



| Version  | Approved by  | Approval date | Effective date | Next full review |
|--|--|---------------|----------------|------------------|
| 3.1  | Vice-Chancellor and President  | 29 April 2024 | 29 April 2024  | February 2027    |
| <b>Procedure Statement</b>                     |  |               |                |                  |
| Purpose  | To outline the process governing academic promotion at UNSW.                       |               |                |                  |
| Scope  | All academic staff eligible to apply for promotion.                                |               |                |                  |
| Are Local Documents on this subject permitted? | Yes, however Local Documents must be consistent with this University-wide Document | No            |                |                  |
| <b>Procedure Processes and Actions</b>         |  |               |                |                  |

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## 1. Consultation with the Dean and Head of School

As a matter of courtesy it is expected that academic staff should seek advice from their Head of School before initiating an application for promotion.

Applicants may also find it helpful to discuss their application with their respective





referees must be external to UNSW.

### **3.2. Viewing of Referees Reports**

Reports from referees will be requested in confidence.

The Head of School may view all referee reports prior to attending a Faculty Promotions Committee meeting.

The referee reports will be made available to the Head of School by the Academic Promotions Manager.

Referee Reports are strictly confidential and members of promotion committees, as well as others who have the right to view such reports are bound by confidentiality. Under no circumstances should the contents of confidential referee reports be discussed or made available to applicants.

### **3.3. Testimonials**

Unsolicited personal references and letters of support, aside from those references specifically requested by the University, will not be considered. Including additional unsolicited letters of support in an application may detract from the overall assessment of the portfolio and is not recommended.

## **4. Submission of the application**

### **4.1. Content of application**

It is the responsibility of the applicant to provide a copy of their application and all other relevant documentation to their Head of School prior to submitting a formal application. The documentation would include the applicant's written case for promotion, a copy of Form B (Research and Activities Form) and a list of their nominated referees.

The application must be submitted via the Unihire online process by the official closing date relevant to the level of promotion. No late applications will be accepted.

It is the responsibility of the applicant to provide a copy of their application to their nominated referees.

The formal application includes:

1. Form A, a data entry form which can be completed in Unihire online.
2. The written case for promotion comprised of:
  - i. An overall career context page in which an applicant clearly outlines the context in which they work, their career path and the balance of their contributions across the pillars of academic performance relevant to their current academic position. This career context page is limited to just one page and the Pro Forma is available on the HR Hub.
  - ii. An executive summary page. Applicants are required to use the Executive Summary Pro Forma which is available on the HR Hub.













Except for *ex officio* and external members, the term of office of members of the

recommendations for all applicants.

If the UPC's resolutions differ from the recommendations

The Chief Human Resources Officer, in consultation with the relevant Dean and the Deputy Vice-Chancellor Academic Quality or Vice-Chancellor, will 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 will be dismissed;  
or

that there was procedural irregularity but that there is insufficient 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 Chief Human Resources Officer shall advise the appellant of the outcome of the appeal in writing.

There is no further avenue of appeal within the University.

## **9. Guidelines**

The following documents



|     |   |              |              |   |
|-----|---|--------------|--------------|---|
| 3.1 | Deputy Vice Chancellor Academic Quality | # April 2024 | # April 2024 | Minor change including reference to guidelines for Assessing Aboriginal and Torres Strait Islander Applicants for Promotion.in section 9. |
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