



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Frequently Asked Questions

Academic Promotion Process

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What happens during the Academic Promotions process?

As noted on the Academic Promotion page, Academic staff applying for promotion will be required to complete the Promotion Application Form within Workday and update their [Individual Activity Profile](#).

Prior to commencing an application, you should ensure you discuss your promotion readiness with your supervisor, particularly as part of your [Annual Performance and Development \(APD\) process](#).

How will I be assessed?

Your demonstrated ability and achievement will be assessed against the [Criteria for Academic Performance](#) for the Academic Level you are applying to.

For promotions to Level C and above, the relevant Committee will assess your demonstrated ability and achievement since your last promotion or the date of your appointment to your current level.

Will my APD be a part of my promotion application?

Committee members will **not** be provided access to your APD, and it is not part of your application. Your supervisor and others in your management chain have access to your APD and may review in preparing their recommendations.

Can I apply for promotion before I'm eligible?

In exceptional circumstances, the Chair of the relevant Committee can provide approval for you to apply outside the eligibility dates set out in the procedure. This will require written support from your Head/Director.

Can I apply for promotion if I am on a Fixed-Term Contract?

Yes, if you are on a fixed-term contract you can apply promotion provided your employment contract extends (or is expected to extend) beyond the date on which the promotion will take effect.

Can I apply for promotion while on probation?

Yes, assuming you have met the eligibility criteria noted in the [Promotion of Academic Staff procedures](#).

Where a Level A academic is on probation and is successful in gaining promotion to Level B, confirmation of continuing appointment will be considered against the criteria for Academic Level B. Confirmation of continuing appointment will be determined by the relevant Committee in accordance with the standard Final Review process.

Level B – D staff on probation who make a successful application for promotion may also be considered by the relevant Committee for early confirmation of continuing appointment at the same time.

We recommend that you contact the relevant HR team (see contact details at the back of this document) to discuss your individual case.

When will I know the outcome of my promotion application?

For promotion applications to Level B, you will be advised of the outcome as soon as reasonably practicable and successful promotions will take effect the first day of the month following the promotion decision.

For promotion applications Level C – E, the date of the outcome will depend on when the relevant Committee holds interviews and if further deliberation is required. However, outcomes are generally provided between October and November. Successful promotions to Level C - E will take effective on 1 January the year following the promotion decision.

Frequently Asked Questions

What is Performance Relative to Opportunity (PRO)?

A staff member's performance will be assessed against the criteria with regard to circumstances that impact on performance relative to opportunity. You will have the opportunity to provide a statement in the promotion process to highlight any Performance Relative to Opportunity factors and their impact(s) on your performance.

In terms of expectations for activity and output, consideration will be given to the fraction at which have been employed, periods of absence and/or personal circumstances. In the instance where you provide information about personal circumstances, that information will remain confidential to those directly involved with the process.

What does the interview consist of?

The interview is your opportunity to present your case for promotion and for the Committee to seek clarification on aspects of your application. Most Committees will ask you to provide a 5-minute precis at the start of your interview, however this, along with the other details of the interview, will be confirmed when you are invited to attend. In general, presentation materials or slides cannot be accommodated as part of your precis.

Who will the Head/Director and/or Executive Dean consult with about my application?

When completing their assessments, the Head/Director and/or Executive Dean should seek feedback from relevant staff to inform their assessment, including your supervisor. When this has occurred, the names of these staff will be provided to you as part of the Head/Director and/or Executive Dean (for Professorial Promotions) input on the Promotion Application Form.

Can I provide a response to the Head/Director or Executive Dean Report?

Yes, if you would like to provide a written response to the ratings, comments or reflections provided by the Head/Director or Executive Dean report, this can be done within Workday as part of the acknowledgement step in the promotion process.

Do I need to provide referees?

Referees are not required as part of your initial promotion application. However, in circumstances where clarification is needed on a specific aspect of an applicant's case, referees may be sought at the discretion of the Committee Chair.

I have been awarded a high standing fellowship (i.e., ARC or NHMRC). When can I apply for promotion? Will the promotion apply to my substantive role?

Where a staff member is awarded a high standing fellowship at a higher level than their substantive position, the staff member may apply for promotion in the next promotion round following the fellowship commencement date. Where promoted, the promotion will apply to the substantive appointment. Further information can be found in the relevant procedures.

Can I apply for promotion more than one level higher than my current level?

You may only apply for promotion to the next academic level. In rare and exceptional circumstances, if the Committee feels the applicant has clearly demonstrated they meet the relevant criteria, they may offer the applicant a promotion to the academic level above the level initially applied for.

Frequently Asked Questions



How will a change in academic category be considered? What happens if my current and substantive categories are different?

When applying for promotion you will be assessed against your current academic category. This includes circumstances where you are currently appointed as a fixed-term Research Focused academic and your substantive position is Teaching and Research. However, the Committee will consider your overall contribution you have made since being appointed or promoted to your current academic level. Further information can be found in the relevant procedures.

You may wish to note your academic category change and its impacts on your performance within the Performance Relative to Opportunity (PRO) section within your application.

Can I update my application once it is submitted?

Once your application has been submitted, you will only be permitted to provide a brief update approximately one week before your interview on any substantial new achievements since the date of submission.

Do I need to attach additional supporting documents?

No, this is an optional step in the promotions process.

Can I appeal the promotion outcome?

You may only appeal the promotion outcome based on procedural grounds. Appeals must be lodged within 10 days following a feedback meeting with the Committee Chair.



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