

## Promotions Procedure (Academic Staff and Titleholders)

### IMPLEMENTATION

#### Aim

To meet the requirements of the Performance, Development and Promotion Policy

#### 1 Objectives

- 1.1 To detail all aspects of the academic promotions process for academic staff and titleholders.

The University's academic promotions procedure enables evidenced and consistent outstanding achievement and performance to be recognised and rewarded through the application of clear standards and transparent, fair and equitable processes.

This procedure is to be read subject to the [University of Adelaide Enterprise Agreement \(as amended\)](#).

#### 2 Scope

##### 2.1 Inclusions

This procedure applies to academic staff, titleholders and third parties (such as external members of the Vice-Chancellor's Professorial Committee) involved in the academic staff promotions process.

##### 2.2 Exclusions

This procedure does not apply to:

- Professional staff
- Titleholders who hold a Visiting Title (under the [Conferral of Honorary Roles Policy and Guidelines](#))
- Short-term academic visitors
- Casual staff

##### 2.3 Eligibility

- 2.3.1 Academic staff members (other than casuals) are eligible to apply for promotion when they believe they have achieved a quality of performance appropriate to the level sought.

- 2.3.2 Only Academic titleholders applying for promotion to Level E may apply for promotion using this Promotions Procedure. Refer to Clause 23: Academic Titleholders.

- 2.3.3 Promotion will only be recommended when an applicant has satisfactorily fulfilled the conditions of their present appointment and through their achievements, can demonstrate that:

- 2.3.3.1 Activities are performed at a level appropriate to that expected of staff at the academic level sought; and
- 2.3.3.2 The quality of current academic performance is also appropriate to the academic level sought.

Performance Development and Promotion Handbook	Promotions Procedure (Academic Staff and Titleholders)	Effective Date:	5 March 2015	Version 2.0
Authorised by	Vice-Chancellor and President	Review Date:	5 March 2018	Page 1 of 28
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

## 2 Scope (Continued)

## 2.3 Eligibility (Continued)

- 2.3.4 If an academic 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.

## 3 Process: Co-ordination and Management of the Promotions Process

Person Responsible	Actions
<b>3.1 Director, Human Resources</b> (Any or all of these tasks can be delegated to Branch employees however the Director HR must monitor the tasks to ensure they take place.)	<b>Promotions Schedule</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manage the Promotion Schedule. Applications for promotion will be considered annually and are effective from 1 January of the following year. The closing date for applications is generally scheduled as follows:               <ul style="list-style-type: none"> <li><input type="checkbox"/> mid to late May for Levels B and C;</li> <li><input type="checkbox"/> early June for Level D;</li> <li><input type="checkbox"/> late June, early July for Level E.</li> </ul> </li> </ul> <p>(Note - For promotions outside this promotions schedule refer to clause 22 Out of rounds academic promotions.)</p>

## 4 Process: Staff notification of a call for applications

Person Responsible	Actions
<b>4.1 Director, Human Resources</b> (Any or all of these tasks can be delegated to Branch employees however the Director HR must monitor the tasks to ensure they take place.)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Issue a call for applications for academic promotions on instruction from the Vice-chancellor and President. The communication channels used to call for applications may include but are not restricted to:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Electronic communication to staff;</li> <li><input type="checkbox"/> Email to Heads of School;</li> <li><input type="checkbox"/> Human Resources Branch <a href="#">Academic Promotions</a> website.</li> </ul> </li> </ul>

## 5 Process: Application overview

Person Responsible	Actions
<b>5.1 Applicant</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Unless an application is made for Special Consideration under clause 5.3.3 of the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a> (refer to clause 7 of this procedure), all applications for promotion, must:               <ul style="list-style-type: none"> <li><input type="checkbox"/> describe and present evidence of achievements against the categories of activity specified in the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a> and the requisite duties, skills and criteria outlined in Schedule 6.</li> </ul> </li> </ul> <p>The categories are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching (and related duties) including supervision;</li> <li><input type="checkbox"/> Research, scholarship and creative activity;</li> <li><input type="checkbox"/> Administration, service and leadership in the University; and</li> <li><input type="checkbox"/> Professional activity including service to the community.</li> </ul>

## 5 Process: Application overview (Continued)

Person Responsible	Actions
5.1 Applicant (Continued)	<ul style="list-style-type: none"> <li>□ All applicants for promotion must assign a weight to each relevant category, based on their academic focus area (refer to clause 6, Assigning Weightings). Weightings give academic staff members the opportunity to specify the relative emphasis to be placed on 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.</li> </ul> <p>(Note – Academic promotions committee members will score applicants without knowledge of the weightings assigned by the applicant.)</p> <p><u>Application format</u></p> <ul style="list-style-type: none"> <li>□ Applications must meet the specifications in clause 5 to be considered for promotion. Applications must be made online via the <a href="#">Academic Promotions Website</a>.</li> </ul> <p><u>Application content</u></p> <p>The supporting evidence must include, within a 25 page limit:</p> <ul style="list-style-type: none"> <li>□ an up-to-date curriculum vitae of no more than 6 pages;</li> <li>□ commentary on achievements over the last 5 years prior to the date of application (4 page limit). Where achievement was interrupted during the previous 5 years due to extended illness, maternity/parental leave, caring responsibilities (or other extenuating circumstance at the discretion of the Deputy Vice-Chancellor and Vice-President (Academic), an applicant may request special consideration to extend the time span of 5 years. (See clause 7, Special consideration).</li> </ul> <p>Note - The commentary allows the applicant to:</p> <ul style="list-style-type: none"> <li>□ comment on the work which represents their best contribution in each of the categories applicable to their application consistent with the Promotion Criteria documents in the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a>;</li> <li>□ indicate the relative significance and balance of achievements in relation to each category of activity.</li> </ul> <ul style="list-style-type: none"> <li>□ evidence of achievements over the last 5 years (15 page limit). Where achievement was interrupted during the previous 5 years due to extended illness, maternity/parental leave, caring responsibilities (or other extenuating circumstance at the discretion of the Deputy Vice-Chancellor and Vice-President (Academic), an applicant may request special consideration to extend the time span of 5 years. (See clause 7, Special Consideration.)</li> </ul> <p>The evidence must include:</p> <ul style="list-style-type: none"> <li>□ evaluation of teaching for 2 semesters within the last 3 years evidenced by the Student Evaluation of Learning and Teaching scores (SELTS) in their original output, excluding student comments, and any other quantified assessment including comments on how SELTs have contributed to changes in their teaching practice.</li> </ul> <p style="text-align: right;">(Continued)</p>

## 5 Process: Application overview (Continued)

Person Responsible	Actions
5.1 Applicant (Continued)	<p><u>Application content (Continued)</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a teaching portfolio of up to 6 pages – applicants must not include raw data;</li> <li><input type="checkbox"/> publications list, including the leading author, page numbers and the percentage reflecting the applicant's contribution (only those that have been accepted for publication or published are to be included);</li> <li><input type="checkbox"/> where available and appropriate, the Excellence in Research for Australia Initiative (ERA) ranking or other evidence of the critical and judicious review of scholarly work for the publications and conferences referred to in the publications list;</li> <li><input type="checkbox"/> grant funding achievements, including funding source, amount awarded and year/s applicable, and whether the applicant is a first named Chief Investigator/Principal Investigator or Co-Investigator for each award;</li> <li><input type="checkbox"/> the number of PhD students supervised and if each student has completed their doctorate.</li> </ul> <p>The evidence of achievement may include other examples or indicators of relevant achievement.</p>
5.2 Head of School	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss with the applicant, their chosen weightings and note for the applicant, the degree to which they are a reasonable reflection of the quality and focus of duties undertaken.</li> </ul>

## 6 Process: Assigning 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.

Person Responsible	Actions
6.1 Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> In nominating weightings, applicants should take care to realistically consider their areas of strength. This should include at a minimum a discussion with the Head of School, although responsibility for the weightings assigned rests with the applicant.</li> <li><input type="checkbox"/> Weightings need not be aligned with any workload allocation model that has been agreed with the Head of School <a href="#">University of Adelaide Enterprise Agreement (as amended)</a> - Clause 5.4.3), but may be at the applicant's discretion.</li> <li><input type="checkbox"/> All applicants must assign weightings to each relevant category consistent with their academic focus area. The weightings across the relevant number of categories must cumulatively equal 100% within the specified range as follows:</li> </ul> <p style="text-align: right;">Continued</p>

## 6 Process: Assigning Weightings (Continued)

	Teaching (and related duties) including supervision	Research, scholarship and creative activity	Administration service and leadership in the University	Professional activity including service to the community
General Academic	Maximum 55% Minimum 25%	Maximum 55% Minimum 25%	Maximum 40% Minimum 10%	Maximum 40% Minimum 10%
Research Focussed	Maximum 20% Minimum 5%	Maximum 75% Minimum 70%	Maximum 20% Minimum 5%	Maximum 20% Minimum 5%
Teaching Focussed	Maximum 75% Minimum 70%	Maximum 20% Minimum 5%	Maximum 20% Minimum 5%	Maximum 20% Minimum 5%
Special Consideration	Maximum 70% Minimum 0%	Maximum 70% Minimum 0%	Maximum 30% Minimum 0%	Maximum 30% Minimum 0%

## 7 Process: Applying for Special Consideration

Person Responsible	Actions
7.1 Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> If a staff member is employed less than full-time and/or their academic career has been interrupted or impeded due to extended illness, maternity/parental leave, caring responsibilities, or other extenuating circumstances at the discretion of the Deputy Vice-Chancellor and Vice-President (Academic) they may choose to have the 5 year time span referred to in clause 5.1 extended on a 1:1 ratio for each career interruption and apply for Special Consideration under clause 5.3.3 of the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a>.</li> <li><input type="checkbox"/> An applicant for promotion requesting Special Consideration must address and assign a weighting to two categories: <ul style="list-style-type: none"> <li>One(1) must be chosen from the categories of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching (and related duties) including supervision, and</li> <li><input type="checkbox"/> Research, scholarship and creative activity; and</li> </ul> </li> <li>One(1) must be chosen from the categories of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Administration, service and leadership in the University; and</li> <li><input type="checkbox"/> Professional activity including service to the community.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> An applicant for promotion requesting Special Consideration must state their case (no more than 1 page) to enable the Promotions Committee to fully understand the context in which the application is submitted. This submission is to be attached to the application coversheet (not included in the 25 page limit).</li> </ul> <p>Note - Where special consideration is given, the Promotions Committee will consider the overall quality and impact of contributions demonstrated through current achievements against the weighted promotion categories.</p>

## 8 Process: Supporting Reports

Person Responsible	Actions
8.1 Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> All applicants seeking academic promotion are required to obtain a Head of School Report. The Head of School will be required to comment on the academic achievements of the applicant across each of the relevant categories using the <a href="#">Head of School Report template (Appendix A)</a>.</li> <li><input type="checkbox"/> In addition to a Head of School Report, applicants seeking promotion to Level B are required to provide a report sourced from a referee who may be either internal or external to the University of Adelaide.</li> <li><input type="checkbox"/> In addition to a Head of School Report, applicants seeking promotion to Level C are required to provide a report sourced from a referee who must be external to the University of Adelaide.</li> <li><input type="checkbox"/> Applicants are encouraged to source a referee who has the ability to comment on the majority of relevant categories and in particular those categories given the heaviest weighting by the applicant.</li> </ul>

## 9 Process: Head of School Report

Person Responsible	Actions
9.1 Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> An applicant is responsible for ensuring that a copy of their application is given to their Head of School in enough time (and not less than two weeks prior to the application closing date) for the Head of School to prepare a report by the specified due date.</li> <li><input type="checkbox"/> On receipt of the Head of School Report the applicant is responsible for forwarding the Report to the Human Resource Branch with their application or alternatively, the Head of School may confidentially forward the report to the Human Resources Branch.</li> <li><input type="checkbox"/> There may be circumstances when it is appropriate to use a previous Head of School or a Discipline Head to provide the Head of School Report e.g. a recent appointment of Head of School or in situations of actual, potential or perceived conflict of interest between the applicant and the Head of School.</li> <li><input type="checkbox"/> An applicant requesting permission to obtain a report from an alternate to the current Head of School must submit their request in writing to the Convener of the Promotions Committee for the approval of the Deputy Vice-Chancellor and Vice-President (Academic). The request should include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A brief explanation of the reason for the request.</li> <li><input type="checkbox"/> The contact details of an appropriate Head of School substitute to comment on academic achievement across the relevant categories consistent with clause 5 of this procedure: Application Overview.</li> </ul> </li> </ul>
9.2 Head of School	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare the report using the <a href="#">Head of School Report Template</a>.</li> <li><input type="checkbox"/> Forward the completed report to the applicant or forward the report directly to the Human Resources Branch and advise the applicant.</li> </ul>

## 10 Process: Referee Report

Person Responsible	Actions
10.1 Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> Applicants applying for promotion to Level B or C are responsible for ensuring that a <a href="#">Referee Report Template (Appendix B)</a> is forwarded to their referee to be completed and returned to the applicant who is responsible for forwarding it with their application to the Human Resources Branch by the specified due date.</li> <li><input type="checkbox"/> The Referee Report Template provided by the applicant will be accompanied by the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> A pro-forma <a href="#">Referee Letter (Appendix B)</a> from the applicant, requesting the referee report;</li> <li><input type="checkbox"/> The full Academic Promotions application of no more than 25 pages (provided by the applicant).</li> </ul> </li> </ul>

## 11 Process: Assessor Reports

In the case of applications for promotion to Level D and Level E, comments on the application for promotion will be obtained from two external assessors.

Person Responsible	Actions
11.1 Executive Dean	<ul style="list-style-type: none"> <li><input type="checkbox"/> The applicant's Executive Dean is responsible for nominating 2 appropriate assessors to assess the applicant's work. The Executive Dean may consult with Discipline/Department Heads or Heads of Schools to make this nomination and advise the Human Resources Branch of the nominated assessors.</li> <li><input type="checkbox"/> To ensure confidence in the independence of assessor reports, assessors will not be selected from School colleagues or recent collaborators wherever possible.</li> <li><input type="checkbox"/> All Assessors must be at the level or higher to which the applicant is requesting promotion.</li> <li><input type="checkbox"/> Where the applicant is requesting promotion to Level D, at least one assessor must be from a Group of Eight University. Exceptions to this must be approved by the Executive Dean.</li> <li><input type="checkbox"/> Where the applicant is requesting promotion to Level E, at least one assessor must be from a Group of Eight University and one must be international. Exceptions to this must be approved by the Deputy Vice-Chancellor &amp; Vice-President (Academic).</li> <li><input type="checkbox"/> Assessors must complete an Assessor's Report template (<a href="#">Appendix B</a> or <a href="#">Appendix C</a> as applicable).</li> </ul>
11.2 Applicant	<ul style="list-style-type: none"> <li><input type="checkbox"/> In their application, an applicant may list no more than 2 people who they believe are not appropriate to assess their work, providing their reasons for this in no more than one page. The reasons provided will be taken into consideration by the Convenor of the Promotions committee.</li> </ul>



## 12 Process: Academic Promotions Committees – composition and responsibilities

## 12.1 Promotion to Levels B and C: Faculty Promotions Committee

Person Responsible	Actions
12.1.1 Faculty Promotions Committee	<ul style="list-style-type: none"> <li><input type="checkbox"/> The academic promotions process for considering applications for promotion to Level B and C will be equitable and transparent to ensure that a fair and objective decision is reached.</li> <li><input type="checkbox"/> Terms of reference: The committee will assess an applicant's: <ul style="list-style-type: none"> <li><input type="checkbox"/> Expertise in their discipline;</li> <li><input type="checkbox"/> Achievements against the University standard for the Level sought and based on the evidence presented.</li> </ul> </li> <li><input type="checkbox"/> Composition of the Committee The Executive Dean (or delegate) will convene the Faculty Promotions Committee which will comprise a minimum of four members. Committee members will be at Level C or above and may, at the discretion of the Executive Dean (or delegate) include members from another Faculty. Committee members will have sufficient knowledge of: <ul style="list-style-type: none"> <li><input type="checkbox"/> The discipline</li> <li><input type="checkbox"/> Promotion criteria and the Level to which promotion is being sought;</li> <li><input type="checkbox"/> Assessment methods that facilitate fair and objective assessment of the merit of applications.</li> </ul> </li> </ul>
12.1.2 Executive Dean	<ul style="list-style-type: none"> <li><input type="checkbox"/> Approve promotion.</li> <li><input type="checkbox"/> Advise the applicant of the outcome of the promotions process for applications for promotion (or delegate).</li> </ul>

## 12.2 Promotion to Levels D : University Promotions Committee

Person Responsible	Actions
12.2.1 University Promotions Committee	<ul style="list-style-type: none"> <li><input type="checkbox"/> The academic promotions process for considering applications for promotion to Level D will be equitable and transparent to ensure that a fair and objective decision is reached.</li> <li><input type="checkbox"/> Terms of Reference: <ul style="list-style-type: none"> <li><input type="checkbox"/> The Committee undertaking the assessment should decide whether the application meets the criteria for promotion to Level D and ensure that standards are consistently applied.</li> <li><input type="checkbox"/> The recommendation will be based on the evidence presented.</li> </ul> </li> <li><input type="checkbox"/> Composition of the University Promotions Committee will be as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> Deputy Vice-Chancellor and Vice-President (Academic) as Convenor</li> <li><input type="checkbox"/> Deputy Vice-Chancellor and Vice-President (Research)</li> <li><input type="checkbox"/> Executive Dean or Level E delegate from each Faculty.</li> <li><input type="checkbox"/> Chair Academic Board.</li> </ul> </li> <li><input type="checkbox"/> The Committee will recommend to the Vice-Chancellor and President those applicants whom it considers should be promoted.</li> </ul>



## 12 Process: Academic Promotions Committees – composition and responsibilities (Continued)

## 12.2 Promotion to Levels D : University Promotions Committee (Continued)

Person Responsible	Actions
12.2.2 Vice-Chancellor and President	<ul style="list-style-type: none"> <li><input type="checkbox"/> On receiving the recommendation for promotion from the University Promotions Committee the Vice-Chancellor and President may approve the promotion.</li> <li><input type="checkbox"/> Advise the applicant for promotion to Level D of the outcome of the promotion process.</li> </ul>

## 12.3 Promotion to Levels E : Vice-Chancellor's Professorial Promotions Committee

Person Responsible	Actions
12.3.1 Vice-Chancellor's Professorial Promotions Committee	<ul style="list-style-type: none"> <li><input type="checkbox"/> Terms of Reference <ul style="list-style-type: none"> <li><input type="checkbox"/> The Committee undertaking the assessment should decide whether the application meets the criteria for promotion to Level E including a requirement that the applicant is able to demonstrate an international reputation in research and ensure that standards are consistently applied.</li> <li><input type="checkbox"/> The recommendation should be based on the evidence presented.</li> <li><input type="checkbox"/> The process used will be equitable and transparent to ensure that a fair and objective decision is reached.</li> <li><input type="checkbox"/> The Committee will consider all applications for Level E together with the advice received from the Executive Deans.</li> </ul> </li> <li><input type="checkbox"/> Composition of the Vice-Chancellor's Professorial Promotions Committee will be as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> Vice-Chancellor and President (Convenor)</li> <li><input type="checkbox"/> Deputy Vice-Chancellor and Vice-President (Academic)</li> <li><input type="checkbox"/> Deputy Vice-Chancellor and Vice-President (Research)</li> <li><input type="checkbox"/> Chair Academic Board</li> <li><input type="checkbox"/> Executive Deans</li> <li><input type="checkbox"/> One external member</li> </ul> </li> <li><input type="checkbox"/> The Committee may decide to interview applicants and/or request that the applicants deliver a presentation as determined by the Committee.</li> <li><input type="checkbox"/> The Committee will recommend to the Vice-Chancellor and President those applicants whom it considers should be promoted.</li> </ul>
12.3.2 Vice-Chancellor and President	<ul style="list-style-type: none"> <li><input type="checkbox"/> On receiving the recommendation for promotion from the Vice-Chancellor's Professorial Promotions Committee the Vice-Chancellor and President may approve the promotion.</li> <li><input type="checkbox"/> Advise the applicant for promotion to Level E of the outcome of the promotions process.</li> </ul>

## 13 Process: Academic Promotions Committees – evaluation and scoring

Person Responsible		Actions
13.1	All promotions Committees	<ul style="list-style-type: none"> <li>□ Independent evidence and assessment of achievements provided by the applicant will be gained from relevant sources, including the Head of School Report, Referee Reports (Level B and C only), Assessor Reports (Level D and E only) expert comment on research or scholarship, SELTs (from 2 semesters over the past 3 years) and any other quantified assessment. In addition, applicants seeking promotion to Level E may be required to undergo further evaluation through an interview and/or presentation at the discretion of the Vice-Chancellor and President.</li> </ul>
13.2	Committee members	<ul style="list-style-type: none"> <li>□ Committee members will review the application for promotion against the criteria for the academic Level to which promotion is being sought as documented in Schedule 6 of the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a>.</li> <li>□ Committee members will assign a score between 1 and 10 for each applicant against each of the relevant promotion categories, to indicate the merit of the case for promotion.</li> <li>□ The score assigned will be informed by the following five step grading system: <ul style="list-style-type: none"> <li>9-10 Compelling case for promotion</li> <li>7-8 Evidence of strength, providing a worthy case for consideration</li> <li>5-6 Evidence of strength in a number of areas but not sufficient to achieve promotion</li> <li>3-4 Insufficient case at the point in time</li> <li>1-2 Weak case for promotion, falling well short of what is required</li> </ul> </li> <li>□ Committee members will enter the scores in whole numbers for each individual applicant onto a spreadsheet</li> <li>□ Committee members will make their decision without knowledge of the weightings assigned by applicants.</li> <li>□ After individually scoring the applicants, without knowledge of the weightings assigned to them, the promotions committee members will refer the scores to the Human Resources representative for the weightings formula to be applied and documented.</li> </ul>

## 13 Process: Academic Promotions Committees – evaluation and scoring (Continued)

Person Responsible		Actions
13.3	Human Resources Branch	<ul style="list-style-type: none"> <li>For all applicants the Human Resources representative is responsible for applying the weightings formula to the scores assigned to each applicant by individual committee members and will document these scores for consideration by the Committee.</li> </ul>
13.4	Promotions Committee	<ul style="list-style-type: none"> <li>The Committee will meet to view the range of scores for individual applicants that make up the average score in the categories of: <ul style="list-style-type: none"> <li>Teaching (and related duties) including supervision;</li> <li>Research, scholarship and creative activity;</li> <li>Administration, service and leadership in the University; and</li> <li>Professional activity including service to the community.</li> </ul> </li> <li>The committee members may review the scores and take any reasonable steps, including moderation, to assure themselves that there is consistency, demonstrated by a majority of members of the Committee, in assessment in any one category.</li> <li>The weighted overall average score for each applicant will be used to determine the success or otherwise of each application.</li> </ul> <p><b>Results guide</b></p> <ul style="list-style-type: none"> <li>As a general guide:</li> <li>If the weighted overall average score is less than 7 the applicant will not be deemed promotable.</li> <li>If the weighted overall average score is 7 or greater but less than 8 then the application will be further moderated.</li> <li>If the weighted overall average score is 8 or above the applicant is deemed promotable, subject to recommendation of the committee convenor and approval of the relevant delegate.</li> </ul> <p><b>Moderation</b></p> <ul style="list-style-type: none"> <li>All applicants deemed promotable or not promotable will require an agreement by the majority of the committee for the decision to stand or otherwise the decision will be referred for moderation.</li> <li>All applicants having a weighted overall average score between 7 and 8 and those scored in the 8 range (where moderation is required), will undergo further moderation by the committee.</li> <li>Moderation will occur through a discussion of the relative merits of each application to determine through agreement by a majority whether or not to promote the applicant.</li> <li>An applicant is deemed promotable if the committee scores the applicant a total score of 8 or above and the majority of the individual committee members score the applicant an 8 or above.</li> </ul>

## 14 Additional Information

Person Responsible		Actions
14.1	All Promotions committees	<b>Additional Information</b> <ul style="list-style-type: none"> <li>□ Where a Committee assessing the application's merit does not have sufficient information or the appropriate contextual knowledge to make a reasonable judgement, it may seek additional information or assistance from those with that expertise.</li> <li>□ A committee may invite applicants, a Head of School or other person to appear before it in order to provide information or clarification. Should the committee deem that this introduces new information into the process the applicant will be provided with that information and given a reasonable opportunity to provide a written response.</li> </ul>

## 15 Process: Conflict of Interest

Person Responsible		Actions
15.1	All Committee Members	<ul style="list-style-type: none"> <li>□ Membership of academic promotions committees must be determined bearing in mind the University's <a href="#">Behaviour and Conduct Policy</a> and the <a href="#">Conflict of Interest Procedure</a>.</li> <li>□ A staff member or external person who has been engaged to serve on an academic promotions committee who becomes aware of an actual, potential or perceived conflict of interest must either: <ul style="list-style-type: none"> <li>□ declare the conflict or potential conflict to the Convenor of the Committee and defer acceptance of membership of the Committee until the Convenor has assessed the materiality of the conflict and determined whether the staff member or external person may accept the proposed committee position; or</li> <li>□ decline membership of the committee and take no further part in the promotion process.</li> </ul> </li> </ul>
15.2	Convenor of Promotions Committee	<ul style="list-style-type: none"> <li>□ The Convenor of an academic promotions committee who is advised of an actual, potential or perceived conflict of interest will determine the materiality of the conflict of interest and decide whether the conflicted member may serve on the academic promotions committee.</li> <li>□ Where a declared conflict of interest is likely to influence the promotion process or outcome then the Convenor must advise the conflicted member that they must not serve on the committee.</li> <li>□ No one directly involved in the assessment of the applicant's case may serve as a referee or assessor. To ensure confidence in the independence of assessor reports, assessors will not be selected from school colleagues or recent collaborators.</li> </ul>

## 16 Process: Confidentiality

Person Responsible	Actions
16.1 Promotions Committee	<input type="checkbox"/> All information, other than procedural information, will remain confidential to the promotions committee. Only staff, including staff in the Human Resources Branch, directly involved in the promotion process, may have access to applications and any other documentation associated with the promotion process.

## 17 Process: Equity

Person Responsible	Actions
17.1 Convenor of a Promotions Committee	<input type="checkbox"/> The Convenor of a promotions committee will be accountable for any equity issues in relation to the committee process and its recommendations. Every effort should be made to ensure gender balance, that is, that minority gender makes up at least 30% of the promotions committee membership. In addition, every attempt should also be made to ensure that promotions committee membership reflects diversity consistent with the diversity of the applicant group.

## 18 Process: Academic Promotions Briefings

Person Responsible	Actions
18.1 Human Resources Branch and Division of the Deputy Vice-Chancellor and Vice-President (Academic)	<input type="checkbox"/> Briefing sessions (in collaboration with appropriate staff) will be offered for prospective applicants and members of promotions committees. Briefing sessions and other support processes will be made available in a practical, timely fashion to assist prospective applicants with the promotions process and decision makers with conducting the promotions process.

## 19 Process: Approval of Promotion

Person Responsible	Actions
19.1 Executive Dean	<input type="checkbox"/> Levels B and C – On behalf of the Vice-Chancellor and President, the Executive Dean authorises promotion to Levels B and C and informs the Vice-Chancellor and President.
19.2 Vice-Chancellor and President	<input type="checkbox"/> Levels D and E – The Vice-Chancellor and President approves promotion to Levels D and E.

## 20 Process: Notification to Applicants

Promotion will not result in the automatic extension of a fixed-term appointment and in all cases the applicant's present level on the salary scale is irrelevant.

Person Responsible		Actions
20.1	Convenor of Promotions Committee	<input type="checkbox"/> In the case of applications for promotion to Levels B and C the Convenor of the promotions committee will notify the applicant's Executive Dean and Head of School of the outcome of the application.
20.2	Vice-Chancellor and President	<input type="checkbox"/> In the case of applications for promotion to Levels D and E, the Vice-Chancellor and President will notify an applicant, and the applicant's Executive Dean and Head of School of the outcome of the application.
20.3	Executive Dean	<input type="checkbox"/> All unsuccessful applicants will contact the relevant Executive Dean to discuss the reason that the application was not successful. They may also be provided with suggestions and advice that the Committee considers may increase the chances of a successful future application.

## 21 Process: Review/Appeal

Person Responsible		Actions
21.1	Applicant	<p><b>Grounds for review/appeal</b> Within 10 working days of receiving advice that their application was unsuccessful, an academic staff member may seek a review by a Review and Appeals Committee under clause 8.3.7(e) of the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a>. The sole ground on which a review may be sought is that there has been non-compliance with the <a href="#">Performance, Development and Promotions Policy</a> and this procedure and that such non-compliance amounted to a serious defect in the assessment of merit.</p> <p><b>Making an appeal</b></p> <input type="checkbox"/> An applicant must submit a written request outlining the reasons for appeal and any relevant supporting documentation to the Deputy Vice-Chancellor and Vice-President (Academic). <input type="checkbox"/> No appeal will be accepted outside 10 working days.
21.2	Review and Appeal Committees	<input type="checkbox"/> Where a Review and Appeal Committee is established by the Deputy Vice-Chancellor and Vice-President (Academic), the composition of the Committee, its terms of reference and the outcomes determined by the Committee will be in accordance with clause 8.3 of the <a href="#">University of Adelaide Enterprise Agreement (as amended)</a> .

## 22 Process: Out of Rounds Academic Promotions

Person Responsible	Actions
22.1 Executive Dean	<ul style="list-style-type: none"> <li>□ Where it is determined in the interests of the University to do so, an Executive Dean may make application through the Deputy Vice-Chancellor &amp; Vice President (Academic) or Deputy Vice Chancellor &amp; Vice President (Research) to the Vice Chancellor and President to consider an out of rounds promotion in the following situations:               <ul style="list-style-type: none"> <li>□ Where a staff member provides evidence from a reputable institution of a plausible offer of employment by that other reputable institution.</li> <li>□ Where the exceptional achievement of a staff member has been recognised externally and the staff member makes a case to the appropriate Executive Dean.</li> </ul> </li> <li>□ If the Vice-Chancellor and President approves the application to consider the promotion outside the promotions round, a Committee will be convened comprised of at least three members of the relevant Level Promotions Committee. The Committee members may meet face to face or virtually, depending on availability.</li> </ul>
22.2 Vice-Chancellor and President	<ul style="list-style-type: none"> <li>□ On the recommendation of the Convenor of an Out of Rounds Committee the Vice-Chancellor and President may approve promotion outside the academic promotions round.</li> </ul>



## 23 Process: Academic Titleholders

Person Responsible	Actions
<p>23.1 Titleholders</p>	<p><b>Applying for Promotion to Levels B, C or D</b></p> <ul style="list-style-type: none"> <li>□ Titleholders applying for promotion of title to Levels B, C or D may only apply for promotion by making a request to their Executive Dean at the time of conferral or renewal of appointment as a titleholder. In exceptional circumstances and where it is determined in the interests of the University to do so, an Executive Dean may consider a titleholder's application for promotion before the time for renewal of their title.</li> </ul> <p><b>Applying for Promotion to Level E</b></p> <ul style="list-style-type: none"> <li>□ Titleholders applying for promotion to Level E may apply for promotion under the Promotions Procedure (Academic Staff and Titleholders) by following the requirements set out in this procedure for academic staff members who are applying for promotion to Level E and meeting the criteria.</li> </ul> <p><b>Criteria for Promotion to Level E Titleholder</b> An application:</p> <ul style="list-style-type: none"> <li>□ must demonstrate excellence in academic leadership and high academic distinction based on a substantial contribution to the discipline, any associated profession and the University.</li> <li>□ must demonstrate high quality teaching and international reputation in research.</li> <li>□ should demonstrate academic excellence under the Teaching (and related duties) including supervision and Research, scholarship and creative activity and Professional activity including service to the community categories.</li> <li>□ should include properly documented examples of exceptional contribution to Service and Leadership, for example, the achievement of significant outcomes, distinction and leadership and contributions to policy development.</li> </ul> <ul style="list-style-type: none"> <li>□ Applications by Titleholders for promotion to Level E will be considered by a committee convened annually for this purpose, if required.</li> </ul>
<p>23.2 Level E Titleholders' Promotions Committee</p>	<ul style="list-style-type: none"> <li>□ In assessing an application for promotion to Level E Titleholder the Committee will take into consideration issues such as the level of clinical and other non-academic activities that influence output against each of the four assessment categories.</li> <li>□ Terms of Reference of Level E Titleholders' Promotions Committee <ul style="list-style-type: none"> <li>□ The Committee undertaking the assessment should decide whether the application meets the criteria for promotion to Level E and ensure that standards are consistently applied.</li> <li>□ The recommendation made by the Committee should be based on the evidence presented.</li> <li>□ The process used will be equitable and transparent to ensure that a fair and objective decision is reached.</li> </ul> </li> </ul> <p style="text-align: right;">(Continued)</p>

## 23 Process: Academic Titleholders (Continued)

Person Responsible	Actions
23.2 Level E Titleholders' Promotions Committee (Continued)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Composition of the Level E Titleholders' Promotions Committee will be as follows: <ul style="list-style-type: none"> <li><input type="checkbox"/> Deputy Vice-Chancellor and Vice-President (Academic) or Deputy Vice-Chancellor and Vice-President (Research) as Convenor</li> <li><input type="checkbox"/> Executive Dean of the relevant Faculty</li> <li><input type="checkbox"/> Two academics employed by the University</li> <li><input type="checkbox"/> Two Level E Titleholders</li> </ul> </li> <li><input type="checkbox"/> The Committee may decide to interview applicants and/or request that the applicants deliver a presentation.</li> </ul>

## 24 Definitions

**Academic Focus Area** – means one of three areas of focus chosen by an academic staff member to reflect the focus of their academic workload when applying for promotion, being:

- ☐ **General Academic** – refers to an academic staff member whose academic workload allocation reflects a traditional academic role with a focus on both teaching and research activity.
- ☐ **Research focussed** – refers to an academic staff member whose academic workload is predominately in research and research related activities
- ☐ **Teaching focussed** – refers to an academic staff member whose academic workload is predominately in learning and teaching, education design and delivery and educational leadership.

**Merit** – means the extent to which an application has demonstrated the capacity of the applicant to meet the academic requirements of the University at the higher level as assessed against the relevant criteria.

**Promotion Schedule** – provides details of when the call for applications will occur, when the committees will meet to consider the applications and when applicants will be notified of the outcome.

**Research** – includes "original investigation undertaken to gain knowledge and insight" as defined and referred to in the Australian Code for the Responsible Conduct of Research and may include collaborative research.

**Special Consideration** – refers only to an application made under the University of Adelaide Enterprise Agreement (as amended).

Refer: [University of Adelaide Enterprise Agreement \(as amended\)](#) clause 5.3.3

**Weighted Overall Average Score** – refers to the calculated final weighted score for an individual that will be used to determine eligibility for academic promotion. The score is an average of the individual weighted scores allocated for an individual by each committee member.

## 25 Further information

If you require assistance in understanding any aspect of this procedure please contact the Human Resources Service Centre extension 31111 or email [hrscentre@adelaide.edu.au](mailto:hrscentre@adelaide.edu.au).

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## HEAD OF SCHOOL REPORT TEMPLATE

### Applicant Details

Name of Applicant:	
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### Your Details

Title:	
Surname:	
First Name:	

Names of staff members consulted when writing this report (if applicable):	
--	--

After discussion with the applicant, I support their choice of focus area (and their case for requesting Special Consideration under clause 5.3.3 of the [University of Adelaide Enterprise Agreement](#) (as amended), if applicable).

Yes ☐

No ☐

The applicant has consulted me about the weightings they have chosen and I have discussed with them how the weightings reflect the quality and focus of the duties they undertake.

Yes ☐

No ☐

Would you like your reference to be confidential?

Yes ☐ - please send your reference direct to [academic.promotions@adelaide.edu.au](mailto:academic.promotions@adelaide.edu.au) by the closing date

No ☐ - please send your reference directly to applicant for them to submit to HR by the closing date

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please ensure your report accompanies this cover sheet.*

## HEAD OF SCHOOL REPORT TEMPLATE

What has been the distinctive achievement(s) made by the applicant?

Please comment on the importance and impact of the applicant's achievements and/or contribution to their field

What evidence is there that this applicant is a leading authority of national and/or international standing in their field?  
(Level D & E applicants only)

Please comment on the applicant's suitability for promotion (addressing the criteria for the relevant promotion level provided in Schedule 6 of the [University of Adelaide Enterprise Agreement \(as amended\)](#))

Summary:

In your opinion, should the applicant be considered for promotion to the requested level?

Yes ☐ No ☐

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL D

CONFIDENTIAL



[date month 2015]

Professor [name]  
[Name of Institution]  
[address]  
[address]

HUMAN RESOURCES  
DIVISION OF SERVICES AND RESOURCES

KELLY CAMPBELL  
Manager, HR Programs and Planning  
THE UNIVERSITY OF ADELAIDE SA 5005  
AUSTRALIA

TELEPHONE + 08 8313 5255  
[kelly.compbell@adelaide.edu.au](mailto:kelly.compbell@adelaide.edu.au)

CRICOS Provider Number 00123M

Dear Professor [name]

Dr [applicant name] from the School of [School Name], at The University of Adelaide, has applied for promotion to the status of Associate Professor Level D.

In considering questions of promotion to Associate Professor Level D, it is University policy to seek the views of two assessors, and you have been selected by the relevant Executive Dean as an assessor whose opinion would be of great value.

Details of the University's Promotions procedure may be found at [Academic Promotion Procedures](#) and the criteria for all relevant position classifications may be found in Schedule 6 of the University's Enterprise Agreement at [University of Adelaide Enterprise Agreement \(as amended\)](#). I have attached Schedule 6 and the Academic Promotion Procedures for your convenience.

We would appreciate it if you would provide a fair and accurate assessment of the applicant in respect of teaching, research, professional activity and standing in the discipline, with reference to the curriculum vitae and commentary prepared by the applicant.

Promotion to Level D will be in recognition of high academic distinction based on substantial contribution to a discipline/profession and the University. A national or international reputation in research and high quality teaching are essential for promotion.

The University treats all assessors' reports with the utmost confidentiality. Copies are viewed only by members of the promotions committee, and all papers associated with the committee are collected and destroyed when the committee's business is completed. One copy is kept on the applicant's file, retained in the Human Resource Branch

We intend to give the application initial consideration in October, and therefore I should be grateful to receive your reply by [xx xxxxxxxx 2015]. Please provide your response by email to [lisa.vanruth@adelaide.edu.au](mailto:lisa.vanruth@adelaide.edu.au)

Please accept my thanks in advance for your assistance in this matter.

Yours sincerely

KELLY CAMPBELL  
Manager, HR Programs and Planning

Attachments:     Applicant's curriculum vitae and commentary  
                         External Assessor Report Template  
                         Academic Promotions Procedures  
                         Schedule 6 (Classification Standards) from The University of Adelaide Enterprise Agreement

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## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL D

### Applicant Details

Name of Applicant:	
--------------------	--

### Your Details

Title:	
Surname:	
First Name:	
School:	
Institution:	
Signed:	
Date:	

### The Promotion Committee should note (mark where relevant)

<input type="checkbox"/> I supervised the applicant as a Masters or PhD student or was supervised by the applicant as a student
<input type="checkbox"/> I have published with the applicant or been the joint recipient of a grant or contract
<input type="checkbox"/> I am employed or have been employed by the applicant
<input type="checkbox"/> I am or have been employed at the University of Adelaide
<input type="checkbox"/> I have or have previously had a close personal relationship with the applicant
<p><b>You are welcome to comment on any of the above or to note any other matters you wish to declare to the Promotion Committee:</b></p>

*Please ensure your assessor report accompanies this cover sheet.*

## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL D

Please indicate where the applicant is placed in your view, compared to other candidates you have reviewed or seen promoted to an equivalent level.

Top 5%  
☐

Top 10%  
☐

Top 25%  
☐

Top 50%  
☐

Lowest 50%  
☐

Lowest 25%  
☐

What has been the distinctive achievement(s) made by the applicant?

Please comment on the importance and impact of the applicant's achievements and/or contribution to their field

What evidence is there that this applicant is a leading authority of national and/or international standing in their field?

Please comment on the applicant's suitability for promotion (addressing the criteria in Schedule 6)

Summary

In your opinion, should the applicant be considered for promotion to the requested level?

Yes ☐

No ☐

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL E

**CONFIDENTIAL**

[date month 2015]

Professor [name]  
[Name of Institution]  
[address]  
[address]



**HUMAN RESOURCES**  
DIVISION OF SERVICES AND RESOURCES

**KELLY CAMPBELL**  
Manager, HR Programs and Planning  
THE UNIVERSITY OF ADELAIDE SA 5005 AUSTRALIA

TELEPHONE + 08 8313 5255  
[kelly.compbell@adelaide.edu.au](mailto:kelly.compbell@adelaide.edu.au)

CRICOS Provider Number 00123M

Dear Professor [name]

Associate Professor [applicant name] from the School of [School Name], at The University of Adelaide, has applied for promotion to the status of Professor Level E.

In considering questions of promotion to Professor Level E, it is University policy to seek the views of two assessors, and you have been selected by the relevant Executive Dean as an assessor whose opinion would be of great value.

Details of the University's Promotions procedure may be found at [Academic Promotion Procedures](#) and the criteria for all relevant position classifications may be found in Schedule 6 of the University's Enterprise Agreement at [University of Adelaide Enterprise Agreement 2014-2017](#). I have attached Schedule 6 and the Academic Promotion Procedures for your convenience.

We would appreciate it if you would provide a fair and accurate assessment of the applicant in respect of teaching, research, professional activity and standing in the discipline, with reference to the curriculum vitae and commentary prepared by the applicant.

Promotion to Level E will be in recognition of high academic distinction based on substantial contribution to a discipline/profession and the University. A national or international reputation in research and high quality teaching are essential for promotion. The University treats all assessors' reports with the utmost confidentiality. Copies are viewed only by members of the promotions committee, and all papers associated with the committee are collected and destroyed when the committee's business is completed. One copy is kept on the applicant's file, retained in the Human Resource Branch

We intend to give the application initial consideration in November, and therefore I should be grateful to receive your reply by [xx xxxxxxxx 2015]. Please provide your response by email to [lisa.vanruth@adelaide.edu.au](mailto:lisa.vanruth@adelaide.edu.au)

Please accept my thanks in advance for your assistance in this matter.

Yours sincerely

**KELLY CAMPBELL**  
Manager, HR Programs and Planning

Attachments:     Applicant's curriculum vitae and commentary  
                         External Assessor Report Template  
                         Academic Promotions Procedures  
                         Schedule 6 (Classification Standards) from The University of Adelaide Enterprise Agreement 2014-2017

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## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL E

### Applicant Details

Name of Applicant:	
--------------------	--

### Your Details

Title:	
Surname:	
First Name:	
School:	
Institution:	
Signed:	
Date:	

The Promotion Committee should note (mark where relevant)

- ☐ I supervised the applicant as a Masters or PhD student or was supervised by the applicant as a student

☐ I have published with the applicant or been the joint recipient of a grant or contract

☐ I am employed or have been employed by the applicant

☐ I am or have been employed at the University of Adelaide

☐ I have or have previously had a close personal relationship with the applicant

You are welcome to comment on any of the above or to note any other matters you wish to declare to the Promotion Committee:

*Please ensure your assessor report accompanies this cover sheet.*

## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL E

Please indicate where the applicant is placed in your view, compared to other candidates you have reviewed or seen promoted to an equivalent level.

Top 5%  
☐

Top 10%  
☐

Top 25%  
☐

Top 50%  
☐

Lowest 50%  
☐

Lowest 25%  
☐

What has been the distinctive achievement(s) made by the applicant?

Please comment on the importance and impact of the applicant's achievements and/or contribution to their field

What evidence is there that this applicant is a leading authority of national and/or international standing in their field?

Please comment on the applicant's suitability for promotion (addressing the criteria in Schedule 6)

Summary

In your opinion, should the applicant be considered for promotion to the requested level?

Yes ☐

No ☐

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## REFEREE REPORT TEMPLATE AND LETTER

### CONFIDENTIAL

[Date Month 20XX]

[Referee title and name]

[Address]

[Address]

Dear [Name]

I am writing to ask that you provide comments to the University of Adelaide on my application for promotion to Level [X]. A copy of my application is enclosed.

In considering applications for promotion it is University policy to consult referees, and I have chosen you as my referee to provide advice to the University

I would appreciate it if you would provide a fair and accurate assessment of my work in respect of research, teaching, professional activity and standing in the discipline, with reference to my curriculum vitae and the commentary I have prepared on my achievements.

For further information please refer to the [University's Promotions Procedure](#) and the criteria for all relevant position classifications may be found in Schedule 6 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

The University treats all reports with the utmost confidentiality. Once submitted, copies are only given to members of the promotions committee, and all papers associated with the committee are collected and destroyed when the committee's business is completed. One copy is kept on my file, retained in the Human Resources Branch.

The Promotions Committee intends to give the application initial consideration in **[August 20XX]** and to enable me to finalise my application in time for the closing date I would be grateful if you would return your report to me by **xx xxxxx 20XX [insert a date that allows sufficient time for applicant to submit completed application by the closing date.]**. Please provide your response by email to **[insert applicant's email address]**

Please accept my thanks in advance for your assistance in this matter.

Yours sincerely

### APPLICANT NAME, TITLE

Attachments::     Applicant's curriculum vitae and commentary  
                          Referee Report Template

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## REFEREE REPORT TEMPLATE AND LETTER

### CONFIDENTIAL Applicant Details

Name of Applicant:	
--------------------	--

### Your Details

Title:	
Surname:	
First Name:	
Department:	
Name of Institution:	
Signed:	
Date:	

### The Promotion Committee should note (mark where relevant)

<input type="checkbox"/> I supervised the applicant as a Masters or PhD student or was supervised by the applicant as a student <input type="checkbox"/> I have published with the applicant or been the joint recipient of a grant or contract <input type="checkbox"/> I am employed or have been employed by the applicant <input type="checkbox"/> I am or have been employed at the University of Adelaide <input type="checkbox"/> I have or have previously had a close personal relationship with the applicant <p><b>You are welcome to comment on any of the above or to note any other matters you wish to declare to the Promotion Committee:</b></p>
--

*Please ensure your referee report accompanies this cover sheet.*

### Level to which academic promotion is being sought: \_\_\_\_\_

Please indicate where the applicant is placed in your view, compared to other candidates you have reviewed or seen promoted to an equivalent level.

Top 5%  
☐

Top 10%  
☐

Top 25%  
☐

Top 50%  
☐

Lowest 50%  
☐

Lowest 25%  
☐

## REFEREE REPORT TEMPLATE AND LETTER

What has been the distinctive achievement(s) made by the applicant?

Please comment on the importance and impact of the applicant's achievements and/or contribution to their field.

What evidence is there that this applicant is a leading authority of national and/or international standing in their field?

Please comment on the applicant's suitability for promotion (addressing the criteria in Schedule 6)

Summary:

In your opinion, should the applicant be considered for promotion to the requested level?

Yes ☐

No ☐

Signed: \_\_\_\_\_

Date: \_\_\_\_\_