Flinders University
Academic Promotion Information Session 2025

Flinders University acknowledges the Traditional Owners and Custodians of the lands and waters on which its campuses are located, these are the Traditional Lands of the Arrernte, Dagoman, First Nations of the South East, First Peoples of the River Murray & Mallee region, Jawoyn, Kaurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders past, present and emerging.

Today, over **400 ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS** are enrolled in courses at Flinders University.

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Academic Promotion Information Session

- Assessment
- Roles and Responsibilities
- Level D and Level E – Additional Information
- Application Process
- Q&A

slido

Join the Q&A at slido.com
#AcademicPromotions2025

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Slido QR code for attendees to submit questions during the Q&A at the end of the session.

Flinders Approach to Academic Promotions

Flinders' Approach to Academic Promotion

- Academic Promotions are a peer-evaluation process.
- The Academic Promotions committee considers applications based on;
  - Application submission.
  - Supporting evidence presented with the application.
  - Supporting information sought from external assessors (Level D & E only).
- The committee can evaluate all past performance presented in the case with a focus on the last three years.
- Successful applications will take effect on 1 January the following year.

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Academic Promotion is a peer-evaluation process carried out in accordance with the Flinders University Academic Promotions Policy and Academic Promotions Procedures.

Each case for promotion is assessed on its merits, based on evidence and materials submitted in the year in which the application is lodged.

Information such as previous applications, information known to a committee member or other information that becomes available after the submission are not part of the assessment

The committee can consider all past performance, so it is not limited to the 'relevant' period since appointment or promotion to current level, but there is a particular emphasis on the past three years.

Promotions are considered in the second half of the year.
Where an application for promotion is successful, the promotion comes into effect on 1 January the following year.

Equal Opportunity

Flinders University is committed to providing Equal Opportunity to ensure career growth and promotion is available to all Academics.

- In the Special Circumstances section of their application, applicants should include any factors that have interrupted their career and explain the impact of these factors.
- It is important to clearly describe the nature of these circumstances and how they have impacted career growth.
- The committee will consider each applicant's performance **relative to the opportunity** they have had to demonstrate performance.
- A calculator is available on the Promotions webpage for applicants who have worked part-time during their focus period. This tool can help calculate their full-time equivalent, which can be included as part of their special circumstances impact.

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Special Circumstances may include circumstances which has had an impact or career progression.

Significant career interruptions may include;

Family and caring obligations, Employment fraction reductions, Significant and/or longer term Illness, Cultural load, Changes to key responsibilities that have impacted on one or more of the assessment categories (e.g. RO to T&R)

To help the committee to understand the impact of special circumstances, applicants should clearly articulate

- the nature and timing of the special circumstances (a period of leave 15 years ago may not be considered relevant to current progression)

- the nature and extent of the impact on career progression against the relevant Academic Profile and/or Position Description

While the committee will be made up of academic peers – they will unlikely fully understand the work that you do.

While some special circumstances are clear to demonstration (reduced fraction for example), others such as Covid, which impacted everyone, may have disproportionately impacted a particular field of research which may not be evident to the committee so it is important to explain this type of interruption.

Where a temporary change to an applicant's primary duties/responsibilities has occurred, e.g. secondment, temporary change from T&R to RO etc, evidence should be provided on the nature of change(s) and the impact on performance described.

Applicants who work on a part time basis, can calculate their *Full time equivalent years of effort* using the fraction calculator on the promotions page. This figure can be included as part of special circumstances

Equal Opportunity

Indigenous Workforce Strategy (IWS)

- Flinders University is committed to enhancing development and advancement opportunities for Aboriginal and/or Torres Strait Islander staff.
- As part of the promotion process, Aboriginal and/or Torres Strait Islander staff will be given the option to include their identify in their application
- Aboriginal and/or Torres Strait Islander staff who choose to identify, will be given the option to have an appropriately qualified Aboriginal and/or Torres Strait Islander representative join the committee as an observer, and to provide cultural context where appropriate.

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An initiative in our IWS is to enhance development and advancement opportunities for Aboriginal and/or Torres Strait Islander Staff.

As part of this initiative, Aboriginal or Torres Strait Islander staff who elect to identify this in their application, will be given the opportunity to have an appropriately qualified representative as an observer or a member during the assessment of their application.

If there is an appropriately qualified Aboriginal or Torres Strait Islander person on the committee, with their permission, they will also assume this role

If there is no appropriately qualified Aboriginal or Torres Strait Islander person on the committee, the Chair will seek to identify an suitable person to observe the promotions assessment and provide cultural context as appropriate, however, they will be a non-voting member

Promotion Eligibility

Employees engaged in the following employment categories (full-time and part-time) are eligible to apply for promotion (including staff still on probation):

- Continuing.
- Continuing contingent-funded.
- Convertible academic staff.
- Fixed-term academic staff (including grant-funded) with a cumulative term of appointment of at least three (3) years.

Sessional Fixed-Term, Casual staff and Academic Status holders are not eligible to apply.

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There is no minimum service period with Flinders University i.e. staff who are on probation are eligible to apply

One of the most frequently asked questions is about eligibility for Fixed term staff and the 3 year accumulated period.

Some examples are:

- If you are 3 months into a 3 year contract, you are eligible to apply
- If you are on a third successive 1 year contract, and the total cumulative of time (with no break in service) of all contracts totals or exceeds 3 years, you are eligible to apply
- If the total of successive contracts (including the term of the current contract) is less than 3 years – even if it is 2 years and 11 months, you are **not** eligible to apply
- If you were on a contract with Flinders for 3 years, left for a period, then returned on a 1 year contract, and your service was broken, you are **not** eligible to apply

Promotions Committee – Level B & C

The Promotions Committee for Level B and C includes:

- VPED (Chair).
- Dean of Education and Dean of Research.
- Four (4) academic staff members from within the College, selected to reflect the diversity of disciplines represented in the College.
- Two (2) academic staff members external to the College, to ensure consistency across the University.

- All committee members are at Level C or above.
- The committees will maintain an appropriate gender balance.
- Any member with a conflict of interest must leave the room during the assessment
- The committee may include suitable non-voting members.

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In addition to the committee of voting members, there may be non voting members

Non voting members **may** include

President of the Flinders Branch of the NTEU or nominee
One (1) specific discipline/Portfolio member if the Chair considers it required in the context of applications
One (1) suitably qualified Aboriginal and/or Torres Strait Islander person if requested by an Aboriginal and/or Torres Strait Island applicant and there are no Aboriginal and/or Torres Strait Islander committee members
Executive Officer and Administration support from People and Culture

Promotions Committee – Level D & E

The Promotions Committee for Level D and E includes:

- Deputy Vice-Chancellor (Research) – (Chair – as VC Nominee)
- Deputy Vice-Chancellor (Students)
- One Professor from each College
- One Professor from a University Portfolio
- Two Professors nominated by Academic Senate
- President of the Flinders Branch of the NTEU or nominee (non-voting, optional)

- Committees will have an appropriate gender balance.
- Anyone with a conflict of interest must leave the room during the assessment.
- The committee may also include appropriate non-voting members.

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In addition to the committee of voting members, there may be non voting members

Non voting members **may** include

    President of the Flinders Branch of the NTEU or nominee
    One (1) specific discipline/Portfolio member if the Chair considers it required in the context of applications
    One (1) suitably qualified Aboriginal and/or Torres Strait Islander person if requested by an Aboriginal and/or Torres Strait Island applicant and there are no Aboriginal and/or Torres Strait Islander committee members
    Executive Officer and Administration support from People and Culture

Assessment

Assessment Areas of Academic Activity

The three areas of academic activity described in the Academic Profiles include:

- Teaching (and Related Duties).
- Research and/or Creative Activity.
- University, Professional and Community Service.

Teaching

Research

University, Professional & Community Service

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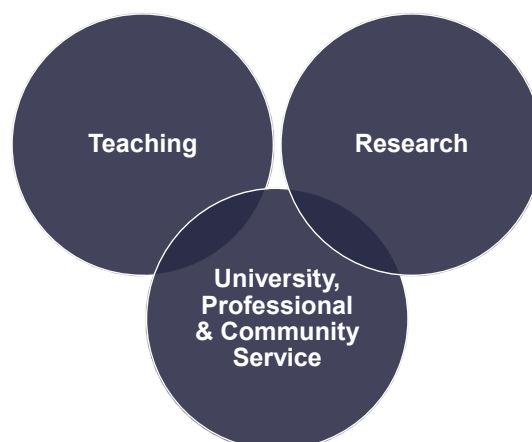
Areas of Academic Activity

The three areas of academic activity described in the Academic Profiles include:

Teaching (and Related Duties)

Research and/or Creative Activity

University, Professional and Community Service

Applicants will need to make their case by addressing each area relevant to their Academic type and level

Promotion Assessment

A promotion case is assessed based on the following:

- Performance, backed by evidence that aligns with the relevant Academic Profile and/or Position Description.
- Contributions made to, and **sustained** high performance at the applicant's current classification level.
- An upward trajectory that demonstrates ability to achieve the expectations at the classification level to which promotion is sought.

Details or outcomes of previous promotion applications are not shared with the committee.

Poor performance in teaching or research may provide grounds for not approving promotion, not withstanding the strength of the case in other areas of academic activity.

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Application Profile and Weightings
Level B-D only

- Applicants can indicate where they see their strength based on the rating table below.
- Weightings across each area must add up to a total of 10 with the minimum and maximum weightings prescribed by the Academic type.
- Weightings are an indication and may be adjusted by the committee to improve the strength of the application.

![Flinders University logo]

Area of academic activity	Weight			
	Teaching and Research	Teaching Specialist	Research-only	Education-focused[1]
Teaching	Minimum 3 Maximum 5	8	Minimum 0 Maximum 2	Minimum 6 Maximum 7
Research and/or Creative Activity	Minimum 3 Maximum 5	0	Minimum 7 Maximum 9	Minimum 1
University, Professional and Community Service	Minimum 2	2	Minimum 1 Maximum 2	Minimum 2
TOTAL	10	10	10	10

Note: There are no longer 'Education Focused' academics, this will be updated in the next policy review

Making your case

- Refer to Academic Profiles and, if applicable, the Position Description for your position and ensure your case reflects the appropriate level of promotion sought.
- Provide commentary of activities/achievements in each area relevant to your application (teaching and/or research, and service) against the profiles and your Position Description
- Be clear and concise; don't get lost in the detail
- Provide appropriate evidence that supports the examples you provide
- Prepare your case with the audience in mind –avoid discipline-acronyms and language that may not be well understood
- Further information for applications for promotion to Level E will be at the end of this presentation

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Be Clear and concise – you want the committee members to be able to read and absorb your full application

Present your application in a logical format that tells the story without getting lost in detail.

As mentioned previously, the application is assessed on what is presented to the committee.
Outside knowledge of your performance and achievements, or previous promotions applications will not be brought to the committee

Making your case
Research

Committees will be looking for evidence against the relevant Academic Profile of:

- Increasing levels of leadership in your research (e.g. scale, scope and influence)
- Increasing supervision and mentorship of Higher Degree Researchers (HDR) and their outcomes
- Increasing quality and impact of publications
- Success in engaging with external stakeholders and end-users and developing research collaborations with them
- Success in attracting external research funding
- Evidence of innovation and impact of your research at the local/state and international level

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Making your case
Teaching

Committees will be looking for evidence against the relevant Academic Profile of:

- Your approach to teaching
- Clear teaching philosophy
- <u>Reflection on, and response to</u>, feedback from peer reviews and student responses; and where relevant the consequent outcomes of your response
- Research informed teaching
- Leadership in teaching
- Innovation in teaching and evidence for the **impact** of your innovation

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Making your case
University Professional & Community Service

The committee will be looking for evidence of service undertaken in your current role at Flinders University, including:

- Contribution to University leadership both at College and University levels
- Contributions to your profession/field at a domestic and/or international level and the **impact** of this
- Consultancy and commissioned work in relation to your research and teaching
- Standing as an expert in the field, e.g. through advisory roles to industry or government bodies
- Media presence that demonstrates influence and impact
- Editorial responsibilities for professional journals

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Roles and Responsibilities

Roles and Responsibilities
Applicant

Applying for promotion to the next academic level is a significant career milestone for an academic staff member.

To ensure the best chance of a successful application, work with your supervisors and mentor/s to:

- Discuss your readiness for promotion.
- Ensure your application evidence and supporting material is up to date.
- Seek guidance on presenting your application with the audience in mind.

Promotion applications are "forward moving," which means that once you submit them for approval, they cannot be returned. Therefore, it is important to complete all checks and balances **before** submitting your application in Service One.

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Applying is an opportunity to showcase your achievements and demonstrate your readiness for the next academic level.

To give you the best chance of success, work with your supervisor and mentor/s to plan and prepare for promotion, consider:

- Are you ready this year, or will you likely have a stronger evidence based case if you wait another 12 months?

- Are you prepared, are all your achievements updated in the appropriate systems?

Once you have determined this, and you are ready to apply, plan your approach;

- Attend information sessions available to you

- Read the supporting material

- Allow yourself plenty of time to submit a considered case and organise any supporting information e.g. A lot of people may be seeking SETs information, and while the data team are excellent, they do an influx, so don't leave this to the last minute

- Identify who your trusted colleague/mentors are and ask them to put some time aside to provide you with constructive feedback on your application – where possible, consider someone internal and external to your discipline

- Adhere to deadlines

This is your journey, but there is support available, so if you need any help, ask!

Roles and Responsibilities
Designated Supervisor

- The role of an Academic Supervisor should be an active one when it comes to supporting career development for academic staff who wish to advance in their career.
- Both the staff member and the supervisor should engage in constructive discussions about career growth.
- When it comes to applying for promotion, they should share a common understanding of the staff members readiness for promotion.

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Provide guidance to applicant in preparing a case which should include honest and constructive feedback on application and readiness

Provide guidance to applicant in preparing a case that:

- most effectively represents performance
- provides evidence of suitability for promotion
- Is well framed, captures key information and is readily understood outside of the discipline
- Review Position Description, (if applicable) to ensure it is current (PDs are most likely to be relevant for TS, RO or other specialised academic roles)

The Dean P&R may also be your designated supervisor, which means for level B and C applicants they will have a dual role

Roles and Responsibilities
Designated Supervisor - Continued

During the application process, the Supervisor will

Review the submitted application to:

- Confirm qualifications criteria is met relevant to the Academic Profile, or confirm eligibility for promotion if the applicant does not hold required qualification(s).
- Provide a clear statement on expectations for academic teaching and research output relevant for the academic area.
- Provide additional context about the area in which the applicant is employed.
- Provide an overall assessment of the applicant's contribution in each area of activity against the relevant Academic Profile and, if applicable, the Position Description.
- Comment on the overall strength of the application.

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The Supervisor comments will be visible to the applicant

The applicant will be able to add final comments to the application before submitting to People and Culture, however, they will NOT be able to make changes to their application following the supervisor and/or Dean P&R comments.

Roles and Responsibilities
Dean People and Resources

Level B and C Applicants:
- Review applications and provide an assessment.
- In some cases, the Dean People and Resources is also the Academic Supervisor, they will hold a dual function in these circumstances.

Level D and E Applicants:
- In conjunction with the Vice-President & Executive Dean/Portfolio Head, identifies University-nominated assessors (and substitutes) and emails details to acadprom@flinders.edu.au

Assessor details are **not** made available to applicants.

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Roles and Responsibilities
Vice President and Executive Dean
Level D and E Only

- Ensures that the supervisors' report adds value to the process by providing specific and verifiable comments.
- Comments on the applicant's case for eligibility for promotion when the applicant does not hold required qualification(s).
- Consults with Dean, People & Resources and/or supervisor to identify suitable University-nominated assessors (and substitutes).
- Provides evaluative comments on the applicant's case, including any relevant information not already provided.
- Forwards the completed application to the staff member for their signature and final comments.

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The applicant will be able to add final comments to the application before submitting to People and Culture, however, they will NOT be able to make changes to their application following the supervisor and/or VPED comments.

Level D and Level E Additional Information

Assessor Reports
Level D & E only

The Vice-President & Executive Dean nominates:
- One external assessor for Level D and two for Level E.
- The Assessor will be requested to provide an independent assessment of the application on any area of academic activity that they can reasonably comment on, including the applicants standing in their field.
- Assessor reports are confidential and only made available to the committee.

Information that will be sent to the assessor includes:
- Academic profiles, and relevant policy and procedure
- Application
- Copy of CV

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The Vice-President & Executive Dean nominates **one external assessor for Level D**, or **two external assessors for Level E**, who are:

- of high international reputation

- independent of the University

- not someone with whom the applicant has collaborated or published at all or, where this is not practicable, not someone with whom the applicant has collaborated or published within the previous five years, and

- able to provide an assessment that comments on the applicant's performance across all areas of academic activity.

Confidentiality

- names of nominated assessors, and their reports, are confidential and will only be made available to the members of the relevant Promotions Committee

- Assessors will be provided with a full copy of the promotions application

Further Information

- Promotion committees may seek additional information and/or may contact third parties to provide further information. If so, the applicant will be advised accordingly

Promotion to Professor
Level E Only

Promotion to Professor is the highest level of Academia

For applications to be successful, the committee will be looking for evidence of;
- outstanding performance in two areas of academic activity and;
  - evidence of outstanding leadership
  - scholarly achievement
  - international eminence or, where appropriate for the discipline, national eminence, and;
  - for teaching and research academics:
    - substantial contributions in the other area of academic activity

Applications to Level E will have two additional questions posed to them in the application process

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Application Process

The Application Process

Applications are submitted through **Service One**

- Service One is a forward flowing system, once an application is submitted, it can't be returned to you to make changes
- Some information will pre-populate, please contact your local People and Culture team if there are any inaccuracies
- The application will request personal data for statistical purposes. This is optional and de-identified in any reports it informs
- The case is limited to 3,500 words and formatting can be used in your application.
- Text prompts are provided throughout the form to guide applicants.
- Support material is also available on the Academic Promotions web page

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2023 was our first year at submitting promotion applications online through Service One.

We will continue with this process in 2025 with several enhancements based on feedback from the last two years.

Application Attachments

- Each attachment must be collated into a PDF and saved with a standard naming conventions.
- There will be an upload button for each attachment relevant to your application -
  - Curriculum Vitae (maximum 10 pages)
  - Position Description (if applicable)
  - Teaching evidence (SETs)
  - Teaching evidence (Peer reviews)
  - Research evidence (Publications)
  - Research evidence (Grant information)
  - Up to **10** pages of supplementary data to support the application (1PDF)
- Each attachment must be saved as a single document PDF with a standard naming convention. This will be in the help text in the application.

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In previous promotions rounds, committee members have had to review up to 65 applications. To make applications clearer and easier for the committee members to consider, we are asking for a standard approach when saving and uploading attachments.

All supplementary data must be attached via the upload buttons using standard naming conventions. Attachments include:

- CV (maximum of 10 pages)
- Position Description (if applicable)
- Research evidence (grants/publications etc)
- Teaching evidence (SETS, peer review etc)

In additional, you can upload one (1) PDF of up to 10 pages of supplementary data to support the application for example
- information substantiating research claims made within the text
- information relating to receipt of award/prize in any of the areas of academic activity
- confirmation of status of publications as "in press" (e.g. copy of acceptance letter or email confirmation)

Naming Conventions – Help Text

* Position Description ❓

Save all pages into 1 PDF document with the naming convention pd_firstname_lastname
i.e. pd_john_smith   ✖

* Curriculum Vitae ❓

Save all pages into 1 PDF document with the naming convention cv_firstname_lastname
i.e. cv_john_smith   ✖

* Research publications data (downloaded from FLIP) ❓

Save all pages into 1 PDF document with the naming convention research_publication_firstname_lastname
i.e. research_publication_john_smith   ✖

* Research grant/Research contract data (downloaded from FLIP) ❓

Save all pages into 1 PDF document with the naming convention research_evidence_firstname_lastname
i.e. research_evidence_john_smith   ✖

* Student Evaluation of Teaching (SETs) ❓

Save all pages into 1 PDF document with the naming convention set_firstname_lastname
i.e. set_john_smith   ✖

Additional optional attachment (supporting evidence) ❓

10 pages maximum.
Save all pages into 1 PDF document with the naming convention additional_evidence_firstname_lastname
i.e. additional_evidence_john_smith   ✖

* Evidence of external validation of outstanding performance in teaching ❓

Save all pages into 1 PDF document with the naming convention external_validation_firstname_lastname
i.e. external_validation_john_smith   ✖

* Evidence of Peer and/or Supervisor Evaluation of Teaching ❓

Save all pages into 1 PDF document with the naming convention teaching_evidence_firstname_lastname
i.e. teaching_evidence_john_smith   ✖

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Standard naming conventions will assist committee members to know where to look for the information that supports your application
If you are unsure on any aspect of this, please speak with your People and Culture team

Application Attachments

Prior to submitting your application, check through to ensure:

- All fields are completed.
- The form has been reviewed by;
  - Designated Supervisor
  - Dean (People & Resources) (Level B & C)
  - Vice-President & Executive Dean/Portfolio Head (Level D & E)
- All relevant attachments have been checked, saved correctly, and uploaded.
- Please note that once the application is submitted, these cannot be changed.

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While a lot of this has been addressed through technology prompts, before submitting to People and Culture, please check all areas are complete and correct attachments provided

IMPORTANT INFORMATION

Attachments are mandatory – it is critical that the CORRECT document is attached as once it is **submitted** it can't be removed or replaced.

PRIOR to submitting your application, please review your application and all attachments to ensure they are correct

If you have any questions about this, please speak with your People and Culture Advisor

Application Closing Dates

Level B and C	
To Supervisor (even if supervisor is Dean P&R)	Thursday 12pm, 17 July 2025
To Dean (People and Resources) of College	Thursday 12pm, 24 July 2025
To People and Culture	Thursday 12pm, 7 Aug 2025

Level D and E	
To Designated Supervisor	Thursday 12pm, 7 August 2025
To Vice-President & Executive Dean	Thursday 12pm, 14 August 2025
To People and Culture	Thursday 12pm, 21 August 2025

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Level B and Level C Committee dates vary across colleges, but will commence in the week beginning 22 September 2025
Level D and Level E Committee dates will commence on 13 October 2025

Submission times have been changed from 5pm on a Friday to 12pm on a Thursday.

The purpose of this is to ensure there is plenty of support available if you have any difficulties submitting your application.

For awareness, while you can access the application form this week, you will NOT be able to submit your application before 14th April

Process Map – Level B and C

	Process	Notification
Step 1	• Applicant completes an online application from in Service One which flows to the Designated Supervisor	Notification to Applicant: Your academic promotion application has been submitted for assessment
Step 2	• Designated Supervisor assesses application, adds comments, then submits to the Dean (P&R)	Notification to Applicant: Your academic promotion application has been assessed by your supervisor
Step 3	• Dean (P&R) or Portfolio Head assesses application, comments, then submits back to Applicant	Notification to Applicant: Your academic promotion application is ready for your final comments
Step 4	• Applicant receives application for final review an then submits application which flows to People and Culture	
Step 5	• People and Culture process application and make available to the Committee via Service One dashboard	
Step 6	• Promotions Committee review application in readiness for the Committee meeting	
Step 7	• Once committee meetings are complete, People and Culture process promotion outcomes from Service One	Applicant receives formal notification letter from People and Culture. If successful, Promotion is processed by P&C in Workday effective 1st of January the following year

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Process Map – Level D and E

	Step	Process	Notification
	Step 1	Applicant completes an online application from in Service One which flows to the Designated Supervisor	Notification to Applicant: Your academic promotion application has been submitted for assessment
	Step 2	Designated Supervisor assesses application, adds comments, then submits to the Dean (P&R)	Notification to Applicant: Your academic promotion application has been submitted for assessment
	Step 3	Dean (P&R) in conjunction with VPED identifies Assessors and emails to acadprom@flinders.edu.au	
	Step 4	VPED assesses application and comments in Service One, then submits to flow back to Applicant	Notification to Applicant: Your external assessors for your academic promotion application are being confirmed
	Step 5	Applicant receives application for final review and then submits application which flow to People and Culture	
	Step 6	People and Culture process application and make available to the Committee via Service One dashboard	
	Step 7	Promotions Committee review application in readiness for the Committee meeting	
	Step 8	Once committee meetings are complete, People and Culture process promotion outcomes from Service One	Applicant receives formal notification letter from People and Culture. If successful, Promotion is processed by P&C in Workday effective 1st of January the following year

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Application Feedback

- If a promotion application is unsuccessful, the Chair will provide an opportunity for the applicant to seek feedback.
- The feedback will be verbal and based on the Committee discussions during the assessment of the application.
- While guidance can be provided on strengths, and any gaps in the case presented, the specific information around voting, or why the application was unsuccessful, will not be available.

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For Level B and Level C, the Committee Chair will provide this feedback
For Level D and Level E, the feedback will be provided by the Committee Chair, or an appropriately nominated member of the Promotions committee

Key Reference Material

In preparation, all applicants should access the following reference material:

- Academic Promotions Policy
- Academic Promotions Procedures
- Academic Profiles Policy
- Academic Profiles
- Guides, tutorial video and FAQs

All Academic Promotion material is available at

https://staff.flinders.edu.au/learning-teaching/academic-promotion

Promotions enquiries can be directed to your local People and Culture team or email acadprom@flinders.edu.au

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Slido QR code for attendees to submit questions.

At the end of the session any unanswered questions can be emailed to the Academic Promotions email address.