

Explanatory notes for academic promotions process

The academic promotions process at La Trobe is evidence-based.

Applicants should take care when preparing their application to provide evidence not only of their activities in each area, but also the quality and impact of their contribution. The type of evidence is often the same at each classification level, but differentiated by impact, scale, scope, duration, degree of leadership for example.

The following “evidence matrix” gives examples of evidence of performance and achievement at each level of appointment across the four assessment areas:

- * teaching and supervision;
- * research and scholarly activity;
- * university service, management and leadership; and
- * professional and community service, management and leadership.

The matrix makes suggestions about where certain types of evidence might be used. However, applicants may decide to list evidence under other areas and will not be disadvantaged if they do so. In cases where evidence could fit under two or more assessment areas, applicants should allocate it to the area where the more significant contribution has been made. The same evidence should not be cited in more than one area.

Applicants should look at the examples of evidence provided for levels both higher and lower than the one for which they are applying, as these may be relevant to their overall application. Applicants will normally be expected to achieve minimum standards of performance in all areas, but are not expected to demonstrate achievement at the same level in all areas.

The examples given are indicative rather than prescriptive or exhaustive. Applicants may cite other examples to demonstrate their performance and achievements.

For further information applicants should refer to the [LTU Academic Promotions Policy](#) and [LTU Academic Promotions Procedures](#) documents. The matrix should be read in conjunction with the policy and procedures documents.

How to use this document

For examples of the types of evidence required for a particular domain (teaching, research, university service, professional service), choose the relevant domain at the Bookmark icon on the left hand side of the screen.

For examples of the types of evidence required at a classification level (promotion to level B, C, D, E), choose the relevant level at the Bookmark icon on the left hand side of the screen.

Academic Promotions Matrix

Policy Database Document Reference Number 534003X

TEACHING		
Types of Evidence Required	Subject Teaching (including labs, studios, etc)	Student Supervision (Clinical Placements, Honours, Minor Theses, HDR)
Externally peer-reviewed outputs or other independent measures of quality and impact	T&L reports (University or national significance)	T&L conference papers; invitation to present at conferences
	Publications in Australian or international T&L journals	Publications in Australian or international T&L journals
	T&L conference papers; invitation to present at conferences	T&L conference papers; invitation to present at conferences
	ALTC teaching citations	University or national supervision awards
	HERDSA, SEDA or ALTC Fellowship	HERDSA or SEDA Fellowship
	Significant influence on practice in the clinical (professional) field nationally, as a result of teaching, scholarship and innovation	Numbers of HDR students supervised (successful completions); clinical supervision, mentoring
	Peer-reviewed teaching or course portfolio	Peer-reviewed supervision portfolio
Textbooks/books on university T&L	Textbooks/books on university T&L or supervision	
Academic Preparation and Ongoing Professional Development	Successful completion of LTU 3-day T&L program, or equivalent	Successful completion of LTU 3-day T&L program, or equivalent
	General teaching skills development workshops/seminars	Completion of HDR supervision training
	T&L conference attendance	General supervision skills development workshops/seminars
	Specialised teaching skills development workshops/seminars	T&L conference attendance
	Graduate Certificate in University T&L or equivalent award	Specialised supervision skills development workshops/seminars
	Masters/PhD in University T&L or equivalent	Graduate Certificate in University T&L or equivalent award
	Professional qualifications and relevant work experience	Masters/PhD in University T&L or equivalent
Initiation, development or organisation of teaching development seminars, workshops or conferences		
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	School/Faculty/University/VC awards for teaching	School/Faculty/University/VC awards for supervision
	Student feedback/evaluations of teaching	Student feedback/evaluations of supervision
	Letters of support; References	Letters of support; References

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RESEARCH		
Types of Evidence Required	Discovery, innovation, creative work	Knowledge transfer and development; applications; synthesis and integration
Externally peer-reviewed outputs or other independent measures of quality and impact	Completed PhD	Invited industry/professional conference presentations
	Journal articles, book chapters, books, monographs, other refereed publications	ARC linkages grants
	Editor or member of editorial board of high quality national or international journal	Parliamentary, government and industry reports
	Internal or external funding for research and scholarship	Development of public policy with evidence of the impact of this work
	Professional, contract and consultancy reports	Patents and licences
	Curated exhibition or creative work or regional, national or international significance	
Academic Preparation and Ongoing Professional Development	Membership of research groups	Regional and national lectures/seminars on specialist topics
	Effective use of OSP to develop national and international linkages and to raise impact of research	Development and publication of novel models of care delivery or other professional innovations that influence professional practice at a regional, national or international level
	Fellowships, visiting posts at other institutions	
	Participation in programs to develop research capacity	
	Membership of relevant professional or disciplinary association	
Feedback, evaluations and assessment	Local, regional, national and international research awards	Membership of industry or government funding bodies
	Citations, impact factors or equivalent evidence of national or international quality or impact	Assessors reports from leaders in clinical/professional practice
	Membership of expert research panels (eg ARC, NH&MRC)	
	Reviews of publications or creative works	
	Invitations to distinguished visiting posts, lecture series, etc	

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UNIVERSITY SERVICE, MANAGEMENT AND LEADERSHIP			
Types of Evidence Required	Subject and/or Course Level	School, Institute and/or Faculty Level	University Level and/or Strategic initiatives or Projects
Externally peer-reviewed outputs or other independent measures of quality and impact	Portfolio demonstrating evidence of extent of activities and outcomes at university and strategic levels	Portfolio demonstrating evidence of extent of activities and outcomes at university and strategic levels	Portfolio demonstrating evidence of extent of activities and outcomes at university and strategic levels
	Efficient performance in allocated administrative roles at the subject or course level	Efficient performance in allocated administrative roles at University or Strategic Projects level	Efficient performance in allocated administrative roles at University or Strategic Projects level
	Development or maintenance of a subject or course	Leadership, maintenance and development of an academic area(s)	Service on, and chairing of, committees or strategic projects within the University
	Leadership of an academic area(s)	Service on, and chairing of, committees at the School, Institute or Faculty levels	Contributions to policy formation within the University
	Effective management and leadership of tutors and associated staff in subject or course	Successful mentoring of less experienced staff	Introduction and development of a major innovation
	Attracting funds to support development or maintenance of a subject or course	Leadership and effective management of a School, Department, Institute or Faculty	Attracting funds to develop or establish research or teaching facilities
	Completion rates in subjects and courses	Effective leadership of an academic portfolio within a faculty (eg Associate Dean)	Taking a role at the University level in the appointment of new staff and the promotion of academic and general staff
		Successful introduction and development of major innovations	
		Attracting funds to develop or establish research or teaching facilities	
Academic Preparation and Ongoing Professional Development	University Equality and Diversity workshop/training	University Equality and Diversity workshop/training	University Equality and Diversity workshop/training
	Successful completion of LTU 3 day T&L program or equivalent	PEDS training	Management skills development workshops, seminars and university or TAFE subjects
	General subject of course-level skills development workshops and seminars	Management skills development workshops, seminars and university or TAFE subjects	Relevant conference attendance
	Conference attendance	Relevant conference attendance	Specialised relevant skills development workshops and seminars
	Specialised subject or course level skills development workshops and seminars	Specialised relevant skills development workshops and seminars	Postgraduate Diploma/Certificate in University management or leadership-related topics; or equivalent award
	Postgraduate Diploma/Certificate in University management or leadership-related topics; or equivalent award	Postgraduate Diploma, Graduate Certificate in University CTL, management or leadership-related topics; or equivalent award	Masters/PhD in University management, leadership or equivalent degree
	Masters/PhD in University management, leadership or equivalent degree	Masters/PhD in University CTL, management, leadership or equivalent degree	
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	Peer observation reports	Peer observation reports	Peer observation reports
	Student feedback/evaluations of subject or course	360 degree evaluations	360 degree evaluations
	Evaluations of subjects and/or courses	Letters of support; references	Letters of support; references
	Letters of support; references		

PROFESSIONAL AND COMMUNITY SERVICE, MANAGEMENT AND LEADERSHIP			
Types of Evidence Required	Academic Disciplines and/or Professions	La Trobe University's Communities in Victoria	Other Communities
Externally peer-reviewed outputs or other independent measures of quality and impact	Serving in executive roles in professional or discipline associations at state, national and international levels	Service on relevant boards, government bodies and committees of community organisations at the local or state level	Service on boards, government bodies and committees of community organisations at the national or international levels
	Successful organisation of conferences, including evidence of registrations	Number and quality of linkages in state of Victoria	Delivering invited lectures at national and international forums in relation to professional or discipline activities
	Evidence of leadership or active involvement in strategic initiatives or professional or discipline bodies	Portfolio of evidence related to extent of contribution to and impact of community service	Invitations to teach at other universities, provide continuing education programs, or in-service education nationally or internationally
	Letters of special invitation or commendation	Invitations to public boards and committees	Sharing of expertise through public debates and communicating scholarship to the wider public
	Portfolio documenting activities, extent of leadership and output of committee memberships in professional or discipline-related organisations.	Collaborative relationships with, or acting as advisor or consultant to, industry or other organisations or bodies, honorary positions and professional work	Collaborative relationships with, or acting as advisor or consultant to, industry or other organisations or bodies, honorary positions and professional work
		Contribution to policy making including providing advice to local or state governments	Reports commissioned by government agencies, grant agencies, and international organisations
		Media coverage related to disseminating one's research or teaching to the broader community	Number and quality of national and international linkages
		Invitations to teach at other universities, provide continuing education programs or in-service education in Victoria	Media coverage related to disseminating one's research, clinical (professional) expertise or teaching to the broader community
Academic Preparation and Ongoing Professional Development	Establishment of clinical, community or other relevant facilities of benefit to the community		
	Relevant discipline or profession-related skills development, workshops and seminars	Relevant skills development, workshops and seminars	Relevant skills development, workshops and seminars
	Relevant conference attendance	Relevant conference attendance	Relevant conference attendance
	Participation in peer supervision or professional development learning groups	Participation in peer supervision or professional development learning groups	Participation in peer supervision or professional development learning groups
	Specialised skills development related to profession or discipline	Specialised skills development, workshops and seminars related to community involvement	Specialised skills development, workshops and seminars related to community involvement
	Graduate Certificate related to discipline, profession or management; or equivalent award	Graduate Certificate related to community work or management; or equivalent award	Graduate Certificate related to broader community work or management; or equivalent award
	Local reputation of holding significant experience in clinical (professional) field	Relevant Masters or PhD or equivalent degree	Masters or PhD or equivalent degree
	Experience in an area of clinical (professional) expertise and holds a postgraduate degree/Fellowship/Diploma in that clinical (professional) field		
Relevant Masters or PhD or equivalent degree			
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	Professional or discipline related awards or honours	Letters of special invitation or commendation	Letters of special invitation or commendation
	Fellowships in professional or discipline organisations	Public recognition, honorary status and awards	Public recognition, honorary status and awards
	Statements from expert peers or members of the profession or discipline regarding role, extent and impact of service	Statements from expert peers, community, government or industry partners regarding role, extent and impact of service to La Trobe community in Victoria	Statements from expert peers, community, government or industry partners regarding role, extent and impact of service to La Trobe community in Victoria
	Strong State reputation as an expert in a clinical field and /or key role in activities that influence professional practice	Letters of support; references	International reputation as a leader and innovator in a clinical (professional) field
	Letters of support; references		Letters of support; references

Academic Promotions Matrix

Level B				
Types of Evidence Required	Teaching and Supervision	Research and Scholarly Activity	Uni Service, Mgt & Leadership	Prof & Community Service, Mgt & Leadership
Externally peer-reviewed outputs or other independent measures of quality and impact	Co-authorship or authorship of T&L reports	Co-authorship or authorship of journal article, book chapter, monograph or other refereed publications in discipline area, scholarship of teaching or clinical or professional practice	Service to Program or School (eg Open Day, school liaison)	Membership of relevant disciplinary or professional or industry association
	Development of curriculum/subject	Internal or external grant funding for research or scholarship	Efficient performance of allocated administrative roles	
	Successful participation in LTU funded T&L project	Professional contract and consultancy reports for government, industry etc.	Service on committees at the School or Program level	
	Delivery of paper at LTU or equivalent T&L conference	Curated exhibition or creative works		
	Positive peer review of curriculum/subject by School evaluator	Editorial work - books and/or journals		
		Refereed conference presentations		
		Completed PhD		
Academic preparation and ongoing professional development	Successful completion of LTU 3 day T&L program or equivalent	Membership of research group	University Equality and Diversity workshop/training	Relevant conference attendance
	Participation in LTU and or equivalent T&L conferences or workshops	Participation in School/Faculty/University workshops/seminars on improving research performance	Specialised relevant skills development workshops and seminars	Specialised relevant skills development workshops and seminars
		Membership of relevant professional disciplinary association		Experience in area of clinical (professional) expertise and relevant qualifications in that clinical (professional) field
				Participation in peer supervision or professional development learning groups
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	Excellent student feedback on teaching	Research awards	Positive assessment by Head of School and Dean	
	Letters of reference from La Trobe colleagues and supervisors	Citations, impact factors or equivalent evidence of quality and impact		
		Reviews of publications/creative works		
		Positive assessments from external discipline experts, such as PhD examiners		

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Level C				
Types of Evidence Required	Teaching and Supervision	Research and Scholarly Activity	Uni Service, Mgt & Leadership	Prof & Community Service, Mgt & Leadership
Externally peer-reviewed outputs or other independent measures of quality and impact	Authorship of T&L reports	Co-authorship or authorship of journal article, book chapter, monograph or other refereed publications in discipline area, scholarship of teaching or clinical or professional practice	Service to Program or School (eg student advising, Open Day, school liaison)	Membership of professional or discipline associations
	Curriculum adopted at another university eg disciplinary textbook	Internal or external research grants	Efficient performance of allocated administrative roles	Participation in activities of committees or projects for professional or discipline-related organisations
	Successful participation in La Trobe or nationally grant-funded T&L projects	Professional contract and consultancy reports for government, industry etc.	Development or maintenance of a subject or course	Service on relevant boards, government bodies and committees of community organisations
	Receipt of La Trobe or ALTC Citation	Development and publication of novel models of care delivery or other professional innovations that influence professional practice at a national level	Effective management and leadership of tutors and associated staff in subject or course	Contribution to organisation of disciplinary conference
	Externally peer-reviewed teaching/subject portfolio	Curated exhibition or creative work	Contribution to committees at the Department/School level	Activities designed to influence professional practice
	Delivery of peer-reviewed paper at national T&L conference	Refereed conference presentations	Internal and external research collaboration roles	
	Successful supervision of Masters or PhD students to completion		Design and leadership of T&L professional development at LTU, including clinical/professional teaching development	
Academic preparation and ongoing professional development	Clinical experience and postgraduate qualification in that clinical/professional field	Membership of research group	University Equality and Diversity workshop/training	Relevant conference attendance
	Participation in national T&L conferences	Participation in School/Faculty/University workshops/seminars on improving research performance	Specialised relevant skills development workshops and seminars	Specialised skills development related to profession or discipline
	Membership of ALTC or equivalent disciplinary associations/networks	Membership of relevant professional disciplinary association		Experience in area of clinical (professional) expertise
	Successful completion of first subject in Graduate Certificate in Higher Education	Effective use of OSP to develop international experience/networks		Specialised skills development, workshops and seminars related to community involvement
	Participation in specialised T&L workshops regionally			
	Completion of HDR supervisor training			
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	Receipt of School, Faculty or University award for T&L	Research awards	Positive assessment by Head of School and Dean	References supporting claims of significant clinical or professional experience or claims of service on external bodies
	School, Faculty or University award for postgraduate supervision/mentoring	Citations, impact factors or equivalent evidence of quality and impact		Media interest
	Excellent student feedback on teaching	Reviews of publications/creative works		
	Letters of reference from La Trobe colleagues and supervisors	ARC/NH&MRC assessor reports		
		Invitations to visiting posts, fellowships, lecture series		

Academic Promotions Matrix

Level D				
Types of Evidence Required	Teaching and Supervision	Research and Scholarly Activity	Uni Service, Mgt & Leadership	Prof & Community Service, Mgt & Leadership
Externally peer-reviewed outputs or other independent measures of quality and impact	Authorship of international or national T&L reports	Refereed articles in top tier journals, book chapters, books published by international academic presses, in discipline area, scholarship of teaching or clinical or professional practice	Contribution to and leadership of activities and outcomes at School and Faculty level	Collaborative relationships with, or acting as advisor or consultant to, industry or other organisations; honorary positions and professional work
	Development of post-graduate subjects and courses.	National competitive grant funding	Leadership, maintenance and development of a discipline, program, or an academic area	Serving on boards, government bodies and committees of community organisations at the national level
	Successful co-leadership of internationally/nationally grant-funded T&L projects	Establishment and funding of shared equipment/facility	Effective management of a Department/School/Institute	Contribution to / leadership in professional or discipline-related organisations
	Receipt of HERDSA, SEDA or ALTC Junior Fellowship	Editor or member of editorial board of high quality journal	Contribution to and leadership of committees at School or Faculty level	Development of public policy (eg through commissioned reports) with evidence of the impact of this work
	Invited keynote at national T&L conference	Major professional contract and consultancy reports for government, industry etc.	Effective leadership in an academic portfolio within a faculty	Membership of ARC / NH&MRC; Oz Reader or Int Reader
	Externally peer-reviewed teaching/subject portfolio	Patents and licences	Mentoring of new or more junior staff; attraction and support of post-doctoral or other research fellows	
	Curriculum adopted at other universities eg disciplinary textbook	Curated exhibition or creative work of national significance	Ability to attract and mentor self-funded research associates	
	Design and lead T&L professional development nationally	Invited conference presentations at national or international level	Contribution to School/Faculty/University workshops/seminars on improving research performance	
	Receipt of University citation for curriculum, teaching and learning	Development and publication of novel models of care delivery or other professional innovations that influence professional practice at a national level		
	Academic preparation and ongoing professional development	Graduate Certificate in Higher Education or equivalent	Effective use of OSP to develop international linkages and raise impact of research	University Equality and Diversity workshop/training
Master's degree in T&L or equivalent		Participation in higher level programs to develop research capacity	Short course of postgraduate diploma/certificate in management or leadership-related topics	
Participation in national T&L conferences or specialised T&L workshops				
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	National award for T&L or postgraduate supervision/mentoring	Assessors reports from leaders in the discipline or area of clinical/professional practice	Positive assessment by Head of School, Associate Dean and Dean	Acknowledgement by professional, disciplinary, community or industry leaders of contribution and standing
	Excellent student feedback on teaching	Membership of expert research panels eg ARC, NH&MRC		Media interest
	Letters of reference from national T&L leaders	Research awards		
		Citations, impact factors or equivalent evidence of national quality and impact		
		ARC/NH&MRC assessor reports		
		Invitations to visiting posts, fellowships, lecture series		
		National reviews of publications/creative works		

Academic Promotions Matrix

Level E				
Types of Evidence Required	Teaching and Supervision	Research and Scholarly Activity	Uni Service, Mgt & Leadership	Prof & Community Service, Mgt & Leadership
Externally peer-reviewed outputs or other independent measures of quality and impact	First authorship of books on T&L by top-rated international publishers	Refereed articles in top tier international journals, book chapters, books published by international academic presses, in discipline area, scholarship of teaching or clinical or professional practice	Leadership of strategic activities at Faculty and University levels	Serving in executive roles in professional or discipline associations at state, national or international level
	Authorship of international or national T&L reports	Editor or member of editorial board of major national or international journal	Leadership, maintenance and development of a discipline, program, or an academic area	Development of public policy (eg through commissioned reports) with evidence of the impact of this work
	Curriculum adopted at other universities eg disciplinary textbook	National competitive grant funding	Leadership and effective management of a School, Institute or Faculty	Contribution to / leadership in professional or discipline-related organisations
	First authorship of HE curricula adopted internationally	Leadership of collaborative national or international research projects	Contribution to and leadership of committees at School, Institute or Faculty level	Collaborative relationships with, or acting as advisor or consultant to, industry or other organisations; honorary positions and professional work
	Development of new courses	Patents and licences	Efficient performance in allocated administrative roles at University or major project level	Serving on boards, government bodies and committees of community organisations at the national or international level
	Successful completion of RHD students	Curated exhibition or creative work of national or international significance	Effective leadership of a portfolio within a faculty (eg Associate Dean)	Significant influence on practice in the clinical/professional field nationally or internationally, as a result of teaching, scholarship and innovation
	Successful leadership of international/nationally grant-funded T&L projects	Invited keynote presentations at national or international level	Successful supervision and mentoring of academic staff	Membership of ARC or NHMRC panels, Oz or Int Reader for ARC
	Receipt of ALTC National Teaching Award, ALTC Senior Fellowship, SEDA or other international T&L Fellowship		Leadership of School/Faculty/University workshops/seminars on improving research performance	
	Invited keynote at international T&L conferences			
	Develop and lead T&L professional development internationally			
Positive peer review of subject/course materials by external evaluator				
Academic preparation and ongoing professional development	Graduate Diploma in Higher Education or equivalent	Effective use of OSP to develop international linkages and raise impact of research	University Equality and Diversity workshop/training Short course of postgraduate diploma/certificate in management or leadership-related topics	
	PhD in T&L or equivalent			
	Participation in international T&L conferences or specialised T&L workshops			
Feedback, evaluations and assessments from students, graduates, colleagues, managers, external partners, etc	Receipt of University/VC's award for T&L	Research awards	Positive assessment of management and leadership roles from relevant Deans/PVCs/DVCs	Evaluation of contribution to professional or clinical practice as an innovator or leader at an international level
	International award in T&L or postgraduate supervision/mentoring	Citations, impact factors or equivalent evidence of international quality and impact		Evaluation of contribution to community organisations/ industry/professional associations at the national or international level
	Excellent student feedback on teaching; feedback on HDR supervision	Assessors reports from leaders in the discipline or area of clinical/professional practice		Media interest
	Letters of reference from international T&L leaders	International reviews of publications/creative works		
		Membership of expert research panels eg ARC, NH&MRC		

Areas and Types of Evidence	Suggestions for presenting that evidence
I. Teaching and Supervision	
(nominated area of excellence)	
1. Externally peer-reviewed outputs	
Participation in an Australian Learning and Teaching Council (ALTC) funded national project	Explain the significance of the project to teaching improvement nationally and at La Trobe and your specific documented contributions to that project. For example: developed the project proposal, created an online survey, analysed and reported findings, led workshops, authored final project report.
Receipt of La Trobe Citation for Outstanding Contributions to Student Learning	Explain and provide evidence of the significance and impact of the activities/accomplishments on which the citation was awarded on student learning.
2. Appropriate preparation and staff development	
Successful completion of the first subject in the Graduate Certificate in Higher Education	Provide evidence of the quality, significance and/or usefulness/impact of the assessed outputs of your participation in the graduate certificate. What did you produce? What demonstrable difference has it made to teaching and learning?
Participation in national discipline-based workshop on assessment	Explain what you applied from that workshop to your assessment practice and provide evidence of the outcomes of that application.
3. Feedback and evaluations from relevant people	
Summary of student feedback on teaching for past three years	Explain the trends in the data over three years, how it compares with relevant feedback on teaching for similar subjects and how it demonstrates excellence.
II. Research and Scholarly Activity	
1. Externally peer-reviewed outputs	
2. Appropriate preparation and staff development	
3. Feedback and evaluations from relevant people	
III. University Service, Management and Leadership	
1. Externally peer-reviewed outputs	
2. Appropriate preparation and staff development	
3. Feedback and evaluations from relevant people	
IV. Professional and Community Service, Management and Leadership	
1. Externally peer-reviewed outputs	
2. Appropriate preparation and staff development	
3. Feedback and evaluations from relevant people	