

## ACADEMIC PROMOTIONS PROCEDURE

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### 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 2017 – 2021 (EA).

- 2.1 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.
- 2.2 This procedure does not apply to academic staff who are employed casually.
- 2.3 This procedure does not apply to Titleholders.

## 3. PRINCIPLES

- 3.1 The University is committed to an academic promotion process which is fair, respectful of diversity and promotes equity.
- 3.2 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](#).
- 3.3 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.
- 3.4 The University will hold an annual promotion round to enable eligible academic staff to apply for promotion.
- 3.5 Applications for promotion must comply with this procedure, including being received by the closing date and complying with [size and content requirements](#), or will not be considered.
- 3.6 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.
- 3.7 Promotion applications and supplementary documents will be treated confidentially.

## 4. PROCEDURES

### 4.1 Conditions

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- 4.1.1 The Human Resources Branch manages the promotion process, 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 webpage.
- 4.1.2 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

- 4.2.1 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.
- 4.2.2 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 confirms that funding can be provided, should promotion be recommended.

## 4.3 Academic Promotion Criteria

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

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

How the EA categories of activity align with the Academic Promotion Criteria	
Academic Promotion Criteria	EA categories of activity
<p><b>Research:</b></p> <ul style="list-style-type: none"> <li>Research output and funding</li> <li>Discipline impact and esteem</li> <li>Translation, commercialisation and industry engagement</li> <li>Research supervision, research training and mentoring</li> <li>Research culture and leadership</li> </ul>	Research, scholarship and creative activity
<p><b>Educational:</b></p> <ul style="list-style-type: none"> <li>Curriculum design</li> <li>Curriculum delivery</li> <li>Discipline knowledge, pedagogical knowledge and innovation</li> <li>Research supervision, research training and mentoring</li> <li>Education, culture and leadership</li> </ul>	Teaching (and related duties) including supervision
<p><b>Engagement, Service and Leadership:</b></p> <ul style="list-style-type: none"> <li>Service to the community, external engagement and professional activity</li> <li>Citizenship behaviour and service to the University</li> <li>Leadership of self, others and the University</li> <li>Advancement of Aboriginal and Torres Strait Islander culture.</li> <li>Creating an inclusive and respectful environment for the success of Aboriginal and Torres Strait Islander staff and students</li> </ul>	Administration, service and leadership in the University.
	Professional activity including service to the community.

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- 4.3.2 Achievement of the minimum standards as defined in the [Adelaide Academic Role Statements](#) is not relevant for academic promotion applications.
- 4.3.3 Unless a promotion application is approved for Special Consideration [refer clause 4.7 of this procedure], applicants are expected to address and evidence their achievements, over a five (5) year period prior to the date of application, in each of the three categories of academic activity. The five year period can include achievements whilst employed at other Universities.
- 4.3.4 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, website and schedule.

- 4.4.1 The Human Resources Branch and will issue an annual call for applications for academic promotion, for example in Staff News.
- 4.4.2 The effective date for promotion is 1 January of the year following the application round or alternate date as determined by the Provost.
- 4.4.3 Key dates for the promotion round will be made available to staff on the Academic Promotions webpage.

#### 4.5 Preparing an Application

- 4.5.1 Staff who wish to apply for promotion should review the information available on the [Academic Promotions webpage](#), prior to preparing their application.

#### 4.6 Submission of Promotion Application (including Size and Content)

A promotion application should provide a Promotion 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.

- 4.6.1 Applicants are required to complete an online application form and submit their promotion application electronically via the University's Academic Promotions Website.
- 4.6.2 Applications received after the closing date will not be accepted.
- 4.6.3 Applications should be presented in text that is no smaller than Arial Narrow 10 font.
- 4.6.4 The maximum length of an application is 12 pages for Levels B-D and 15 pages for Level E and is all inclusive of:
  - 4.6.4.1 a one page summary of the applicant's case for promotion including key achievements;
  - 4.6.4.2 the applicant's CV (recommended maximum 2 pages);
  - 4.6.4.3 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 please explain the authorship

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connection in your 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);

- 4.6.4.4 a teaching portfolio up to a maximum 6 pages (not required to be submitted by Research Only Academics); and
- 4.6.4.5 a statement addressing the Academic Promotions Criteria;
- 4.6.4.6 within the page limit, Level E applicants should also address the Professors as Leaders Statement, specifically evidencing their distinguished leadership, contribution to research and/or education and their impact and esteem within their discipline, the University, nationally and internationally.
- 4.6.4.7 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.
- 4.6.5 The following must not be included with the application:
  - 4.6.5.1 The applicant's Individual Academic Profile (IAP) or eSELTS results. All ESELTS results for a 3 year period will be sourced by the Human Resources Branch (as available) and provided to the relevant Promotion Committee.
  - 4.6.5.2 Supplementary documentation in addition to the promotion application (such as extensive lists of publications).
- 4.6.6 A copy of the completed promotion application should be provided by the applicant to their Head of School no less than two weeks prior to 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 considered incomplete and will not considered for promotion.
- 4.6.7 The applicant is responsible for ensuring that the Head of School forwards their report directly to the Human Resources Branch, prior to the closing date for applications.
- 4.6.8 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.
- 4.6.9 Applications that exceed the prescribed page limit, 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.

#### 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 in other extenuating circumstances, they may apply for Special Consideration as specified in clause 5.3.3 of the EA.

- 4.7.1 To apply for Special Consideration, a staff member completes a Request for Special Consideration form detailing the circumstances under which they request approval to either:
  - 4.7.1.1 Have their promotion application assessed against only two categories of academic activity; or,

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4.7.1.2 Evidence their contribution, performance and achievements over a period exceeding the last 5 years, with a 1:1 ratio equal to the length of any career interruption; or,

4.7.1.3 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 5 years, with a 1:1 ratio equal to the length of any career interruption.

4.7.2 The Deputy Vice-Chancellor (Academic) 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 Provost (or nominee) and Executive Director, Human Resources (or nominee) may provide advice to the Deputy Vice-Chancellor (Academic) in respect of Special Consideration applications.

#### 4.8 Alternate Head of School

4.8.1 Applicants may apply to the Provost to request a substitute person to complete the Head of School Report to accompany their promotion application.

4.8.2 Requests should be submitted via email to: [academic.promotions@adelaide.edu.au](mailto:academic.promotions@adelaide.edu.au) prior to the closing date for alternate Head of School requests, published on the Academic Promotions website.

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

4.8.4 The request should include:

4.8.4.1 A brief explanation of the reason for the request (e.g. conflict of interest, recent appointment in the current role);

4.8.4.2 The name and contact details of an appropriate substitute, who, to be eligible, must be an academic staff member of at least Level D.

4.8.5 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 put emphasis on the categories of academic activity in a way that is consistent with the focus of their academic career.

<b>Academic Career (as per employment contract):</b>	<b>Weighting bands for three categories of academic activity</b>		
	<b>Research</b>	<b>Education</b>	<b>Engagement, Service &amp; Leadership</b>
<b>Teaching and Research</b>	Maximum 55% Minimum 20%	Maximum 55% Minimum 20%	Maximum 40% Minimum 10%
<b>Research Only or Research Specialist</b>	Maximum 90% Minimum 80%	Maximum 15% Minimum 5%	Maximum 10% Minimum 5%
<b>Education Specialist</b>	Maximum 25% Minimum 5%	Maximum 90% Minimum 70%	Maximum 25% Minimum 5%

<b>Scholarly Teaching Fellow</b>	<u>Maximum 20%</u> <u>Minimum 10%</u>	<u>Maximum 80%</u> <u>Minimum 70%</u>	<u>Maximum 20%</u> <u>Minimum 10%</u>
<b><u>Clinical Academic (as per EA and also veterinary surgeons)</u></b>	<u>Maximum 55%</u> <u>Minimum 10%</u>	<u>Maximum 55%</u> <u>Minimum 20%</u>	<u>Maximum 55%</u> <u>Minimum 20%</u>
<b><u>Special Consideration</u></b>	<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>		

- 4.9.1 [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.
- 4.9.2 Applicants are encouraged to discuss the weightings they propose to nominate with their supervisor and/or Head of School.
- 4.9.3 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.
- 4.9.4 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 (Level C) and assessors (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.

- 4.10.1 Referees and Assessors must be at a level at least equivalent to that for which the applicant is seeking promotion.
- 4.10.2 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.
- 4.10.3 Referees for Promotion Applications to Level C
- 4.10.3.1 Referees are contacted directly by the Level C applicants.
- 4.10.3.2 Level C applicants are required to arrange one referee, external to the University, to provide a reference via the prescribed form.
- 4.10.3.3 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.
- 4.10.4 Assessors for Promotion Applications to Levels D and E
- 4.10.4.1 Assessors for Level D and Level E promotion applications are nominated by Executive Deans and contacted by the Human Resources Branch. The Executive Dean may consult with the Discipline Head, Head of School or other appropriate staff before recommending assessors.
- 4.10.4.2 Level D applicants will be assessed by two external assessors, at least one of whom is from a Go8 university.

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4.10.4.3 Only Level E applicants who are shortlisted for interview will be assessed by two external assessors, at least one of whom is from a Go8 university and the other from a university outside of Australia.

4.10.4.4 Levels D and E applicants may nominate up to two people who they do not wish to be approached as external assessors.

4.10.4.5 Level D and E assessors are required to disclose any prior relationship, or potential conflicts of interest with the applicant.

4.10.5 Conflict of Interest

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

4.10.7 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 Promotion Committee, in managing the conflict, may elect to disregard the referee/assessor report.

#### 4.11 Head of School Report and assessment

4.11.1 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 they will or will not, be supporting the promotion application.

4.11.2 Using the prescribed Head of School Report template, provide a realistic assessment of the staff member's case for promotion.

4.11.3 In preparing the report, the Head of School may consult and seek comments from the applicant's supervisor and other senior staff as necessary.

4.11.4 The Head of School will email their confidential report to the Human Resources Branch by the application closing date.

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

#### 4.12 Promotion Committee Composition – All Promotion Committees

4.12.1 Unless, not reasonably practicable, all committees will have an equal representation of women and men.

4.12.2 If in receipt of a promotion application from an academic staff member identifying as Aboriginal and Torres Strait Islander, the chair of the Promotion Committee should seek input from the Dean, Indigenous Research and Education Strategy.

4.12.3 All new committee members are expected to undertake training prior to taking part in committee processes.

4.12.4 Staff who are required to serve on promotions committees, must disclose any potential or actual [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 take no part in committee deliberations that relate to the applicant with whom there is a conflict of interest.

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- 4.12.5 The chair of the committee may permit the committee to consider information about the applicant, which was not known at the time of application, but becomes publicly available (e.g. awarding of a grant or HEA Fellowship conferral, results of an award or prize).

#### **4.13 Level B&C Faculty Promotions Committee**

- 4.13.1 Applicants to Levels B and C will be assessed by a Faculty Promotions Committee established each year.
- 4.13.2 The Level B&C Faculty Promotions Committee will be chaired by the Faculty's Executive Dean or an appropriate nominee.
- 4.13.3 The Level B&C Faculty Promotions Committee will comprise at least five members and members will be determined by the Faculty's Executive Dean providing that:
- 4.13.3.1 All members are Level C or above;
  - 4.13.3.2 One member of the committee must have significant experience in education;
  - 4.13.3.3 One member of the committee must be a research leader;
  - 4.13.3.4 One member must be a Head of School; and
  - 4.13.3.5 One member must be a Clinical representative on committees to assess clinical applicants.
- 4.13.4 Committee members may be required to assess and score applications against the Academic Promotion Criteria prior to the meeting date.
- 4.13.5 The Executive Dean is responsible for providing written notice of the outcome of the promotion application to both successful and unsuccessful applicants.
- 4.13.6 The Committee chair is responsible for providing feedback to unsuccessful applicants.

#### **4.14 Level D Faculty Promotions Committee**

- 4.14.1 Applicants to Level D will be assessed by a Faculty Promotions Committee established each year.
- 4.14.2 The Level D Faculty Promotions Committee will be chaired by the Faculty's Executive Dean.
- 4.14.3 The Level D Faculty Promotions Committee will comprise at least five members and members will be determined by the Faculty's Executive Dean providing that:
- 4.14.3.1 All members are Level D or above;
  - 4.14.3.2 One member of the committee must have significant experience in education;
  - 4.14.3.3 One member of the committee must be a research leader;
  - 4.14.3.4 One member must be an Executive Dean or Deputy Dean from another Faculty;
  - 4.14.3.5 One member must be a Head of School from another Faculty (not being the same one as the Executive Dean or Deputy Dean); and

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4.14.3.6 One member must be a Clinical representative on committees to assess clinical applicants.

4.14.4 Committee members may be required to assess and score applications against the Academic Promotion Criteria prior to the meeting date.

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

4.14.6 The Executive Dean is responsible for providing feedback to unsuccessful applicants.

#### **4.15 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.

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

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

4.15.3 If for any reason a member of the Level E committee is absent or unable to participate as a member of the committee, the Provost will select an alternate Level E committee member to temporarily fill the space on the committee.

4.15.4 Where there is value to do 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.

#### **4.16 Level E Shortlisting**

4.16.1 Level E applications will initially be considered by a sub-committee of the University Professorial Promotions Committee, chaired by the Provost, and comprising the DVC(A), the Chair of Academic Board, the Executive Deans (or Level E nominees from each Faculty).

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

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

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

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

4.16.6 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 of the Executive Dean).

4.16.7 The subcommittee will report to the University Promotions Committee the names of those that were not deemed promotable.

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#### 4.17 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.

- 4.17.1 Interviews for Professor will be conducted by the University Promotions Committee.
- 4.17.2 Interviews will generally be of no greater than 20 minutes.
- 4.17.3 The Committee will ask questions of the applicant about their application and may ask questions specific to the Professors as Leaders Role Statement.
- 4.17.4 Applicants are not permitted to use audio-visual technology, e.g. PowerPoint slides, during the interview.
- 4.17.5 In addition to the interview, the Committee will consider assessor reports and discuss the relative merits of the application in relation to the Academic Promotion Criteria and the Professors as Leaders Statement in order to make a decision on the applicant's case for promotion.
- 4.17.6 The Feedback will be provided to unsuccessful applicants by the Executive Dean (or Level E nominee from the Faculty).

#### 4.18 Record Keeping

- 4.18.1 Information will be shared as required and only with the relevant Referees/Assessors, Head of School and Promotions Committee for the purpose of assessing the applicant's case for promotion.
- 4.18.2 At the conclusion of the promotions round, one copy of the application and supporting documents will be maintained by the Human Resources Branch.

#### 4.19 Notification of outcome

All applicants will be notified, in writing of the result of their application for promotion. Applicants will generally receive written notification within three weeks of the committee meeting. Notification due dates will be published on the Academic Promotions Website.

- 4.19.1 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 and details for return.
- 4.19.2 The names of successful applicants will be published on the University's website and news bulletin e.g. Staff News.

#### 4.20 Feedback

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

- 4.20.1 The chair of the Level B&C and Level D Faculty Promotion Committees will provide feedback to the unsuccessful applicant, and if practicable, provide the feedback in person with the Head of School included in the meeting.
- 4.20.2 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 included in the meeting.

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#### 4.21 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 Provost. The Provost 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 Promotion Committees making decisions in relation to 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 2017-2021 (The 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.

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 where 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 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, maternity/parental leave, caring responsibilities, or for other extenuating circumstances.

Special consideration enables eligible staff to:

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

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## Weightings

Weightings give academic staff members the opportunity to specify the relative emphasis to be placed on the duties they undertake in keeping with their personal 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 Promotion criteria](#)

[Promotion Applicant Checklist](#)

[Academic Promotion Levels B – D \(information sheet\)](#)

[Promotion to Professor Applicant Checklist](#)

[Promotion to Professor \(information sheet\)](#)

[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 \(template form\)](#)

[Academic Promotion Committee \(guidelines\)](#)

[Scoring Guidelines](#)

[Conflict of Interest Procedure](#)

[The University of Adelaide Enterprise Agreement 2017-2021](#)

### 6.2 Useful web-links

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

Professorial Induction and Recognition Event page

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