



ACADEMIC PROMOTIONS PROCEDURE

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1. OVERVIEW

The University of Adelaide is a talent organisation. The achievement of the University's mission and strategic objectives depends upon the performance of our academic and professional staff and the contribution of our titleholders. This procedure is aligned with the University of Adelaide's strategic objectives and provides a framework for recognising and rewarding academic performance and achievements across the three academic categories of activity; research; education; and engagement, service, and leadership as detailed in the Academic Promotions Criteria.

This procedure prescribes academic promotion eligibility, responsibilities and processes and provides guidance for applicants, recognising that academic careers and roles differ considerably across the University and that academic staff contribute to the University in a variety of ways.

2. SCOPE AND APPLICATION

This procedure expands on clause 5.3 of The University of Adelaide Enterprise Agreement (EA).

This procedure applies to eligible academic staff who apply for promotion, as well as to the Promotions Committees and decision makers who review and assess applications and/or recommend or make promotion decisions.

This procedure does not apply to academic staff who are employed casually.

This procedure does not apply to titleholders.

3. PRINCIPLES

The University is committed to an academic promotion process that is fair, respectful of diversity and promotes equity.

To be deemed suitable for promotion, an applicant's behaviour or conduct must be consistent with the University's Values of integrity, respect, collegiality, excellence, and discovery as described in the University's Staff Values and Behaviour Framework and the [Code of Conduct](#).

Academic staff should meet regularly with their supervisor as part of the [Planning, Development and Review \(PDR\)](#) process to discuss their goals and achievements, including readiness for and intention to apply for promotion.

The University will hold an annual promotion round to enable eligible academic staff to apply for promotion.

Applications for promotion must comply with this procedure including being received by the closing date and complying with [size and content requirements](#) or they will not be considered.

If an application for promotion is approved with an effective date after the end of the applicant's current fixed-term contract, the promotion decision will not give rise to further employment beyond the fixed-term contract end date.

Promotion applications and supplementary documents will be treated confidentially.

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4. PROCEDURES

4.1 Conditions

The Human Resources Branch manages the promotion process, Academic Promotions website, and schedule and will issue an annual call for applications for academic promotion, for example in Staff News. The effective date for promotion is 1 January of the year following the application round. Key dates for the promotion round will be made available to staff on the Academic Promotions website.

If an applicant's current contract of employment was issued on or before 10 November 2015 and they have applied for promotion to Level D or Level E, promotion is conditional upon their agreement to vary certain terms of their employment as specified in the Variation to Employment Contract form and website.

4.2 Eligibility

All academic staff other than casuals are eligible to apply for promotion when they believe that they have achieved a quality of performance appropriate to the level sought.

If a staff member's appointment is funded from an external source, their application for promotion may not be considered until the funding body has indicated and confirmed that funding can be provided, should promotion be recommended.

4.3 Academic Promotions Criteria

The Academic Promotions Criteria are the University of Adelaide's reference framework for promotion decisions.

The Academic Promotions Criteria are organised into three categories of academic activity which align with Schedule 6 of the EA, the [Classification Standards \(Academic and Research Only Staff\)](#).

How the EA categories of activity align with the Academic Promotions Criteria	
Academic Promotions Criteria	EA categories of activity
Research: <ul style="list-style-type: none">• Research output and funding• Discipline impact and esteem• Translation, commercialisation and industry engagement• Research supervision, research training and mentoring• Research culture and leadership	Research, scholarship and creative activity
Educational: <ul style="list-style-type: none">• Curriculum design• Curriculum delivery• Discipline knowledge, pedagogical knowledge and innovation• Research supervision, research training and mentoring• Education culture and leadership	Teaching and related duties including supervision

Engagement, Service and Leadership: <ul style="list-style-type: none">• Service to the community, external engagement and professional activity• Citizenship behaviour and service to the University• Leadership of self, others and the University• Advancement of Aboriginal and Torres Strait Islander culture• Creating an inclusive and respectful environment for the success of Aboriginal and Torres Strait Islander staff and students	Administration, service and leadership in the University
	Professional activity including service to the community

Achievement of the minimum standards as defined in the [Adelaide Academic Role Statements](#) is not relevant for academic promotion applications.

Unless a promotion application is approved for special consideration as per clause 4.7 of this procedure, applicants are expected to address and provide evidence of their achievements in each of the three categories of academic activity over a five (5) year period before the date of application. The five-year period can include achievements whilst employed at other universities.

Applicants are not expected to provide evidence of achievement against all the criteria, however, they will be expected to show evidence of contribution, performance and achievements, the impact and outcomes of which substantially address the criteria appropriate to the nature of their position and the level to which they are applying for promotion.

4.4 Promotion process timeline

The Human Resources Branch manages the promotion process, Academic Promotions website and schedule. The Human Resources Branch will issue an annual call for applications for academic promotion, for example in Staff News.

The effective date for promotion is 1 January of the year following the application round or alternate date as determined by the Vice-Chancellor or delegate.

Key dates for the promotion round will be made available to staff on the Academic Promotions website.

4.5 Preparing an application

Staff who wish to apply for promotion should review the information available on the [Academic Promotions website](#) before preparing their application.

4.6 Submission of promotion application including size and content

A promotion application should provide the Promotions Committee with relevant and robust evidence of the outcomes and impact of the applicant's scholarly work, education, service, and leadership, rather than evidencing activity or participation. Guidance for applicants is provided on the Academic Promotions website.

Applicants are required to complete an online application form and submit their promotion application electronically via the Academic Promotions website.

Applications received after the closing date will not be accepted.

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Applications should be presented in text no smaller than Arial Narrow 10 font.

The maximum length of an application is 12 pages for Levels B-D and 15 pages for Level E and is all inclusive of:

- a one-page summary of the applicant's case for promotion including key achievements
- the applicant's CV (recommended maximum two (2) pages)
- a list of the applicant's top publications/creative works of impact and quality, with the volume of publications in the assessment period of five years to be described in a narrative, including stating how many as first author or explaining the authorship connection in their discipline (i.e. first author, last author or alpha), as well as evidencing the impact and quality of the outlet and contribution, which may include, but is not limited to, Relative Citation Impact (RCI) or Normalised Citation Indicator (NCI)
- a teaching portfolio of up to a maximum of six (6) pages (not required to be submitted by Research Only Academics)
- a statement addressing the Academic Promotions Criteria
- within the page limit, Level E applicants should also address the Professors as Leaders Statement specifically demonstrating their distinguished leadership, contribution to research and/or education, and their impact and esteem within their discipline, the University, nationally, and internationally.

Applications must be converted to PDF and uploaded to the Academic Promotions website as a single document in the above order. The total size of the application must not exceed 5MB.

The following must not be included with the application:

- the applicant's Individual Academic Profile (IAP) or eSELTS results. An applicant's IAP will be sourced by the Human Resources Branch (as available) and provided to the relevant Promotion Committee
- supplementary documentation in addition to the promotion application such as extensive lists of publications.

A copy of the completed promotion application should be provided by the applicant to their Head of School no less than two weeks before the closing date for applications to allow time for the Head of School to review the application and to prepare and submit the Head of School report. If the Head of School receives a late request from the applicant and cannot return their report by the due date, the application will be considered incomplete and will not be considered for promotion.

The applicant is responsible for ensuring that the Head of School forwards their report directly to the Human Resources Branch no later than two weeks after the closing date for applications published on the Academic Promotions website.

The Head of School will forward their confidential report directly to the Human Resources Branch. The Head of School report does not count in the page limit described above.

Applications that exceed the prescribed page limit or that are otherwise incomplete will not be considered. Applicants will be notified in writing that their application does not meet the mandatory requirements. There is no option of appeal.

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4.7 Request for special consideration

If a staff member is employed less than full-time and/or their academic career has been interrupted or there are other extenuating circumstances, they may apply for special consideration as specified in clause 5.3.3 of the EA.

To apply for special consideration, a staff member must complete a Request for Special Consideration form detailing the circumstances under which they request approval to either:

- have their promotion application assessed against only two categories of academic activity
- evidence their contribution, performance, and achievements over a period exceeding the last five years with a 1:1 ratio equal to the length of any career interruption
- have their promotion application assessed against only two categories of academic activity and evidence their contribution, performance, and achievements in the relevant two categories over a period exceeding the last five years with a 1:1 ratio equal to the length of any career interruption.

The Deputy Vice-Chancellor (Academic) (DVC(A)) will consider requests and notify applicants as to whether their promotion application has been approved for special consideration. Where appropriate, the DVC(A) may confirm the extenuating circumstances with the Head of School or Human Resources. The Vice-Chancellor or delegate and Executive Director, Human Resources or nominee may provide advice to the DVC(A) in respect of special consideration applications.

4.8 Alternate Head of School

Applicants may apply to their Faculty Executive Dean or delegate to request a substitute person to complete the Head of School report to accompany their promotion application.

Requests should be submitted via email to academic.promotions@adelaide.edu.au before the closing date for alternate Head of School requests as published on the Academic Promotions website.

Applicants should allow sufficient time for the request to be considered and for the report by the alternate Head of School to be written before the closing date of applications.

The request should include:

- a brief explanation of the reason for the request such as a conflict of interest or recent appointment in the current role
- the name and contact details of an appropriate substitute who must be an academic staff member of at least Level D to be eligible.

Where the applicant for promotion is a Head of School, the Executive Dean will nominate a Level E staff member to complete the Head of School report.

4.9 Weightings

Academic careers and roles differ across the University and across disciplines and fields of study. [Weightings](#) enable staff applying for promotion to emphasise the categories of academic activity in a way that is consistent with the focus of their academic career.

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<u>Academic Career (as per employment contract):</u>	<u>Weighting bands for three categories of academic activity</u>		
	<u>Research</u>	<u>Education</u>	<u>Engagement, Service & Leadership</u>
<u>Teaching and Research</u>	Maximum 55% Minimum 20%	Maximum 55% Minimum 20%	Maximum 40% Minimum 10%
<u>Research Only or Research Specialist</u>	Maximum 90% Minimum 80%	Maximum 15% Minimum 5%	Maximum 10% Minimum 5%
<u>Education Specialist</u>	Maximum 25% Minimum 5%	Maximum 90% Minimum 70%	Maximum 25% Minimum 5%
<u>Scholarly Teaching Fellow</u>	Maximum 20% Minimum 10%	Maximum 80% Minimum 70%	Maximum 20% Minimum 10%
<u>Clinical Academic (as per EA and also veterinary surgeons)</u>	Maximum 55% Minimum 10%	Maximum 55% Minimum 20%	Maximum 55% Minimum 20%
<u>Special Consideration</u>	<i>A promotion applicant who has been granted special consideration will be required to apply weightings consistent with that which has been approved via the special consideration application.</i>		

Weightings are nominated by the applicant via the Academic Promotions website in accordance with the minima and maxima for each category of academic activity and described in the table above.

Applicants are encouraged to discuss the weightings they propose to nominate with their supervisor and/or Head of School.

Applicants who are granted special consideration will be permitted to apply weightings to either two or three categories consistent with their approved special consideration request.

Nominated weightings across the categories of academic activity must total 100%.

4.10 Referees and assessors

Recognising that academic staff are part of a discipline community that extends beyond the University's bounds, the University seeks the opinion of referees at Level C and assessors at Levels D and E to provide an independent evaluation of the applicant's contributions and achievements, including the quality of their research and/or teaching.

Referees and assessors must be at a level at least equivalent to that for which the applicant is seeking promotion.

Referee and assessor reports are confidential to the Promotions Committee and as such are returned directly to the Human Resources Branch. For the avoidance of doubt, referee and assessor reports will not be made available to the applicant.

Referees for promotion applications to Level C

- Referees are contacted directly by the Level C applicants
- Level C applicants are required to arrange one referee external to the University to provide a reference via the prescribed form
- In selecting referees, applicants should be mindful that the opinions of referees should be independent and should seek to avoid potential, actual or perceived conflicts of interest.

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Assessors for promotion applications to Levels D and E

- Assessors for Level D and Level E promotion applications are nominated by Heads of School and contacted by the Human Resources Branch. The Head of School may consult with the Discipline Head or other appropriate staff before recommending assessors. The Executive Dean will approve the list of assessors nominated by the Head of School.
- Level D applicants will be assessed by two external assessors, at least one from a Go8 university
- Only Level E applicants who are shortlisted for interview will be assessed by two external assessors, at least one from a Go8 university and the other from a university outside of Australia
- Levels D and E applicants may nominate up to two people whom they do not wish to be approached as external assessors
- Level D and E assessors are required to disclose any prior relationship or any perceived, actual or potential conflicts of interest with the applicant.

4.11 Conflict of interest

Referees and assessors are required to disclose any potential, actual or perceived conflict of interest via the prescribed form.

If a conflict of interest is identified between the applicant and their referee/assessor, the Human Resources Branch may ask the applicant's Head of School to provide the name of an alternate referee/assessor, or the Promotions Committee may elect to disregard the referee/assessor report in managing the conflict.

4.12 Head of School report and assessment

On receipt of a request to provide a Head of School report, it is recommended that the Head of School meet with the staff member to discuss their application. Such a meeting also provides the Head of School an opportunity to advise the applicant if they will or will not be supporting the promotion application.

Using the prescribed Head of School report template the Head of School will provide a realistic assessment of the staff member's case for promotion.

In preparing the report, the Head of School should consult and seek comments from at least one other staff member, ideally the applicant's supervisor or other senior staff as necessary.

The Head of School will email their confidential report to the Human Resources Branch no later than two weeks after the closing date for applications published on the Academic Promotions website.

For Level E applicants, the Head of School or alternate may be required to attend a meeting with the Promotions Committee for the Level E application.

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4.13 Composition of all Promotions Committees

Unless not reasonably practicable all Promotions Committees will have an equal representation of women and men.

If in receipt of a promotion application from an academic staff member identifying as Aboriginal and Torres Strait Islander, the Chair of the Promotions Committee should seek input from the Pro-Vice Chancellor (Indigenous Engagement).

All new Committee members are expected to undertake training before taking part in Committee processes.

Staff who are required to serve on Promotions Committees must disclose any potential, actual or perceived [conflict of interest](#) to the Chair at the commencement of the meeting. The Chair will determine how to manage the conflict of interest, including requiring the member to take no part in Committee deliberations that relate to the applicant with whom there is a conflict of interest.

The Chair of the Promotions Committee may permit the Committee to consider information about the applicant that was not known at the time of application but becomes publicly available, such as the awarding of a grant or HEA Fellowship conferral, or results of an award or prize.

4.14 Level B&C Faculty Promotions Committee

Applicants to Levels B and C will be assessed by a Faculty Promotions Committee established each year.

The Level B&C Faculty Promotions Committee will be chaired by the Faculty's Executive Dean or an appropriate nominee.

The Level B&C Faculty Promotions Committee will comprise at least five members determined by the Faculty's Executive Dean ensuring that:

- all members are Level C or above
- one member of the Committee must have significant experience in education
- one member of the Committee must be a research leader
- one member must be a Head of School
- one member must be a clinical representative on committees to assess clinical applicants.

Committee members may be required to assess and score applications against the Academic Promotions Criteria before the meeting date.

The Executive Dean is responsible for providing written notice of the outcome of the promotion application to both successful and unsuccessful applicants.

The Committee Chair, or an alternative Committee member nominated by the Committee Chair, is responsible for providing feedback to unsuccessful applicants.

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4.15 Level D Faculty Promotions Committee

Applicants to Level D will be assessed by a Faculty Promotions Committee established each year.

The Level D Faculty Promotions Committee will be chaired by the Faculty's Executive Dean or an appropriate nominee.

The Level D Faculty Promotions Committee will comprise at least five members determined by the Faculty's Executive Dean ensuring that:

- all members are Level D or above
- one member of the Committee must have significant experience in education
- one member of the Committee must be a research leader
- one member must be a clinical representative on committees to assess clinical applicants.

Committee members may be required to assess and score applications against the Academic Promotions Criteria before the meeting date.

The Executive Dean is responsible for providing written notice of the outcome of the promotion application to both successful and unsuccessful applicants.

The Committee Chair, or an alternative Committee member nominated by the Committee Chair, is responsible for providing feedback to unsuccessful applicants.

4.16 Level E University Professorial Promotions Committee

Promotion to Professor is reserved for the most esteemed of academics and as a consequence, the procedures for promotion to Professor are different to the procedures for promotion to other levels.

Level E promotion processes are managed by the University Professorial Promotions Committee in a two-stage process.

The Committee is chaired by the Vice-Chancellor and President, or nominee, and comprises the Vice-Chancellor or nominee, the Deputy Vice-Chancellor (Academic) or nominee, the Deputy Vice-Chancellor (Research) or nominee, the Chair of the Academic Board and the Executive Deans or Level E nominees from each Faculty.

If for any reason a member of the Committee is absent or unable to participate as a member of the Committee, the Vice-Chancellor or delegate will select an alternate Level E Committee member to temporarily fill the space on the Committee.

Where there is value in doing so, the Chair of the Committee may invite a visiting member to join the Committee. This may include any Level E staff member of the University of Adelaide, a Level E academic from another University, or a Level E honorary titleholder, Professor Emeritus or Emerita of the University of Adelaide.

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4.17 Level E shortlisting

Level E applications will initially be considered by a sub-committee of the University Professorial Promotions Committee, chaired by the Vice-Chancellor or delegate, and comprising the Deputy Vice-Chancellor (Academic) or nominee, the Deputy Vice-Chancellor (Research) or nominee, the Chair of Academic Board and the Executive Deans or Level E nominees from each Faculty.

The sub-committee will meet to review the applications against the promotion criteria for Level E.

The Head of School who prepared the Head of School report may be required to attend a meeting with some or all of the sub-committee and may be asked questions concerning the applicant, their report and the application being considered.

Applicants will be shortlisted for interview if they are considered *prima facie* promotable by the sub-committee.

The external assessors of shortlisted applicants will be contacted as soon as practicable after the sub-committee meeting.

Applicants who are not shortlisted are *prima facie* not promotable. Feedback will be provided to those applicants by the Executive Dean or Level E nominee from the Faculty.

The sub-committee will report to the University Professorial Promotions Committee the names of those that were not deemed promotable.

4.18 Level E interviews

Interviews provide Level E applicants with a *prima facie* case for promotion with an opportunity to address the Professors as Leaders Statement.

Interviews for Professor will be conducted by the University Professorial Promotions Committee and will generally be no longer than 20 minutes.

The Committee will ask questions of the applicant about their application and may ask questions specific to the Professors as Leaders Role Statement.

Applicants are not permitted to use audio-visual technology such as PowerPoint slides during the interview.

In addition to the interview, the Committee will consider assessor reports and discuss the relative merits of the application in relation to the Academic Promotions Criteria and the Professors as Leaders Statement in order to decide on the applicant's case for promotion.

The Feedback will be provided to unsuccessful applicants by the Executive Dean or Level E nominee from the Faculty.

4.19 Record Keeping

Information will be shared as required and only with the relevant referees/assessors, Heads of School, and Promotions Committee for the purpose of assessing the applicant's case for promotion.

After the promotions round, a copy of the application and supporting documents will be maintained by the Human Resources Branch.

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4.20 Notification of outcome

All applicants will be notified in writing of the result of their application for promotion. Notification due dates will be published on the Academic Promotions website.

Successful applicants for Level D and E who are required to complete the Employment Contract Variation form will be notified in writing with a link to download it and details for return.

The names of successful applicants will be published on the University's website and news bulletin, for example, Staff News.

4.21 Feedback

Timely and constructive feedback will be provided to all unsuccessful applicants to assist them with strengthening future applications.

The Chair of the Level B&C and Level D Faculty Promotions Committees, or an alternative Committee member nominated by the Committee Chair, will provide feedback to the unsuccessful applicant, and if practicable, provide the feedback in person with the Head of School and supervisor included in the meeting.

The Executive Dean or other appropriate Committee member will provide feedback to the unsuccessful Level E applicant, and if practicable, provide the feedback in person with the Head of School and supervisor included in the meeting.

4.22 Out-of-rounds promotion

In exceptional circumstances, an Executive Dean may request an out-of-rounds promotion for a staff member by recommending their promotion to the Vice-Chancellor or delegate. The Vice-Chancellor or delegate will consult with the Executive Director, Human Resources to determine the appropriate procedure in the circumstances to resolve the out-of-rounds promotion request.

5. DEFINITIONS

Academic Promotions Criteria

The Academic Promotions Criteria are the University of Adelaide's reference framework for Promotions Committees making decisions regarding academic promotion. Academic careers and roles differ considerably across the University and across disciplines and fields of study.

Though examples of outcomes for each area of academic activity detailed in the Academic Promotions Criteria elaborate on the Classification Standards (Academic and Research-Only Staff) included in The University of Adelaide Enterprise Agreement (EA), the Academic Promotions Criteria are not intended to be an exhaustive list of all aspects of academic endeavour. Similarly, a promotion applicant will not be required to provide evidence against all of the criteria herein, however, it is expected that the evidence of their contributions and achievements substantially address the criteria appropriate to their position and the level to which they are applying.

Conflict of Interest

A conflict of interest arises when an individual's personal, external, or financial interests, or those of a person with whom he or she has a close personal relationship, come into conflict with the performance of their duties to the University. A conflict of interest may be actual, perceived or potential.

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An **actual conflict of interest** arises when there is a real conflict between an individual's duties to the University and their existing personal, external, or financial interests.

A **potential conflict of interest** arises when an individual has personal, external, or financial interests that could come into conflict with the performance of their duties to the University in the future.

A **perceived conflict of interest** can exist where a third party could form the view that an individual's personal, external, or financial interests could improperly influence the performance of their duties to the University now or in the future.

Special consideration

Special consideration enables promotion applicants to describe the personal circumstances and working arrangements which may have an impact on their career and performance and provides the opportunity for the applicant to have their achievements assessed relative to opportunity.

Special consideration is granted at the discretion of the Deputy Vice-Chancellor and Vice President (Academic) to applicants whose academic career has been interrupted due to extended illness, parental leave, caring responsibilities or other extenuating circumstances.

Special consideration enables eligible staff to:

- assign a weighting to two categories that best match their strengths and accomplishments
- address all three categories but be able to evidence their achievements over a period that exceeds the usual five (5) years
- assign a weighting to two categories that best match their strengths and accomplishments and evidence their achievements over a period that exceeds five (5) years.

These options allow the applicant to give more weight to the quality and impact of their contributions and achievements rather than the quantity of achievement.

Weightings

Weightings allow academic staff members to specify the relative emphasis to be placed on the duties they undertake in keeping with their assessment of the overall effectiveness and impact of their scholarly work and the contribution they make at the promotion level being sought.

6. USEFUL INFORMATION AND RESOURCES

6.1 University related documents and policies

[Academic Promotions Criteria](#)

[Promotion Applicant Checklist – Levels B - D](#)

[Academic Promotion Levels B – D FAQ's](#)

[Promotion to Professor Applicant Checklist](#)

[Promotion to Professor FAQ's](#)

[Professors as Leaders Role Statement](#)

[Special Consideration Information Sheet](#)

[Special Consideration Request template form](#)

[Referee Assessor Report template form](#)

[Variation to Employment Contract form](#)

[Head of School Responsibilities information sheet](#)

[Confidential Head of School Report template form](#)

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[Academic Promotions Committee Guidelines](#)

[Scoring Guidelines](#)

[Conflict of Interest Procedure](#)

[The University of Adelaide Enterprise Agreement](#)

6.2 Useful web-links

[University of Adelaide - Academic Promotions website](#)

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