This document sets out the application procedure to be followed in relation to academic promotion at UNSW.

**Consultation with the Dean and Head of School**

Staff should seek advice from their Dean and Head of School before initiating an application for promotion. Deans and Heads of School may not withhold an application for promotion.

**Head of School Report**

It is the responsibility of the applicant to ensure that a copy of the application is given to the Head of School with sufficient time before the submission closing date to allow the Head of School to complete their report before the application is submitted. In unusual circumstances (e.g. the applicant is the Head of School, or the Head of School is a recent appointee), it may be more appropriate for the previous Head of School to write the report.

The applicant has the right to view and sign the Head of School report. An applicant may provide written comments to the Head of School report. Any such comments must be signed by both the applicant and the Head of School and attached to the initial report. The Head of School should not provide a counter response to the applicant’s comments.

The applicant may choose to waive the right to view the Head of School’s report. The Faculty Promotions Committee (and the University Promotions Committee if relevant) will be informed as to whether the report has or has not been viewed by the applicant.

The Head of School’s report should not be made available to referees.

The Head of School’s report would be expected to address the following areas:

**Research**

- What would be expected in discipline in terms of quality and quantity of publications and how applicant has performed.
- What would be expected in discipline in terms of HDR supervision and how applicant has performed.
- What would be expected in discipline in terms of research grant funding and how applicant has performed.

**Teaching**

Comment on:

- Engagement and effectiveness of course and program design and delivery.
- Continual development of teaching based on feedback.
- Research on learning and teaching
- Leadership in learning and teaching
Service

- Contributions within School, Faculty, University.
- Contributions outside University.

Referees

- Standing of referees

Referee Reports

Applicant Referees

- Applicants should discuss with their Head of School the referees they propose to nominate.
- Applicants should seek the concurrence of referees before confirming their nominations and should provide referees with a copy of their application.
- The Head of School, Dean or anyone directly involved in the assessment process may not be nominated as a referee.
- Applicants for promotion to Lecturer, Senior Lecturer and Associate Professor should provide the names and contact details of three (3) people who may act as referees.
- Applicants for promotion to Professor should provide the names of four (4) people who may act as referees. At least three of the referees must be external to the University.

University Referees

- The University, on the recommendation of the Dean, will invite one additional referee who would be able provide independent and authoritative advice on an application for Associate Professor and two such referees in the case of applications for Professor.
- The Head of School will prepare for the Dean’s consideration a panel of suitable referees. The panel should include a minimum of three referees for promotion to Associate Professor and a minimum of four referees for promotion to Professor.
- The Dean will advise Human Resources of the name and contact details of the referee/s selected from the panel.
- The applicant should not be advised of the Dean’s final selection/selections.

Viewing of Referees Reports

- Reports from referees will be requested in confidence.
- The Head of School and applicant’s observer may view all referee reports prior to attending a Faculty Promotion Committee meeting. The reports will be available for viewing in Human Resources.
- Copies of the reports will again be made available to the Head of School and applicant’s observer at the interview.

Testimonials

Testimonials and references, aside from those requested by the University with respect to an application, will not be considered.
Format of the Application

The application should be presented in the following sequence:

The completed Application for Academic Promotion Summary form (Form A).

A 1-page summary that highlights the key areas of contribution that best illustrate the quality and impact of the applicants’ research, teaching and service contributions.

The case for promotion (10 page maximum which includes the 1-page summary and the teaching portfolio.) This applies to all applicants with the exception of those with limited teaching opportunities who would only be expected to provide a statement regarding evidence of the effectiveness of their teaching in terms of their students’ learning. See Checklists A, B and C in the Academic Promotions Toolkit.

Research and Teaching Activities Forms (Forms B, and C) are not included in the 10 page limit).

The case for promotion must be typed in size 11 or larger font, presented as single sided A4 paper and pages must be numbered. The application should not be bound but held together by a fold back clip or paper binder.

Evidence should be provided to substantiate claims of quality and impact of contributions made.

Any supporting documentation should be labelled in a file box and deposited in the Dean’s office. Such documentation might include a selection of key publications, course outlines, student and peer feedback or other relevant evidence. The documents should be cross referenced within the application.

The Head of School’s report and referees’ reports are added to the application by the Academic Promotion Co-ordinator (Human Resources).

Submitting the Application to Human Resources

Promotion applications must be submitted to Human Resources Reception on Level 1 of The Chancellery by the due date.