




<b>DOCUMENT TYPE</b>	<b>POLICY</b>	
<b>ADMINISTRATIVE</b>	<b>5</b>	
<b>PEOPLE AND CULTURE</b>	<b>3</b>	
<b>GENERAL POLICIES</b>	<b>4</b>	
<b>NUMBER</b>	<b>001P</b>	Policy Database Document Reference Number <b>534001P</b>

## ACADEMIC PROMOTIONS POLICY


<b>Purpose/ objectives</b>	To inform prospective applicants and the Academic Promotion Committee of the policy and principles underlying the promotion process for academic staff members seeking promotion to Academic Levels B, C, D and E at La Trobe University.
<b>Scope/ Application</b>	<p>This policy applies to all academic staff employed at La Trobe University whether full time or part time, fixed-term or continuing, who seek promotion to:</p> <p>Level B (Lecturer; Research Fellow);  Level C (Senior Lecturer; Senior Research Fellow);  Level D (Reader and Associate Professor; or Associate Professor; or Principal Research Fellow and Associate Professor);  Level E (Professor).</p> <p>This policy does not apply to casual or sessional academic staff.</p> <p>Applicants for promotion should normally have held a position at La Trobe for a minimum of two years prior to seeking promotion.</p> <p>Fixed-term staff are eligible for promotion. However, promotion, if granted, will not extend a fixed term of appointment.</p>
<b>Overview</b>	<p>The University will recognise and reward sustained academic excellence through a transparent and consistent process of promotion. Promotion will be awarded on the basis of the quality and impact of contributions to the University's goals in teaching and research.</p> <p>The evaluation will be based on evidence of performance in each of the four areas of: (1) teaching and supervision; (2) research and scholarly activity; (3) University service; and (4) professional and community service. Where an academic appointment specifically precludes or constrains contribution to one of these areas (for example, some externally funded research positions prohibit management work), the application will be judged against the relevant areas of contribution.</p> <p>For the purposes of this policy, research and scholarly activity includes:</p> <ul style="list-style-type: none"> <li>• discovery and innovation,</li> <li>• creative works,</li> <li>• scholarship of teaching and learning,</li> <li>• scholarly integration or synthesis, and</li> <li>• knowledge transfer or application.</li> </ul> <p>Teaching and supervision includes:</p> <ul style="list-style-type: none"> <li>• subject teaching,</li> <li>• laboratory or studio-based teaching,</li> <li>• supervision of individual students in clinical placements, and of honours theses,</li> <li>• supervision of postgraduate research higher degree students.</li> </ul>

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	<p>University service, management and leadership includes:</p> <ul style="list-style-type: none"> <li>contributions to program, School, Faculty, regional and University goals.</li> </ul> <p>Professional and community service, management and leadership includes:</p> <ul style="list-style-type: none"> <li>contributions to a wide range of external bodies and forms of knowledge transfer.</li> </ul> <p>In each of these four areas, academic work should be informed by a critical reflection on existing knowledge and best practice. Achievement should be supported with three kinds of evidence: externally peer-reviewed outputs; documentation of appropriate preparation and professional development; feedback and evaluations from relevant people such as referees, students, supervisors or external partners. Each type of activity is valued, as is each type of evidence that is required.</p> <p>Applicants for promotion to Level E will be expected to provide evidence of excellence in research/scholarship and/or teaching and supervision that is recognised internationally. They will also be expected to provide evidence of leadership such as leadership in promoting research, developing research training, fostering excellence in teaching and encouraging academic staff development; and leadership in a discipline, program, School within the University and within the wider community.</p> <p>Applicants for promotion at all levels are encouraged to provide evidence of leadership, appropriate for that level, whether of a formal or informal kind, which enhances teaching and/or research at the University.</p> <p>The University will recognise and reward academics whose teaching and research is interdisciplinary or innovative in ways that may challenge existing disciplinary conventions.</p> <p>The University will also recognise excellence and leadership in clinical or professional practice as part of the role of an academic in professional Schools/Departments/Faculties.</p>
<b>Policy Statement</b>	<p>Academic promotion at La Trobe University will be based on the following principles:</p> <p>Academic promotion criteria will be consistent with selection criteria, probationary review criteria and the University's performance management framework.</p> <ul style="list-style-type: none"> <li>Academic staff will be appointed to the University on the basis of evidence that they have the potential to develop a successful and rewarding career at the University if they make sustained, excellent contributions as a teacher and/or a researcher, appropriate for their disciplinary field and as required by their particular School and Faculty and the University's strategic priorities.</li> <li>Expectations of academic staff at each level will be clearly articulated by the University, demonstrating the opportunities for long-term career development though the levels. These will include expectations about academic preparation and ongoing professional development; about externally peer-reviewed outputs; and about feedback or evaluations from students, colleagues, managers and external partners.</li> <li>Academic staff will be provided with opportunities for staff development to enable them to meet expectations of academic preparation for teaching,</li> </ul>

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	<p>research, management and leadership according to level.</p> <ul style="list-style-type: none"> <li>Academic staff will be provided with appropriate advice and support in the preparation of applications for promotion, and will receive clear and timely feedback on the outcomes.</li> <li>The academic promotion process will assess applications on the evidence provided about the quality and impact of their contribution under each area.</li> <li>The academic promotion process will be based on demonstrated performance, relative to opportunity, and will actively encourage applications from under-represented groups.</li> <li>The Promotions Committee will take a 'whole of career' approach when evaluating an application, taking into account the work that the staff member has been required to undertake by the University.</li> <li>Should the promotions committee deem that an individual merits promotion, it will be the responsibility of the relevant academic unit to fund the additional salary costs attributed to promotion. This will also apply in the case of staff holding research only positions, whose salaries usually are provided by external funding bodies.</li> </ul>
<b>Supporting Procedures</b>	La Trobe University Academic Promotions Procedures.
<b>Responsibility for implementation</b>	Academic Board Chair, Academic Promotions Committee Executive Officer, Academic Promotions, People and Culture
<b>Responsibility for monitoring implementation and compliance</b>	Chair, Academic Promotions Committee Executive Officer, Academic Promotions, People and Culture
<b>Status</b>	Revised Policy and Format. The implementation of the latest version of this policy supersedes all previous versions of policies for academic promotion: Level A-B, B-C, Level D, Level E, and Out-of-Phase Promotion, and all previous versions of this policy.
<b>Key stakeholders</b>	Academic Board, Deans, Promotions Committees, members of Academic Staff.
<b>Approval Body</b>	Academic Board AB09/64(M), 13 May 2009, min. ref. 431.4.3
<b>Initiating Body or person(s)</b>	Academic Board

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<b>Definitions</b>	
<b>Related legislation</b>	Nil.
<b>Related Policy and other documents</b>	Academic Promotions Procedures Academic Promotions Evidence Matrix Application form for promotion <a href="#">Minimum Standards for Academic Levels (MSALs)</a>
<b>Date Effective</b>	June 2009
<b>Next Review Date</b>	May 2010
<b>Keywords</b>	Academic promotion, staff promotion; promotion; application for promotion
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
<b>Author</b>	Executive Officer, Academic Promotions, People and Culture
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