This document sets out the Faculty and University decision-making process followed in relation to academic promotions at UNSW.

**Faculty Promotion Committees (FPC)**

In the case of applications for promotion to Lecturer and Senior Lecturer, the FPC is required to make recommendations, with reasons, to the Deputy Vice-Chancellor (Academic) as to which applicants should be promoted and which applicants should not be promoted. In the case of applications for promotion to Associate Professor and Professor, the FPC is required to make recommendations which will be further considered by a University Promotions Committee that will make the recommendation to the Deputy Vice-Chancellor (Academic) in the case of Associate Professor and the Vice-Chancellor in the case of Professor as to which applicants should be promoted and which applicants should not be promoted.

**Composition**

Faculty Promotion Committees (FPC) shall have the following membership:

- Dean (Presiding Member) ex officio
- Up to five (5) committee members from the Faculty nominated by the Dean. The term of office for these members is three (3) years.
- At least two members should have expertise in reviewing contributions to teaching.
- One (1) member of another Faculty and approved by the Deputy Vice Chancellor (Academic), whose term of office is for a maximum of two (2) years.

- All members must hold at least the same rank as that for which candidates are being considered. With the exception of ex-officio members, the Dean should make every effort to ensure that representation is included from an applicant’s broad subject area. The Presiding Member may co-opt to the committee one further member where this is not achieved through the normal membership.
- A Head of School may not be a member of an FPC in their own Faculty.
- All committees must include male and female members.
- No member of an FPC, other than the Dean, may serve consecutive terms.
- A quorum for an FPC is five (5).

**Terms of Reference**

The FPC will take into account: the application documents and materials referred to and made available by the applicant, the Head of School’s report and reports from referees.

**Process**

- All applicants are provided the opportunity to be interviewed by the FPC.
- Members of FPC should attempt to provide advance notice of specific questions they have for candidates. This is particularly important when clarification of facts are sought, such as
number of citations or number of students in a course. In general both the Head of School and the applicant will receive these questions at least one day prior to the interview.

- Applicants may nominate another member of the academic staff of the University, who has knowledge and expertise relevant to the application, to attend the interview with the Head of School as an observer. The Head of School and observer are not advocates; they are not permitted to introduce new information nor make personal comments on the application. The Head of School and the observer will meet with the Faculty Promotions Committee before, during and after the interview and may take part in the committee discussion but must not be present for the vote nor the final ranking of the candidates.

- The interview provides applicants with an opportunity to further their claims for promotion and for members of the promotion committees with an opportunity to seek explanations or clarifications on matters within a promotion application from the applicant and/or Head of School.

- In the event that applicants receive significant information that they believe is relevant to their application, after they have submitted their application but before the Faculty Promotion Committee convenes, they may present an update of no more than one page to the Dean.

- Applicants who are unable to attend a prearranged interview have the option of:
  - agreeing to be considered in absentia
  - returning to UNSW for the interview at their own expense
  - being interviewed by conference telephone or video conference at the expense of the Faculty
  - deferring their application until a new round when they are available for interview

- All FPC members must vote either for or against a promotion for each applicant. The vote is by secret ballot but the outcome must be known and recorded. For applicants to lecturer and senior lecturer, no more than one member of the FPC may vote against promotion for the recommendation for promotion to be supported. For applicants to associate professor or professor, no more than two members may vote against promotion if the FPC is to recommend promotion.

- The Presiding Member is required to prepare a list of applicants and indicate those recommended for promotion and those not recommended with the voting numbers included. In all cases, the reasons for the recommendations, with reference to the relevant criteria, should be provided. The report is to be signed by all members of the corresponding FPC. Members may have a dissenting report attached if they wish.
University Promotion Committee (UPC)

The primary role of the UPC is to consider the applications for promotion to Associate Professor and Professor together with the recommendations from the corresponding FPCs, and to make a recommendation to the Deputy Vice-Chancellor (Academic) for promotion up to the level of Associate Professor and to the Vice-Chancellor for promotion to the level of Professor as to which applicants should be promoted and which applicants should not be promoted. There is an expectation that the standards required for promotion to Associate Professor and Professor are applied uniformly across the University.

Composition

The University Promotion Committee (UPC) shall have the following membership.

- A Deputy Vice-Chancellor, nominated by the Vice-Chancellor – Presiding Member (ex officio)
- President, or a Deputy President, Academic Board (ex officio)
- Eight (8) members appointed by the Vice-Chancellor including two (2) members of the professoriate chosen in consultation with the President of the Academic Board
- One member who is a senior academic from another university.

- All members of the UPC must be at least at the level for which applications are under consideration. However, academics from outside the University whose rank may be below that of the level for which candidates are being considered, but who possess relevant special knowledge, may be included in the Committee membership.
- Except for ex officio and external members, the term of office of members of the UPC is three (3) years.
- The term of office of the external member is two (2) years.
- Except for ex officio members, no member of the UPC may serve for two (2) consecutive terms.
- A staff member may not be a member of an FPC and a UPC for the same promotion level.
- Deans are not eligible for membership for the UPC.
- A quorum for a UPC is ten (10)

Terms of Reference

There will be two (2) UPC meetings each year: one to consider applications for promotion to Associate Professor, and a second to consider applications for promotion to Professor. The UPC will take into account: the application, documents and materials referred to and made available by the applicant; the Head of School report and reports from referees.

Process

- Deans may be interviewed by the committee, individually. The purpose is to clarify issues and respond to questions by the Committee members.
- Applicants are not interviewed by the Committee.
- A vote will be taken as to whether or not each applicant should be promoted. If there are four or more negative votes, the applicant is not to be promoted.
- If the UPC’s resolutions differs from the recommendations of a Faculty Promotion Committee, the Presiding Member of the UPC should provide feedback to the Presiding Member of the FPC.
Approvals and Effective Date of Promotion

All promotions up to the level of Associate Professor will be approved by the Deputy Vice-Chancellor (Academic) and promotions to the level of Professor will be approved by the Vice-Chancellor. The effective dates of promotions are set out below:

Lecturer, Associate Professor and Professor: 1 January of the following year.

Senior Lecturer: 1 July of the current year.

Feedback to Unsuccessful Candidates

If requested, feedback will be provided by the Presiding Member of the FPC to applicants who unsuccessfully applied for promotion to Lecturer or Senior Lecturer, and by the Presiding Member of the UPC to applicants who unsuccessfully applied for promotion to Associate Professor or Professor. Such feedback normally would be conveyed to the Head of School (for applicants for Lecturer and Senior Lecturer and to Deans for applicants for Associate Professor and Professor).

Feedback to unsuccessful candidates is for professional development purposes and may not be used as grounds for appeal.

Appeals

There is no provision for an appeal against unsuccessful application other than in cases where the applicant has reason to believe there has been a significant procedural irregularity.

An appeal on procedural grounds must be made within ten working days of the notification of the results of an application for promotion.

Appeals must be in writing and directed to the Director, Human Resources. The appeal must specify the alleged breach of procedures and indicate how it is perceived that the alleged breach may have influenced the promotion outcome.

The Director Human Resources in consultation with the relevant Dean and the Deputy Vice-Chancellor (Academic) or Vice-Chancellor shall ensure that the appeal is investigated and on the basis of that investigation, may determine either:

- That there was no procedural irregularity and that the appeal has been dismissed; or
- That there was procedural irregularity but that there is no evidence to suggest that it would have materially affected the outcome of the application; or
- That there was procedural irregularity and that it may have materially affected the outcome of the application. In such cases, the application will be referred back to the appropriate Promotion Committee for reconsideration, or alternative and appropriate action taken.

The Director, Human Resources shall advise the appellant of the outcome of the appeal in writing.

There is no further avenue of appeal within the University.