



**EXCELSIA
COLLEGE**
— Sydney —

Objects of Excelsia College

Motivated by the Christian faith, as expressed by the Apostles' Creed and Nicene Creed, with fidelity to the Scriptures as the Word of God, the Objects of the College are the advancement of the Christian faith and higher education.

Document Number

PPR-STA-35

Document Name

ACADEMIC PROMOTION AND CLASSIFICATION POLICY AND PROCEDURE

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1 Policy statement

The purpose of this document is to set out the policies and procedures relevant to academic promotions and classifications to Levels A, B, C, D and E, providing recognition and reward for staff excellence and achievement at Excelsia College.

The following policy statements apply:

- i. The College is focused on achieving its Strategic Plan. The criteria for promotion of academic staff are aligned with the strategy of the College and reward activities that contribute to the goals set out in the Strategic Plan.
- ii. The College seeks to retain and develop academic staff with the ability to make strong contributions towards the College's overall academic plans, and goals within the College's overall financial resources.
- iii. Academic promotion is based upon evidence of achievements and standing against each of the College's established areas of academic performance as outlined in this policy and procedures, for the relevant academic level.
- iv. To be considered for available opportunities for promotion, an applicant must meet the eligibility requirements and provide all requisite documentary evidence. The Academic Promotions Committee may then assess the applicant's standard of performance, the quality and impact of their work, and other relevant criteria, as presented in a written application, in order to make a recommendation concerning whether promotion is warranted.
- v. In making a case for promotion, an applicant must provide sufficient evidence for the promotion panel to assess whether the applicant meets the standards of performance required. Regardless of the focus and emphasis of the application across the areas of academic performance, evidence of both the quality and impact of the applicant's work must be provided, along with a self-assessment of their standard of performance across the four criteria.
- vi. This policy sets out the principles upon which, and the process by which, the College promotes its academic staff; it provides for the fair and consistent application of absolute indicators of academic performance, benchmarked across disciplines and against institutions of similar standing.
- vii. The College is committed to equal employment and promotion opportunity for all staff. It does not discriminate against employees (including in promotion). Further information can be read in the Equal Employment Opportunity Policy and Procedure, and No Harassment and Discrimination Policy.
- viii. The College expects that, during their careers, all academic staff (with the exception of teaching only staff) will:
 - be active in research and scholarship
 - be committed to and participate in research-enriched teaching.
- ix. Each academic staff member is appointed to a position at a particular level, classified from

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Level A to Level E. Within these levels, staff undertake particular roles, which may vary over time and over the course of a career.

- x. The College will seek opinions from external assessors in relation to each applicant for positions at Level D or E.
- xi. Promotion committees must ensure that each applicant’s achievements are assessed relative to their opportunities to undertake tasks as compared to other members of staff at an equivalent level. This should consider the impact of factors such as:
 - part-time or fractional employment
 - significant parenting or other caring responsibilities
 - clinical responsibilities
 - disability.
- xii. Promotions commence from 1 January of the year following the successful application.
- xiii. A promotion approval does not constitute an extension of employment in circumstances where the staff member’s employment does not extend beyond the next effective date.
- xiv. A promotion approval does not always require a review of salary, especially if salary is already above award.

2 Scope

This policy and procedures apply to all academic staff employed by the College on a permanent continuing or fixed term contract basis; and all applications for promotion of such academic staff.

3 Responsibility

Position title	Summary list of responsibilities
Chief Executive	<ul style="list-style-type: none"> • Chairs the Academic Promotions and Classifications Appeals Committee • Determines effective date of promotions • Considers the recommendations of the Academic Promotions Committee to determine which applicants are to be promoted • Reports to the Academic Board and the Board of Directors
Chief Academic Officer	<ul style="list-style-type: none"> • Chairs Academic Promotions and Classifications Committee • Is the Responsible Officer of the policy and procedure • Ensures that the committee follows all required policies and procedures and that all members are aware of these • Distributes materials and papers to the committee members as required • Appoints replacement committee members when required • Prepares and submits necessary reports and forms • Provides feedback to unsuccessful applicants if requested

Director of Quality	<ul style="list-style-type: none"> • Monitors the effectiveness of these procedures • Makes recommendations with respect to these procedures
Academic Promotions Committee Member	<ul style="list-style-type: none"> • Assesses academic promotions applications presented • Ensures availability to attend all scheduled committee meetings • Declares any conflict of interests (actual, potential, or perceived) to the Chair as soon as they are aware of it • Appropriately manages any conflicts of interests • Ensures that they understand and comply with all policy and procedural requirements • Provides all necessary feedback to the Chair of the committee in a timely fashion • Makes clear recommendations in relation to each applicant as to whether the applicant should be promoted
Chief Operating Officer	<ul style="list-style-type: none"> • The primary point of contact for advice on implementing and administering this policy and procedures • Receives all applications • Receives all references and reports

4 Definitions

For the purpose of this policy and procedures, the following definitions apply:

Australian Qualifications Framework (AQF) is Australia’s national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type.

Award means an academic award of the College in respect of an award course.

Award course means the following course types and any other courses that may be approved by Academic Board from time to time:

- undergraduate certificate
- diploma
- advanced diploma
- associate degree
- bachelor’s degree
- bachelor’s honours degree
- graduate certificate
- graduate diploma

- master's degree (coursework)
- master's degree (extended)
- master's degree (research)
- doctoral degree
- higher doctorate.

Bachelor's degree means a course of study with learning outcomes at Level 7 of the Australian Qualifications Framework. The bachelor's degree qualifies individuals who apply a broad and coherent body of knowledge in a range of contexts to undertake professional work and as a pathway for further learning.

Applicant means the academic applying or considering application for promotion under the scope of this policy.

5 Principles

5.1 General guidelines

5.1.1 Areas of academic performance

There are four key widely recognised areas of academic performance and contribution:

- teaching, learning and faith integration
- research and scholarship
- governance, leadership and administration
- community and external engagement of benefit to the College.

It is to the benefit of the College and academic staff individually that academics have a differing balance across the four areas of academic performance and contribution, according to their abilities, interests, and the needs of the College.

As part of performance management for each academic, the relative weighting of workload is to be agreed and considered in any assessment of readiness for promotion.

To ensure flexibility of any academic's contribution, the College does not require an academic to be formally assigned to a career stream, but they are held accountable to the agreed workload weighting via the College Academic Workload Management Policy and Procedure.

Applicants are to determine how best to express their case for promotion across the areas of teaching, learning and faith integration; research and scholarship; governance, leadership and administration; and community and external engagement within their application, in keeping with the agreed workload weighting.

5.1.2 Standards of performance or criteria for promotion

Academic progression and promotion require academic staff to demonstrate that they are performing

consistently at the level to which they seek promotion. This requires clearly outlined expectations of performance at each level, considering different weightings of focus and contribution. These performance expectations are summarised for each of the different academic classification levels. An applicant must address at least three fields of areas of academic performance stated above. An applicant may only apply to the level immediately above their current level and will be promoted to step one of the new levels. Applicants must demonstrate achievement of at least the minimum standards set below.

Level A

A Level A academic will have completed four years of tertiary study or equivalent qualifications and relevant discipline experience and is required to hold a relevant higher degree. They are required to hold tertiary qualification one AQF level higher than they are required to teach, or the equivalent in relevant industry experience. They will work with the support and guidance from more senior academic staff.

Teaching, learning and faith integration	Research and scholarship	Governance, leadership and administration	Community and external engagement
Academics will contribute to teaching of course units at a level appropriate to their qualifications, skills, and experience. They are expected to develop their expertise in teaching and research with an increasing degree of autonomy.	Academics will engage in the scholarship of teaching and learning, or professional activities appropriate to their profession or discipline. Level A academics will increasingly acquire and demonstrate research skills.	Academics will contribute to governance, leadership and administration within their discipline. Expected contributions in administration will generally be limited to the administration of the relevant unit or units of teaching they are engaged to teach.	Early career academics at Level A will engage in professional industry and community service commensurate with their discipline, role, and interests. They may typically be expected to establish membership of relevant professional, industry or collegial associations.

Level B

A Level B academic will contribute to teaching at undergraduate, honours and postgraduate level. They will hold a PhD or other qualification and experience deemed to be equivalent.

Teaching, learning and faith integration	Research and scholarship	Governance, leadership and administration	Community and external engagement
Academics will undertake independent teaching in their discipline or related area, and will normally	Academics will engage in independent scholarship and research within their discipline. They will be	Academics will make an independent contribution through professional practice and expertise and	Academics will engage with discipline-specific professional bodies and accrediting authorities or other communities

contribute to teaching at undergraduate, honours and postgraduate level.	establishing themselves within an area of research within their discipline. They will increasingly be testing their ideas and research amongst their peers.	coordinate or lead the activities of other staff, as appropriate to the discipline. They will normally undertake leadership and administration primarily relating to their activities at Excelsia College and may be required to fulfil academic responsibilities related to the coordination of an award program of the College. They will contribute to the development or maintenance of course units that reflect current scholarship and industry practice.	through membership and participation. Academics will also engage in community service commensurate with their role and interests.
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Level C

A Level C academic will make a significant contribution to their discipline at the national level and will hold a PhD or other qualification and experience deemed to be equivalent. They will make a significant contribution across all key areas of academic performance at undergraduate, honours and postgraduate levels. They will make independent and original contributions to scholarship within their discipline and will disseminate these among colleagues.

The academic will be acknowledged at national level as influential in:

- (i) expanding knowledge within their discipline; or
- (ii) pedagogical and curriculum issues

Teaching, learning and faith integration	Research and scholarship	Governance, leadership and administration	Community and external engagement
Academics will make significant contributions to inform and expand innovative and effective teaching practices in their discipline. They will play an active role in training and mentoring Level A and Level B	Academics will contribute significantly to research and/or scholarship which expand knowledge in their discipline. She or he will be expected to have started to build a profile as a recognized scholar in their field at	Academics will play a major role or provide a significant degree of leadership in activities relevant to the profession, discipline and/or community. They will be required to perform the full academic	Academics will normally play a major role in professional activities relevant to the profession, discipline or community. They will also engage in community service commensurate with their role and interests.

<p>staff, as well as peers, in areas of teaching, learning and faith integration.</p>	<p>the national level. Level C staff will be expected to develop a reputation as a supervisor of students in higher degrees by research. They will contribute to academic or professional journals on issues relevant to their discipline or contribute more broadly as appropriate to their discipline. A premium will be placed on ERA recognised contributions. They will demonstrate evidence of competitive research grant applications within the college or externally.</p>	<p>responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.</p>	
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Level D

A Level D academic is at the first professorial level and will have attained and maintained recognition at national and international level in their discipline. They will hold a PhD or other qualification and experience deemed to be equivalent. A Level D academic will make a highly significant contribution to teaching, research, scholarship, leadership and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level.

Teaching, learning and faith integration	Research and scholarship	Governance, leadership and administration	Community and external engagement
<p>Academics will make original and innovative contributions to teaching, curriculum or practice in their discipline such as contributions to national efforts to</p>	<p>Academics will make original and innovative contributions through research which expands knowledge or practice in their discipline. They will usually supervise</p>	<p>Academics will provide senior leadership in scholarly, research or professional activities relevant to the profession, discipline or community. They will fulfil academic responsibilities related to the</p>	<p>Academics will make an outstanding contribution to the governance and collegial life inside and outside of the institution. A Level D academic will also engage in</p>

enhance curriculum and providing high quality learning experiences. They will play a leading role in promoting excellence in teaching, learning and faith integration within their School or the College at large.	higher degree by research students within the College and externally. They will demonstrate engagement in publications and scholarly dissemination appropriate to their discipline. A premium may be placed on ERA recognised contributions. They will demonstrate evidence of competitive research grant applications within the College or externally.	coordination of a large award program or a number of smaller award programs within their School. They will have a sustained record of effective leadership of either or both of: (i) leading to improvements in student learning; or (ii) research in fostering the research activities of others, and in research teaching teams (in curriculum design, implementation, and innovations training)	community service commensurate with their role and interests.
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Level E

A Level E academic will provide leadership and foster excellence in research, teaching, and policy development in the academic discipline within the institution and within the community, professional, commercial, or industrial sectors. They will make an outstanding contribution to their discipline and be recognised as an authority at the national level and usually international level.

Teaching, learning and faith integration	Research and scholarship	Governance, leadership and administration	Community and external engagement
Academics will make original, innovative, and distinguished contributions to	Academics will make original, innovative, and distinguished contributions to	Academics will be charged with senior academic leadership of their School or the College as a whole. The	Academics will also engage in community service commensurate with their role and

<p>course development and teaching, learning and faith integration practices in their discipline. They will play a leading role in all matters related to teaching, learning and faith integration across the College.</p>	<p>research and scholarship that are recognised nationally and internationally. They will play an active role in fostering excellence in research within the College and policy development within their field. Academics will usually supervise internal and external higher degree by research students and serve as examiners in their field of expertise. They will have a track record of competitive research grants. They will have publications in peer-reviewed international journals or creative works recognised under the ERA in their discipline or more broadly.</p>	<p>academic will lead course development and teaching within their discipline and associated disciplines within their broad field of education.</p>	<p>interests. They will be engaged in leadership roles in discipline-related bodies, both academic and/or industry associations or professional bodies. They may also be involved in policy development at the state or national level. They will have evidence of recognition within the broader research community, such as membership or editorship of journals, membership of national or international consultative bodies, membership of specialist committees or advisory boards.</p>
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5.1.3 Eligibility

To be eligible to apply for promotion to the next academic level, academic staff must:

- be a permanent full-time or fractional member of staff or on a fixed-term contract for at least three years
- have been employed as a full-time or fractional permanent academic for at least 12 months prior to the effective promotion date
- have a current, signed workload agreement, and have participated actively in annual performance review and development plan processes.

In exceptional cases, newly appointed academic staff may be considered eligible for an early application for academic promotion. The decision to waive the eligibility period will be determined as part of the probationary process, on a case-by-case basis.

Academics not meeting these criteria may be deemed eligible to apply, in exceptional circumstances, when recommended by the Chief Academic Officer and approved by the Chief Executive.

Applicants are only eligible to apply for promotion once every two years.

5.1.4 Constraints impacting the promotion cycle

In any given year in which promotions are considered, there may be limits applied to the number of academics that may be promoted to any given level. Consequently, the College does not undertake to promote all or any suitable applicants for any academic level. The College will use employee merit-based evaluation measures to ensure that promotion goes to the most deserving candidate.

In such cases of limited capacity to promote and where there is a greater number of candidates that satisfy promotion criteria, candidates will be ranked based on merit by the Academic Promotions Committee.

The four areas of promotion criteria may be weighted based on College priorities to be determined by the Academic Promotions Committee before vacancies are advertised. Candidates will then be recommended for promotion according to their rank and the number of promotions allowable at that level.

6 Principles

6.1 Academic promotions procedures

6.1.1 Process flow for applications

- a. The Chief Executive and Chief Academic Officer will decide which level positions are available in each School each year.
- b. The Chief Academic Officer will invite applications for promotion on an annual basis.
- c. Applications must be made on the template provided (see Appendix A) and supported by all required evidence in order to be considered.
- d. Applicants are to lodge and discuss an intention to apply with their Head of School or Chief Academic Officer. This is to be a one-page summary of their eligibility against all major criteria.
- e. Applicants are strongly encouraged to first seek guidance from their immediate supervisor (e.g. Head of School/Program, Chief Academic Officer, or Chief Executive) in the preparation of their application.
- f. Applicants are required to submit an electronic Microsoft Word version of their application to the Chief Operating Officer by the closing date specified in the notice calling for applications.
- g. Applications should include a complete list of the applicant's achievements (e.g. teaching, publications, supervisions, grants, awards, etc.). Applications will be assessed on a whole-of-career basis, with an emphasis on achievements in the last five years. Applications should

include evidence to support any claims.

- h. All material cited in the application must be available to the Academic Promotions Committee if requested.

6.1.2 Publications

Details of publications must:

- a. Include the number of pages in books
- b. Include the page numbers of articles or chapters in books
- c. Use a consistent referencing system recognised as appropriate in the applicant's discipline
- d. Clearly state the percentage of the applicant's contribution to joint publications
- e. Include (where possible) citation data from the relevant citation index for each publication, excluding self-citations
- f. Focus on the most recent publications (last five years).

Applicants may nominate up to five works in their publications list that they regard as the most significant and explain their significance in a statement of no more than 100 words for each publication.

6.1.3 Referees

- a. Applicants are required to provide the names and addresses (email and postal) of three referees who may be consulted concerning the applicant's suitability in terms of the criteria for promotion. It is the responsibility of the applicant to brief referees on their work.
- b. Applicants for promotion to Level B may nominate three referees from within the College (external referees are optional for Level B Promotions).
- c. Applicants for promotion to Level C are normally expected to nominate:
 - i. two referees external to the College of at least national standing from within the applicant's field of expertise
 - ii. one internal referee who holds a position of Senior Lecturer or above at the College.
- d. Applicants for promotion to Level D are normally expected to nominate:
 - i. two referees of international standing from within the applicant's field of expertise
 - ii. one internal referee who holds a position of Level D or above at the College.
- e. Applicants for promotion to Level E are normally expected to nominate:
 - i. two referees of international standing from within the applicant's field of expertise; and
 - ii. one internal referee who holds a position of Level E at the College.
- f. Notwithstanding the above, the College may seek and initiate consultation with other persons able to comment on the applicant's standing in their field of education.
- g. All referees' reports will be requested by the Chief Operating Officer immediately following receipt of applications.
- h. Referee reports are confidential and for the use of the Academic Promotions Committee only for

the purpose of considering a candidate's suitability for promotion. Such reports will not be forwarded to the applicant or any other party at any stage of the promotions process, nor after the outcome of the application is known.

- i. Written references will not be accepted in lieu of a referee nomination and report. They may, however, be added to the evidence.

6.1.4 Academic Promotions Committee

- a. The Academic Promotions Committee will consider all promotion applications from Level B to Level E.
- b. Membership of the Academic Promotions Committee will comprise of at least:
 - i. the Chief Academic Officer (Chair)
 - ii. three academic staff members (at Level C or above) including at least one from a different field of education and nominated by the Chief Academic Officer
 - iii. an external academic (for Levels D and E)
 - iv. the Chief Operating Officer or their nominee (non-voting secretary and observer)
- c. All members are expected to be present for meetings of the Academic Promotions Committee. The Chief Academic Officer will nominate an appropriate replacement if a committee member is unable to attend or continue to serve once the consideration of applications has commenced.
- d. The Academic Promotions Committee will always remain confidential regarding details of its deliberations.
- e. The Academic Promotions Committee will provide a written report to the Chief Executive that clearly recommends successful applicants and also details applicants who meet the criteria but are not ranked highly and applicants who do not meet the criteria.
- f. The membership of the Academic Promotions Committee will have regards to gender and disciplinary balance.

6.1.5 Determination and notification

- a. Each committee member will decide on whether the application is recommended for promotion or not, without being required to interview applicants. Interviews are not normally held for those applying for Levels B to D. The Committee will consider the application supplied and all associated documentation in making this determination. If the Committee decides to interview the applicant, it will communicate in writing to the applicant those aspects of the application that it wishes to clarify. Interviews are to seek further clarification on certain aspects of the application and new information. Interviews may be held for those applying for promotion to Level E at the discretion of the Committee.
- b. Applicants must not contact a member of an Academic Promotions Committee to discuss their application, except to receive official feedback from the Chair or their delegate after results have been notified.
- c. The Academic Promotions Committee will decide on which applicants are to be promoted and forward the recommendations to the Chief Executive for final approval.

- d. The Chief Operating Officer will notify each applicant in writing about the outcome of their application within 10 working days of the Academic Promotions Committee's decision.
- e. All successful applicants will be promoted with effect from 1 January of the year following application unless the Chief Academic Officer determines an earlier date for all successful applicants.
- f. Unsuccessful applicants can reapply for academic promotion when they believe they can make a compelling case. They should seek advice from their supervisor and the Chief Academic Officer in making this decision.
- g. At the completion of the annual promotions process, the Chief Executive will report to the Academic Board and the Board of Directors concerning:
 - i. the number of applicants in the round
 - ii. the number of promotions approved
 - iii. the names (and positions held) by members of the Academic Promotions Committee
 - iv. names of successful applicants and their level of promotion
 - v. the number of appeals and their outcomes.

6.1.6 Breaches by applicants

If an applicant fails to comply with the requirements of these procedures, the Chief Academic Officer may direct that their application be withdrawn from the process for that round.

Failure to comply includes, but is not limited to:

- a. Failing to meet relevant deadlines
- b. Interfering in the process in a manner that renders it unfair to others
- c. Communicating directly or indirectly with individuals consulted about, or involved in considering, their application.

6.1.7 Appeals

- a. Unsuccessful applicants for promotion who believe that they have been treated unfairly owing to a defect in the process followed during the promotion round, and who consider that such defect has materially affected the decision of the Academic Promotions Committee, may lodge a formal appeal.
- b. The grounds of any such appeal are limited to failure by the Academic Promotions Committee to comply with due process. Appeals by applicants simply rejecting the decision of the Academic Promotion Committee are not permitted. Appeals cannot be based on advice received after notification of the result.
- c. Any such appeal must be submitted in writing to the Chief Operating Officer within 20 working days of receiving the outcome notification, specifying the procedural grounds on which the appeal is made.

6.1.8 Academic Promotion Appeals Committee and its procedures

- a. An Academic Promotions Appeals Committee will be chaired by the Chief Executive to consider appeals from all levels of promotion.

- b. The Academic Promotion Appeals Committee will consist of the Chief Executive, the Chief Operating Officer (non-voting secretary and observer) and three members appointed by the Chief Executive, being:
 - i. an independent external person with appropriate knowledge of procedural fairness and administrative justice in university appointments and promotions
 - ii. two senior academic staff from Excelsia College who have not been part of the promotion application process for the appellant.
- c. Any person, including staff, involved in any part of the decision-making process regarding an appellant's application must not be a member of the Academic Promotions Appeals Committee.
- d. Members of the Academic Promotions Appeals Committee are entitled to examine all documents relevant to the appeal under consideration, including referees' reports and independent assessor reports that have been submitted in confidence to the College. The deliberations of the Committee are confidential.
- e. The Academic Promotions Appeals Committee will advise the Chief Academic Officer in a formal written report of their recommendation to uphold or reject the appeal. The appellant will be notified of the Academic Promotions Appeals Committee's recommendation to uphold or reject the appeal within five working days of the recommendation being made. Following this decision, there will be no further avenue for appeal.
- f. In the event of a successful appeal, the Chair of the Academic Promotions Appeals Committee will furnish an account of the reasons for upholding the appeal to the Chair of the original Academic Promotions Committee. The Chair of the Academic Promotions Appeals Committee will then convene an external or otherwise independent Academics Promotion Committee to reconsider the application, taking every care to avoid the procedural issue that led to the successful appeal.

6.2 Academic classification procedures

6.2.1 General guidelines

- a. The Chief Executive, Chief Operating Officer, and Chief Academic Officer will nominate staff for classification upon initial appointment to a permanent academic role with Excelsia College.
- b. Recruitment notices will indicate the requirements for the role, as well as the academic level.
- c. Applicants, as part of the recruitment process, are required to submit an electronic Microsoft Word version of their application to the Chief Operating Officer by the date specified. Candidates shortlisted for appointment will have their academic level classified as part of the appointment process.
- d. Applications for academic appointments should include a complete list of the applicant's achievements related to each of the four key areas of academic performance. This must be specified in the recruitment notice.
- e. Applications will be assessed on evidence covering a whole-of-career basis, with an emphasis on

achievements in the last five years.

- f. Applicants may be asked to provide additional evidence to determine their appropriate initial classification level. An offer of employment for academic staff will include the academic classification level of their appointment in addition to the role to which they have been appointed.

6.2.2 Publications

All procedures applying to publication details for promotion also apply to publication details for classification (see 6.1.2).

6.2.3 Referees

All procedures applying to referees for promotion also apply to referees for initial classification of academic staff (see 6.1.3).

6.2.4 Determination and notification

All successful applicants will be classified from the date of their acceptance of an offer of employment according to the academic level stated in their formal letter of offer.

6.2.5 Appeals

- a. Appeals to a proposed classification level prior to appointment should be negotiated before agreeing to the terms of an offer of employment. Applicants are required to provide additional evidence to support their case to be employed at a higher academic level.
- b. Newly appointed academic staff, having accepted the terms and conditions of their offer of employment, will not be entitled to apply for reclassification. They are free to seek promotion under the promotions policy once they are eligible to apply (see 6.2 Academic Promotion Procedures).

6.2.6 Academic Classifications Appeals Committee and its procedures

All procedures applying to the Academic Promotions Appeals Committee also apply to Classifications Appeals Committee (see 6.2.8).

6.3 Storage and breaches

6.3.1 Record keeping and privacy

All record keeping and information relating to the academic promotion and classification process must be classified, stored, managed and retained in line with Storage and Handling of Excelsia College Records Policy and Procedures and in the staff member personal folder.

6.3.2 Breaches

Any breaches to this policy will also breach compliance to the Staff Code of Conduct and will be dealt with in accordance with the Code.

When the College detects and confirms a lack of accuracy in an application, the application will be rejected and/or appointment withdrawn. The College will take disciplinary action if falsified information is knowingly provided.

Data breaches will be managed according to the College's Privacy Policy.

7 Related documents and references

PO-STA-10 Academic Workload Management Policy and Procedure

FRA-STA-01 Employee Lifecycle Framework

PO-STA-08 Equal Employment Opportunity Policy

PR-STA-08 Equal Employment Opportunity Procedure

PO-STA-06 No Harassment and Discrimination Policy

PO-GEN-09 Storage and Handling of Excelsia College Records Policy and Procedures

[UTS Academic Promotion Policy](#)

8 Mapped to HESF

The content of this policy is mapped to the HESF 3.3

9 Document history

This policy has been amended as follows:

Version	Amendments / Date / Notes
5	Merge policy and procedure in one document. BoD September 2021.

EXCELSIA COLLEGE ACADEMIC STAFF PROMOTION APPLICATION FORM

INSTRUCTIONS

- Please read Excelsia College's Academic Staff Classifications and Academic Promotions Policy and Procedure prior to completing this form.
- All sections of the form must be completed.
- The application form is a confidential document.

A. PERSONAL DETAILS

Surname: _____
Other names in full: _____
Title: _____
School/Program: _____
Phone: _____
Email: _____

B. CLASSIFICATION / PROMOTION LEVEL

This application is for (mark one):

Initial Classification _____

Promotion _____

Please mark the level for which you are applying (mark one):

Level A: Associate Lecturer

(Initial Classification Only) _____

Level B: Lecturer _____

Level C: Senior Lecturer _____

Level D: Associate Professor _____

Level E: Professor _____

C. CURRENT APPOINTMENT

Year of first appointment within Excelsia College _____

Year current appointment commenced _____

Time fraction (complete one):

My appointment is full-time (write 1.0) _____

My appointment is part-time (specify fraction, e.g. 0.3) _____

Current classification (if applicable)

Level A: Associate Lecturer _____

Level B: Lecturer _____

Level C: Senior Lecturer _____

Level D: Associate Professor _____

D. CRITERIA

There are four broad areas used in assessment for the classification and promotion of Excelsia College academic staff. To achieve promotion, an academic staff member must demonstrate a sustained contribution *over and above* the requirements for the level in which they are currently working. Applicants are invited to indicate the proportion of the time which they spend in their normal working duties in each of the following four areas, as determined by their job descriptions. The total percentage should sum to 100%. Normally, an academic staff member will make contributions of varying strength across all four criteria.

1. Teaching, Learning and Faith Integration _____%
 2. Research and Scholarship _____%
 3. Governance, Leadership and Administration _____%
 4. Community and External Engagement _____% (max 15%)
- = 100 %

E. APPLICANT STATEMENTS

All applicants are expected to state a case for initial classification or promotion, and to cite or supply objective evidence to support their case such as student evaluations of teaching and learning, reviews of research publications, and/or commendations for leadership or community and external engagement.

E1 Teaching, Learning and Faith Integration (500 words max.)

Please outline in **no more than 500 words** your contribution to teaching at Excelsia College (and elsewhere, if relevant), and how you have met the requirements of the level to which you are seeking promotion. State in particular any teaching innovations that you think have been especially successful. You should include in this section relevant evidence, such as student evaluation feedback.

E2 Research and Scholarship (500 words max.)

Please state in **no more than 500 words** your contribution to research and scholarship in your chosen field (including details of your most significant grants, supervisions, and publications).

E3 Governance, Leadership and Administration (500 words max.)

Please state in **no more than 500 words** your contribution to leadership within the College and/or the wider academy, including (for example) your contribution to professional associations, assessment panels, and/or editorial boards.

E4 Community and External Engagement (500 words max.)

Please state in **no more than 500 words** your community and external engagement activities. You should explain clearly how this service relates to your work at the College.

E5 Others (this section is optional)

Please identify, if applicable, in **no more than 500 words** any personal or professional circumstances (such as changes in work responsibilities and duties, family responsibilities, carer duties, disability, career interruptions, chronic medical conditions) which may assist the Academic Promotions Committee to make an appropriate assessment of your performance relative to opportunity.

F. CURRICULUM VITAE

Please attach your curriculum vitae. There is no prescribed format for the CV, however you are encouraged to arrange the CV under the four criteria: teaching, learning and faith integration; research and scholarship; governance, leadership and administration; and community and external engagement. **The CV must include a list of all refereed (peer-reviewed) publications.** Unrefereed publications (such as publications in newspapers or similar material) should be included under community and external engagement.