



Criteria

Out-of-rounds promotion will be used only in exceptional circumstances where the Dean can make the case that promotion is critically important to the University. The process will not be used within twelve months of an unsuccessful application for promotion to Professor.

Where the University is seeking to counter an offer of promotion made by another institution or organisation, documented evidence of this must be made available to the Deputy Vice-Chancellor (Academic) or Director Human Resources.

The Out of Rounds promotion policy supports what we value as a University as defined in the Blueprint to Beyond: Strategic Intent document . We value

1. Academic freedom
2. Innovation, initiative and creativity
3. Leadership
4. Recognition of merit
5. Accountability, integrity and transparency
6. Equity, opportunity and diversity
7. Teamwork
8. Sustainability

What we value is embedded in our policies, processes and procedures.

Procedures

The out-of-rounds promotions process will be initially assessed by the Dean of a Faculty who may make a recommendation to the Deputy Vice-Chancellor (Academic) that an Out-of-Rounds Promotion Committee be formed to assess the merits of the case.

The DVC (Academic), as chair of the Out-of-Rounds Promotion Committee will give the Dean a preliminary opinion after which the Dean of the Faculty may make a submission to the Out-of-Rounds Promotion Committee including the following:

- why the Dean considers that academic staff member is so critical to the Faculty that the normal round and/or competitive recruitment action will not otherwise replace the staff member within an acceptable period of time.
- a statement in support of the candidate's eligibility for promotion.
- a relevant CV

Promotion Committee

The Out-of-Rounds Promotion Committee will be the Deputy Vice-Chancellor (Academic) – Chair, President of the Academic Board (or nominee) and DVC (Research).

Advising members, Director Human Resources (or nominee) and the Dean and /or Head of School may also be invited to provide additional information in support for promotion.

Assessment

The Out-of-Rounds Promotion Committee will consider the submission expediently. Usually the submission will be circulated electronically. Any preliminary opinion given by the Chair, will be advised to the committee members for the sake of transparency.

The Committee will assess the candidate against the same standards of teaching, research and service as any other promotion round, ie the process is about responding in a timely manner NOT about compromising the standards of academic appointment.

Outcome

At the conclusion of the formal process, the Deputy Vice-Chancellor (Academic) will approve promotions to Lecturer, Senior Lecturer and Associate Professor. The Vice-Chancellor will approve promotion to Professor.

There is no right to appeal either the decision or the process. A summary of any decisions taken out-of-round will be submitted on an annual basis to the Academic Board for noting. Any such appointments will be “counted” in the next round for statistical purposes.

Conditions

An academic staff member who is offered promotion by the University through an out-of-rounds process will be bound, as a further condition of their employment, by:

a) the Position Classification Standard (or however titled) for the level to which the staff member is promoted set out in the prevailing enterprise agreement covering academic staff at UNSW; and

(b) any terms and conditions applying to the promotion determined by the University.

The offer of promotion will only take effect upon the staff member formally accepting the terms and conditions referred to in (a) and (b) above.

Where a staff member is offered promotion and elects not to accept the conditions referred to in (a) and (b) above, the offer will lapse.

The Deputy Vice-Chancellor (Academic) for promotions up to the level of Associate Professor and the Vice-Chancellor for promotion to the level of Professor will ensure that all applicants recommended for promotion have adhered to what we value as a University as defined in the Blueprint to Beyond: Strategic Intent document