



Applying for Promotion 2019

Level C and Level D

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Outline

1. Key information
2. Preparing your Application
3. Evidencing Achievement
4. Preparing for the Interview
5. Why are some applications unsuccessful?

Key Information

- Merit based, Transparent and Fair process
- Promotion decisions made by Confirmation and Promotions Committee

Key Dates

Applications **Open**: 1 April 2019

Applications **Close**: 14 June 2019

Eligibility to apply

- Two years from:
 - Date of appointment at/promotion to current level
 - Date of unsuccessful promotion application.
- Research Focused:
 - Employment contract extends beyond promotion effective date
 - Terms of funding permit promotion
 - Guarantee of funding to cover increase in salary.
- Fellowships of Standing (NHMRC, ARC):
 - Apply 6 months from Fellowship commencement date.
 - Faculty/Institute HR Business Partner for further information.
- Early applications permitted in exceptional circumstances

Feedback

- Chair of the Confirmation and Promotions Committee (and/or nominee).

Appeals

- Within 21 days of date of notification
- Considered on Procedural Grounds:
 - You must establish that a procedural error had substantial and significant impact on the promotion decision.

Application & Document Sources

[Academic Promotion up to Level D](#)

[PPL 5.70.17 Criteria for Academic Performance](#)

[Guidelines for Evidencing Academic Achievement](#)

Preparing your Application

Consider:

- Why are you at UQ?
- What do you bring to the University?
- What are you known for?
- What is your trajectory?
- How do your aims and ambitions fit within the School and University?
- What sort of colleague are you?
- How can you demonstrate leadership (or how you are developing it)?

➤ **Focus on contribution and evidence (not just activity)**

Seek Advice

- ❖ Mentors
 - ❖ Senior staff
 - ❖ Previous Committee members
 - ❖ ITALI managed Peer Observation of Teaching Program
 - ❖ People outside of your discipline
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- Don't assume discipline specific matters are obvious!
 - It is YOUR Responsibility to ensure that you make your case as clear as possible!

Preparing your Application

- University Strategic Plan
- University Student Strategy
- School Strategic Plan

The University is not a static place, keep in touch with what is happening outside your school and outside UQ.

- Industry impact, cross disciplinary research, blended learning, student experience

Calibrated, dependant upon Academic Category and Level:

- Activity and Outcomes
- Quality
- Impact
- Developing / Establishing Leadership and Innovation
- Clear Plan and Upward Trajectory
- Performance Relative to Opportunity

Criteria

- Different settings
- Improvements in curriculum
- Coordination of a program
- Supervisions
- Level D
 - leadership and excellence in a range of settings/roles
 - Successful PhD completions

Evidence:

- peer assessment
- outcomes of innovations
- feedback from students
- teaching and course evaluations

Portfolio

- Include innovations
- Reflection on teaching – philosophy, your approach, how it differs in different settings, positive outcomes, response to feedback, address any low teaching evaluations.
 - Explain challenges, how would you or your students characterise you?

Quality and Impact

- Impact on teaching practice of others
- Outcomes for honours and Phd students

- Particularly important for Teaching Focused, can also be completed for T&R
- Differs from educational research
- More applied
- How is your teaching innovations having an impact.
- How do you know they are effective
- Who else is following your innovations
- Need evidence
- Can be published (not mandatory!)

Criteria

- Independent research
- Collaborator
- Research funds
- National recognition
- International profile
- Impact on Policy, Practice and /or Commercialisation
- Leadership
- CI role in funding
- Mentoring
- International reputation.

Quality and Impact

- Outcomes
- Citations
- Invitations
- Provision of expert advice

Summary of Research Themes

- clear concise, lay terms
- what are you known for?
- why is your work important?
- How does it fit into your field?
- How is it relevant?
- Coherent approach

Service and Engagement

ALL Academics have a responsibility to contribute to Service and Engagement –

UNIVERSITY

PROFESSION

COMMUNITY

-
- Demonstrate Leadership, or Emerging Leadership
 - Describe extent and nature of responsibilities
 - Explain contribution and outcomes
 - Time Commitment
 - Repeat significant external service contributions – listed under *Evidence for Research Quality*.

One **TEACHING** Referee

- Former Student, or
- Current / Past Peer – Mentor, Chair of the T&L Committee

Two **RESEARCH** Referees

- Independent
 - External of high standing
-
- Confirmation and Promotion Committee Members are not to be nominated.

What Impresses the Committee

- A clear, well thought out and well written application
- Demonstration of your **contribution** across the whole portfolio of activities:
 - Teaching
 - Research
 - Engagement and Service
- Recognition that these areas are interrelated
- A passion for your teaching, research and service
- Demonstration of impact
- A clear trajectory

PLAN

PREPARE

PRACTISE

- ❖ Seek to know your Committee Members
- ❖ State your Case – 5 MINUTES
- ❖ Explain your academic profile in short, easily understood terms
- ❖ Highlight key areas
- ❖ Themes that underpin your work; sit in the big picture
- ❖ Performance relative to opportunity
- ❖ **MAKE THE BEST CASE YOU CAN!**

Committees & Contacts

- Business, Economics and Law (BEL) - capbel@uq.edu.au
- Engineering, Architecture and Information Technology (EAIT), Australian Institute for Bioengineering and Nanotechnology and Sustainable Minerals Institute - capeait@uq.edu.au
- Health and Behavioural Sciences (HABS) – caphabs@uq.edu.au
- Humanities and Social Sciences (HASS), Institute for Teaching and Learning Innovation, Aboriginal and Torres Strait Islander Studies Unit - caphass@uq.edu.au
- MEDICINE, Institute for Molecular Bioscience, Queensland Brain Institute - capmed@uq.edu.au
- SCIENCE, Centre for Advanced Imaging, Queensland Agriculture and Food Innovation, Global Change Institute, Centre for Microscopy & Microanalysis, Terrestrial Ecosystem Research Network, Australian Equine Genetics Research Centre - capscience@uq.edu.au
- Central: cap@uq.edu.au



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