seeking a mentor who will provide honest and meaningful feedback may be useful. You should also seek advice and feedback from your HoS and/or PVC. If you have already gained promotion consider offering yourself as a mentor within your School or Department.

For queries regarding academic matters, please contact your Head of School/Department or Deputy Pro Vice-Chancellor. For help with the promotions process or online form, please email: [academicpromotions@curtin.edu.au](mailto:academicpromotions@curtin.edu.au)

**Counselling:** Curtin has a free and confidential counselling service if you feel it may help to talk to a professional. Counselling services for Australian Curtin staff is provided by Assure Programs; for bookings, please call 1800 808 374.

## 17. APPLICATION CHECKLIST

If you are intending to apply for academic promotion to Level C, D or E the below checklists will assist you with planning your application. It is highly recommended that you commence working on your application well before the call for the round opens. Additional pages to the statements against the categories (other than the Level D & E leadership statement), and documentation not requested in the promotion process, e.g. copies of award certificates, FURs, will be deleted from your application.

### Preparing for promotion checklist:

- ☐ If applying from a Global campus, I am registered as a University Associate and I have ensured my @curtin.edu.au email address is active.
- ☐ I have read the information on the webpage and in this guide.
- ☐ I have read the updated Academic Promotions Procedures.
- ☐ I have made a time to meet with my HoS to discuss my intent to apply.
- ☐ **Level D and E only:** I have discussed potential external assessors with my HoS and provided their details for my HoS to contact for consent to participate.
- ☐ I have made a time to meet with my PVC to discuss my intent to apply.
- ☐ I have familiarised myself with the Academic Capability Framework.
- ☐ I am collating evidence of my achievements relative to opportunity.
- ☐ I am updating my 10-page academic CV, including lists of publications and grants.
- ☐ I can provide a PREP Report.
- ☐ I am updating Elements and ensuring I can provide a current MyResearch Activity Report (Australian applicants). Global applicants to email [academicpromotions@curtin.edu.au](mailto:academicpromotions@curtin.edu.au) for advice.
- ☐ I am collating all my eVALUate reports (USRs and TERs) from the last 3 years.

### Application checklist:

All applicants, except where stated, should submit:

- ☐ online application form
- ☐ 3-page statements against key achievements and the ACF categories
- ☐ **Level D and E only:** 1-page leadership statement

- ☐ CV up to 10 pages in length
- ☐ PREP report
- ☐ MyResearch Activity Report from BI Dashboards for Australian campuses, or Research Activity report verified by Dean/Director Research at Global campuses (not necessary for Teaching Academics)
- ☐ eVALUate reports (USRs and TERs) from last 3 years only (with coversheets removed)