

## Promotions Procedure (Academic Staff and Titleholders)

### IMPLEMENTATION

#### Aim

This procedure prescribes the responsibilities, general conditions, eligibility and process to follow for the promotion of academic staff and titleholders, and to meet the requirements of the [Staff Development, Performance and Promotions Policy](#) and clause 5.3 of the [University of Adelaide Enterprise Agreement \(as amended\)](#).

#### 1 Objectives

- 1.1 To ensure that all promotions applications have been approved in accordance with this procedure.

#### 2 Scope and Application

##### 2.1 Inclusions

This procedure applies to:

- Fixed term and continuing academic staff;
- Titleholders; and
- Third parties (such as referees and 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 [Titleholder - Conferral of Honorary Roles Procedure](#));
- Short-term academic visitors; or
- Casual staff.

##### 2.3 Application

As per clause 5.3.1(a) of the [Enterprise Agreement](#), academic staff are eligible to apply for promotion when they believe they have achieved a quality of performance appropriate to the level sought. To satisfy 5.3.1(a), academic staff (excluding Titleholders) must meet the minimum performance expectations for the level to which they are applying as described in the relevant Adelaide Academic Role Statement. (Note – While achievement of the minimum performance standards for the next classification level results in a staff member being eligible to participate in the academic promotions process (as per the Academic Promotions Procedure), it does not equate to the staff member being regarded as promotable.)

As per clause 5.3.1(b) of the [Enterprise Agreement](#), 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 to meet any additional salary costs that would arise should promotion be recommended.

If an application for promotion is approved with an effective date after the end date of the applicant's current fixed term contract, this will not result in the automatic extension of the fixed-term appointment.

##### Condition of Promotion from Level C to Level D

If an applicant's current contract of employment was issued on or after 10 November 2015, it is a condition of their promotion from Level C to Level D to agree to vary certain terms of their employment by signing the [Promotion to Level D – Variation to Employment Contract Form](#). (Appendix F). Confirmation by the promotion panel of intention to award a promotion will not be sufficient for promotion to Level D.

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

Person Responsible	Actions
3.1 Director, Human Resources (or delegate)	<p>a) Manage the Promotion Schedule.</p> <p>b) Ensure that applications for promotion are considered annually and effective from 1 January of the following year. The closing date for applications is generally scheduled as follows:</p> <ul style="list-style-type: none"> <li>• mid to late May for Levels B and C</li> <li>• early June for Level D</li> <li>• late June to early July for Level E.</li> </ul> <p><b>Note:</b> For promotions outside this promotions schedule refer to section 18 "Out of Rounds Academic Promotions".</p>

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

Person Responsible	Actions
4.1 Director, Human Resources (or delegate)	<p>a) Issue a call for applications for academic promotions. The communication channels used to call for applications may include but are not restricted to:</p> <ul style="list-style-type: none"> <li>• Staff news online bulletin;</li> <li>• Email to Heads of School; and/or</li> <li>• Human Resources Branch <a href="#">website</a>.</li> </ul>

## 5 Process: Application overview

Person Responsible	Actions
5.1 Applicant	<p>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 section 7 "Applying for Special Consideration"):</p> <p>a) Ensure all applications for promotion 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 of the Enterprise Agreement.</p> <p>The categories of activity are:</p> <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> <p>b) Assign a weight to each relevant category, based on your academic focus area (refer to section 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.</p> <p>(Note – Academic promotions committee members will score applicants without knowledge of the weightings assigned by the applicant.)</p> <p style="text-align: right;">Continued</p>

## 5 Process: Application overview (Continued)

Person Responsible	Actions
5.1 Applicant (Continued)	<p><u>Application format</u></p> <p>c) Ensure that applications meet the specifications in this section to be considered for promotion. Applications that do not address all categories of activity or that are inconsistent with the <a href="#">academic focus area</a> (refer to section 6 "Assigning Weightings") will be rejected.</p> <p>d) Submit your application online via the <a href="#">Academic Promotions Website</a>.</p> <p><u>Application content</u></p> <p>e) Ensure that the supporting evidence includes, within a 25 page limit:</p> <ul style="list-style-type: none"> <li>an up-to-date curriculum vitae (over the last 5 years prior to the date of application) of no more than 6 pages;</li> <li>commentary on achievements (over the last 5 years prior to the date of application). The purpose of the commentary is to provide an opportunity to present the work which represents the staff member's best contribution in each of the categories of activity.</li> <li>evidence of achievements (over the last 5 years prior to the date of application) to support commentary.</li> </ul> <p>f) Ensure that the evidence provided includes the measures that are relevant for the academic focus area for which you are applying for promotion.</p> <p>All categories (except Research Only Grant Funded) 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 (SELT's) in their original output, excluding student comments, and any other quantified assessment including comments on how SELT's have contributed to changes in their teaching practice.</li> <li>a teaching portfolio of up to 6 pages – applicants to address their philosophy to teaching and provide evidence of integrating student feedback, curriculum and portfolio development. Applicants must not include raw data;</li> </ul> <p>In addition, all categories must include:</p> <ul style="list-style-type: none"> <li>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>evidence of the quality of the publications and outputs should be provided where available and appropriate. Evidence could include:             <ul style="list-style-type: none"> <li>Relative Citation Impact (RCI) from the most recent Excellence in Research for Australia Initiative (ERA) for further information email <a href="mailto:era@adelaide.edu.au">era@adelaide.edu.au</a></li> <li>Normalised Citation Indicator (NCI) as provided in your individual academic profile;</li> </ul> </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>for typically peer reviewed fields, include the quality factor generated by peer review as conducted by your Faculty.</li> <li>grant funding achievements, including funding source, amount awarded and year/s applicable, the Chief Investigator (CI) position of the applicant; all investigators must be listed and in order; the applicant's contribution to the conduct of the project should be indicated by a % (if not the Chief Investigator Author(CIA), then this should be estimated and confirmed with the CIA by the applicant);</li> <li>the number of PhD students supervised and if each student has completed their doctorate.</li> </ul> <p><b>Note:</b> The evidence of achievement may include other examples or indicators of relevant achievement, including peer review. Teaching review program reports may also be included, as optional information, in addition to the 25 page limit.</p>

## 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	<ol style="list-style-type: none"> <li>Assign weightings to each relevant category of activity consistent with your <a href="#">academic focus area</a>. The weightings across all categories must equal 100% as per the table below (Table 1):</li> <li>Take care to realistically consider your areas of strength, in nominating weightings. This should include at a minimum a discussion with the Head of School, although responsibility for the weightings assigned in the application rests with the applicant.</li> </ol> <p><b>Note:</b> Applicants given Special Consideration may assign their own weightings but the weightings must reflect their workload contribution over the period under consideration.</p>

## 6 Process: Assigning Weightings (Continued)

Person Responsible	Actions
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Table 1: Weightings table

<u>Academic Focus Area</u>	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
Teaching and Research Academic Workload	Maximum 60% Minimum 20%	Maximum 60% Minimum 20%	Maximum 40% Minimum 10%	Maximum 40% Minimum 10%
Education Specialist Workload	Maximum 90% Minimum 61%	Maximum 39% Minimum 5%	Maximum 20% Minimum 1%	Maximum 20% Minimum 1%
Scholarly Teaching Fellow (STF)	Maximum 75% Minimum 61%	Maximum 20% Minimum 10%	Maximum 20% Minimum 5%	Maximum 20% Minimum 5%
Research Focussed Academic Workload	Maximum 39% Minimum 5%	Maximum 90% Minimum 61%	Maximum 20% Minimum 1%	Maximum 20% Minimum 1%
Research Only Grant Funded	Maximum 5% Minimum 1%	Maximum 97% Minimum 85%	Maximum 5% Minimum 1%	Maximum 5% Minimum 1%
Special Consideration	Refer to Section 7			

Person Responsible	Actions
6.2 Head of School	a) 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.

## 7 Process: Applying for Special Consideration

Person Responsible	Actions
7.1 Applicant	<p><u>Eligibility</u></p> <p>a) Apply for Special Consideration under clause 5.3.3 of the <a href="#">University of Adelaide Enterprise Agreement</a> if you are employed less than full-time and/or your 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)(DVC(A);</p> <p>b) Address and assign a weighting to two categories, taking into account how the weightings best reflect the workload contribution over the period under consideration:</p> <p>One (1) must be chosen from the categories of:</p> <ul style="list-style-type: none"> <li>Teaching (and related duties) including supervision, and</li> <li>Research, scholarship and creative activity; and</li> </ul> <p>One (1) must be chosen from the categories of:</p> <ul style="list-style-type: none"> <li>Administration, service and leadership in the University; and</li> <li>Professional activity including service to the community.</li> </ul> <p>c)</p>

## 7 Process: Applying for Special Consideration

Person Responsible	Actions
<b>7.1 Applicant (Continued)</b>	<p><b>Note:</b> Instead of or as well as the above, Special Consideration may be granted by the DVC(A) to allow the applicant to evidence their achievement over a period exceeding 5 years on a 1:1 ratio for each career interruption.</p> <p>The applicant may also choose to evidence and weight their application in all four categories of activity.</p> <p>Where special consideration is given, the Promotions Committee will consider the overall quality and impact of the applicant's contributions, demonstrated through achievements.</p> <p><u>Process</u></p> <ul style="list-style-type: none"> <li>d) Apply for Special Consideration no less than two weeks prior to the closing date of your application for promotion for your level.</li> <li>e) Seek confirmation from your Head of School specifying the details of your career break or other extenuating circumstances.</li> <li>f) Complete and provide the <a href="#">Application for Special Consideration application form</a> – (Appendix E) to the DVC(A) detailing the special consideration sought.</li> <li>g) Proceed with the promotion application, once the application for Special Consideration is confirmed or declined by the DVC(A). The application will need to be approved by the DVC(A) in time to submit with your promotion application.</li> </ul>

## 8 Process: Head of School Report

Person Responsible	Actions
<b>8.1 Applicant</b>	<ul style="list-style-type: none"> <li>a) Obtain a Head of School Report. Ensure that a copy of your application is given to your 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>b) Forward the Report to the Human Resource Branch with your application.</li> </ul> <p>If applicable there may be circumstances when it is appropriate to:</p> <ul style="list-style-type: none"> <li>c) 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>d) Submit your request in writing, if requesting permission to obtain a report from the alternate to the Head of School, 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>• A brief explanation of the reason for the request.</li> <li>• The contact details of an appropriate Head of School substitute to comment on academic achievement across the relevant categories consistent with section 5 "Application Overview".</li> </ul> </li> </ul>

## 8 Process: Head of School Report

Person Responsible	Actions
8.2 Head of School	<p>a) Recommend promotion only when an applicant has satisfactorily fulfilled the conditions of their present appointment and can demonstrate that:</p> <ul style="list-style-type: none"> <li>Activities are performed at a level appropriate to that expected of staff at the academic level sought; and</li> <li>The quality of current academic performance and achievement is also appropriate to the academic level sought.</li> <li>The staff member's contribution to the School, Faculty and University is consistent with the relevant academic area of focus and that expected of other staff at the level to which promotion is being sought.</li> <li>The staff member's behaviour and conduct is consistent with the University's Code of Conduct.</li> <li>Confirmation that the weightings applied by the applicant are consistent with their academic focus area and the nature of their position.</li> </ul> <p>b) Prepare the report using the <a href="#">Head of School Report Template</a>. The Head of School, even where that Head of School is a Level D and the applicant is applying for promotion to Level E, will be required to comment on the academic achievements of the applicant across each of the relevant categories.</p> <p>c) Forward the completed report to the applicant for inclusion with their application.</p>

## 9 Process: Referee Reports

In the case of applications for promotion to Level B comments on the application for promotion will be obtained from one internal or one external referee. For Level C, comments on the application for promotion will be obtained from one external referee.

Person Responsible	Actions
9.1 Applicant	<p>If applying for promotion to Level B or C:</p> <p>a) Provide a report sourced from a referee who may be either internal or external to the University of Adelaide, in addition to a Head of School Report, if seeking promotion to Level B.</p> <p>b) Provide a report sourced from a referee who must be external to the University of Adelaide, in addition to a Head of School Report, if seeking promotion to Level C.</p> <p>c) Source a referee who has the ability to comment on the majority of relevant categories and in particular those categories given the heaviest weighting.</p> <p>d) Ensure that a <a href="#">Referee Report Template</a> (Appendix D) is forwarded to your referee to be completed and returned to the you with responsibility for including it with your application to the Human Resources Branch by the specified due date.</p> <p>e) Ensure that the Referee Report Template is accompanied by the following:</p> <ul style="list-style-type: none"> <li>A pro-forma <a href="#">Referee Letter</a> (Appendix D) from the applicant, requesting the referee report;</li> <li>The full complete Academic Promotions application of no more than 25 pages (provided by the applicant).</li> </ul>



## 10 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
10.1 Executive Dean	a) Nominate 2 appropriate assessors to assess the applicant's work. You may consult with Discipline/Department Heads or Heads of Schools to make this nomination and advise the Human Resources Branch of the nominated assessors. b) Ensure that assessors meet the following requirements: <ul style="list-style-type: none"> <li>To ensure confidence in the independence of assessor reports, assessors will not be selected from School colleagues or recent collaborators wherever possible.</li> <li>All assessors must be at least at the level to which the applicant is requesting promotion.</li> <li>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>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 can only be approved by the Deputy Vice-Chancellor &amp; Vice-President (Academic).</li> </ul>
10.2 Applicant	<u>If applicable</u> a) List no more than 2 people in your application, who you believe are not appropriate to assess your work, providing your reasons for this in no more than one page. The reasons provided will be taken into consideration by the Executive Dean of the relevant Faculty.
10.3 Assessor	a) Complete an Assessor's Report template ( <a href="#">Appendix B</a> or <a href="#">Appendix C</a> as applicable).

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

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

Person Responsible	Actions
11.1.1 Faculty Promotions Committee	a) The 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. b) Consider an applicant's expertise in their discipline and achievements against the University standard for the Level sought and based on the evidence presented. c) Recommend to the Convenor and Committee whether the applicant should be promoted.



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

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

Person Responsible	Actions
11.1.2 Executive Dean (or Level E delegate)	a) 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>• The discipline</li> <li>• Promotion criteria and the Level to which promotion is being sought;</li> <li>• Assessment methods that facilitate fair and objective assessment of the merit of applications.</li> </ul> b) Approve or decline promotion, on recommendation of the Faculty Promotions Committee. c) Advise the applicant of the outcome of the promotions process for applications for promotion (or delegate). d) Advise the Head of School of the outcome of the promotion application. e) Provide feedback to unsuccessful applicants at their request.

## 11.2 Promotion to Levels D : University Promotions Committee

Person Responsible	Actions
11.2.1 University Promotions Committee (consists of: <ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor and Vice-President(Academic) as Convenor</li> <li>• Deputy Vice-Chancellor and Vice-President (Research) (or delegate)</li> <li>• Executive Dean or Level E delegate from each Faculty.</li> <li>• Chair Academic Board</li> </ul>	a) Decide whether the application meets the criteria for promotion to Level D and ensure that standards are consistently applied. b) Recommend to the Vice-Chancellor and President those applicants whom it considers should be promoted based on the evidence presented.
11.2.2 Vice-Chancellor and President	a) Approve the promotion, on receiving the recommendation for promotion from the University Promotions Committee. b) Advise the applicant for promotion to Level D of the outcome of the promotion process and for successful applicants offer promotion on condition of a contract variation (refer to section 2.3 "Application"). c) Advise the Executive Dean and the Head of School of the outcome of the promotion application.

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

Person Responsible		Actions
11.3.1	<b>Vice-Chancellor's Professorial Promotions Committee consists of:</b> <ul style="list-style-type: none"> <li>• Vice-Chancellor and President (Convenor)</li> <li>• Deputy Vice-Chancellor and Vice-President (Academic) (or delegate)</li> <li>• Deputy Vice-Chancellor and Vice-President (Research) (or delegate)</li> <li>• Chair Academic Board</li> <li>• Executive Dean or Level E delegate</li> <li>• One external member</li> </ul>	<ul style="list-style-type: none"> <li>a) 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>b) Ensure that the process used will be equitable and transparent to ensure that a fair and objective decision is reached.</li> <li>c) Consider all applications for Level E together with the advice received from the Executive Deans.</li> <li>d) Decide to interview applicants and/or request that the applicants deliver a presentation as determined by the Committee.</li> <li>e) Recommend to the Vice-Chancellor and President those applicants whom it considers should be promoted based on the evidence presented.</li> </ul>
11.3.2	<b>Vice-Chancellor and President</b>	<ul style="list-style-type: none"> <li>a) Approve the promotion, on receiving the recommendation for promotion from the Vice-Chancellor's Professorial Promotions Committee.</li> <li>b) Advise the applicant for promotion to Level E of the outcome of the promotions process.</li> <li>c) Advise the Executive Dean and the Head of School of the outcome of the promotion application.</li> </ul>

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

Person Responsible		Actions
12.1	All promotions Committees	<p>a) Gain independent evidence and assessment of achievements provided by the applicant 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's Professorial Promotions Committee.</p> <p>b) 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>.</p> <p>c) 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. The score assigned will be informed by the following five step grading system:</p> <p>9-10 Compelling case for promotion</p> <p>7-8 Evidence of strength, providing a worthy case for consideration</p> <p>5-6 Evidence of strength in a number of areas but not sufficient to achieve promotion</p> <p>3-4 Insufficient case at the point in time</p> <p>1-2 Weak case for promotion, falling well short of what is required</p> <p>d) Enter the scores in whole numbers for each individual applicant onto a spreadsheet</p> <p>e) Make a decision without knowledge of the weightings assigned by applicants.</p> <p>f) Refer the scores to the Human Resources representative for the weightings formula to be applied and documented, after individually scoring the applicants, without knowledge of the weightings assigned to them.</p> <p>g) Review the range of scores for individual applicants that make up the average score in the categories of:</p> <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> <p>h) 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.</p> <p>i) Use the weighted overall average score for each applicant to determine the success or otherwise of each application.</p>

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## 12 Process: Academic Promotions Committees – evaluation and scoring (continued)

Person Responsible		Actions
12.1	All promotions Committees (Continued)	<p><b>Note:</b> 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.</p> <p><u>Results guide</u></p> <ul style="list-style-type: none"> <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 and the majority of the individual committee members score the applicant an 8 or above, the applicant's promotion will be recommended to the relevant approver.</li> </ul> <p><u>Moderation</u></p> <ul style="list-style-type: none"> <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> </ul> <p><b>Additional Information</b></p> <p>j) Seek additional information or assistance from those with that expertise, where a Committee does not have sufficient information or the appropriate contextual knowledge to make a reasonable judgement.</p> <p>k) Invite applicants, a Head of School or other person to appear before the Committee 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.</p>
12.2	Human Resources Branch	<p>a) Apply the weightings formula to the scores assigned to each applicant by individual committee members and document these scores for consideration by the Committee.</p>

## 13 Process: Conflict of Interest

Person Responsible	Actions
13.1 All Committee Members	<p>a) Ensure that membership of academic promotions committees is determined bearing in mind the University's <a href="#">Behaviour and Conduct Policy</a> and the <a href="#">Conflict of Interest Procedure</a>.</p> <p>Where a staff member or external person who has been engaged to serve on an academic promotions committee becomes aware of an actual, potential or perceived conflict of interest they must either:</p> <p>b) 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</p> <p>c) Decline membership of the committee and take no further part in the promotion process.</p>
13.2 Convenor of Promotions Committee	<p>a) Determine, if advised of an actual, potential or perceived conflict of interest, the materiality of the conflict of interest and decide whether the conflict may be so managed that the member may continue to serve on the academic promotions committee.</p> <p>b) Advise the conflicted member that they must not serve on the committee, where a declared conflict of interest is likely to influence the promotion process or outcome.</p> <p>c) Ensure that 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, wherever possible.</p>

## 14 Process: Confidentiality

Person Responsible	Actions
14.1 Promotions Committee	<p>a) Ensure that all information, other than procedural information, and aggregated outcomes data, remains confidential to the promotions committee. Only staff, including staff in the Human Resources Branch, directly involved in the promotions process, may have access to applications and any other documentation associated with the promotion process.</p>

## 15 Process: Equity and Diversity

Person Responsible	Actions
15.1 Convenor of a Promotions Committee	<p>a) Make every effort to ensure gender balance in 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.</p>

## 16 Process: Academic Promotions Briefings

Person Responsible	Actions
16.1 Human Resources Branch and Deputy Vice-Chancellor and Vice-President (Academic) (or delegate)	a) Offer briefing sessions for prospective applicants and members of promotions committees, in a timely manner to assist prospective applicants with the promotions process and decision makers with conducting the promotions process.

## 17 Process: Review/Appeal

Person Responsible	Actions
17.1 Applicant	<p>a) 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>, within 10 working days of receiving advice that your application was unsuccessful. The only grounds 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) Submit a written request outlining the reasons for appeal and any relevant supporting documentation to the Deputy Vice-Chancellor and Vice-President (Academic).</p> <p><b>Note:</b> No appeal will be accepted outside 10 working days.</p>
17.2 Review and Appeal Committees	<p><b>Note:</b> 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>.</p>

## 18 Process: Out of Rounds Academic Promotions

Person Responsible	Actions
18.1 Executive Dean	<p><b>Where it is determined in the interests of the University to do so:</b></p> <p>a) Make an 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:</p> <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 and that offer is at the level to which the out of rounds promotion is recommended.</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> <p style="text-align: right;">Continued</p>

## 18 Process: Out of Rounds Academic Promotions (Continued)

Person Responsible		Actions
18.1	Executive Dean (Continued)	<p><b>Note:</b> 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.</p>
18.2	Vice-Chancellor and President	<p>a) Approve promotion outside the academic promotions round, on the recommendation of the Convenor of an Out of Rounds Committee.</p>

## 19 Process: Academic Titleholders

Person Responsible		Actions
19.1	Titleholders	<p><b>Applying for Promotion to Levels B, C or D</b></p> <p>a) Apply for promotion by making a request to your 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.</p> <p><b>Note:</b> The process will be co-ordinated by the Executive Dean who will make the final decision.</p> <p><b>Applying for Promotion to Level E</b></p> <p>b) Apply for promotion by following the requirements set out in this procedure for academic staff members who are applying for promotion to Level E.</p> <p><b>Criteria for Promotion to Level E Titleholder</b></p> <p>c) Ensure your application:</p> <ul style="list-style-type: none"> <li>demonstrates excellence in academic leadership and a substantial contribution to the discipline, any associated profession and the University.</li> <li>demonstrates high quality teaching and international reputation in research.</li> <li>demonstrates 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>includes 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> <p><b>Note:</b> Applications by Titleholders for promotion to Level E will be considered by a committee convened annually for this purpose, if required.</p>



## 19 Process: Academic Titleholders (Continued)

Person Responsible	Actions
<b>19.2 Level E Titleholders' Promotions Committee</b>	<ul style="list-style-type: none"> <li>a) Ensure that the composition of the Level E Titleholders' Promotions Committee is as follows: <ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor and Vice-President (Academic) as Convenor or Deputy Vice-Chancellor and Vice-President (Research) as Convenor</li> <li>• Executive Dean of the relevant Faculty/ies or Level E delegate</li> <li>• Two academics employed by the University</li> <li>• Two Level E Titleholders</li> </ul> </li> <li>b) 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>c) Decide whether the application meets the criteria for promotion to Level E and ensure that standards are consistently applied.</li> <li>d) Ensure any recommendation is based on the evidence presented.</li> <li>e) Ensure that the process used will be equitable and transparent to ensure that a fair and objective decision is reached.</li> <li>f) Interview applicants and/or request that the applicants deliver a presentation, if necessary.</li> </ul>

## 20 Definitions

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

- ❑ **Teaching and Research Academic** – refers to an academic staff member whose academic workload allocation reflects a traditional 40:40:20 academic role with a focus on both teaching and research activity or teaching in a range of 20% - 60%, research in a range of 20% - 60% and administration/profession at 10% - 40%.
- ❑ **Education Specialist** – refers to an academic whose contract of employment specifies that they will undertake a workload allocation of between 61 - 90% teaching and related duties.
- ❑ **Research Focussed Academic Workload** – refers to an academic whose contract of employment specifies that they will undertake a workload allocation of between 61 - 90% research, scholarship and creative activity.
- ❑ **Research Only Grant funded** – refers to a grant funded academic working 97% on research activities.
- ❑ **Scholarly Teaching Fellow** – refers to a Level A or Level B academic who is employed as a Scholarly Teaching Fellow with a workload of up to 75% teaching and teaching related duties.

**Special Consideration** – refers to an application made under clause 5.3.3 the [University of Adelaide Enterprise Agreement \(as amended\)](#).

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

## 21 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

*An applicant is required to provide a Head of School at least 2 weeks to complete the Head of School Report before the application is due. The Head of School report will be provided to the applicant to submit with their application*

### APPLICANT DETAILS

Name of Applicant

### YOUR DETAILS

Title and Full Name

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

### ACKNOWLEDGEMENT – ELIGIBILITY TO APPLY

I confirm the applicant has met the minimum expectations of the relevant Adelaide Academic Role Statements for their current level and I expect will meet the minimum expectations of the Adelaide Academic Role Statement for the level to which they are seeking promotion and is therefore eligible to apply for promotion.

Yes ☐

No ☐

### WEIGHTINGS OF THE CATEGORIES OF ACADEMIC ACTIVITY

After discussion with the applicant, I confirm their choice of academic focus area.

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 ☐

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

*Please ensure your report accompanies this cover sheet.*

## HEAD OF SCHOOL REPORT TEMPLATE

### SUITABILITY FOR PROMOTION - BEHAVIOUR

I confirm the applicant's behaviour and conduct is consistent with the University's [Code of Conduct](#).

Yes ☐

No ☐

### SUITABILITY FOR PROMOTION – SCHOOL CONTRIBUTION

I confirm the applicant's contribution to the School, Faculty and University is consistent with the relevant academic focus area and that expected of other staff at the level to which the promotion is being sought.

Yes ☐

No ☐

### SUITABILITY FOR PROMOTION – ACADEMIC PERFORMANCE AND ACHIEVEMENT

Describe any distinctive achievement(s) made by the applicant.

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)

Providing specific examples, 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

## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL D

CONFIDENTIAL



[date month year]

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

HUMAN RESOURCES  
DIVISION OF SERVICES AND RESOURCES

LISA VAN RUTH  
Academic Promotions Officer  
THE UNIVERSITY OF ADELAIDE SA 5005  
AUSTRALIA

TELEPHONE + 08 8313 0581  
[lisa.vanruth@adelaide.edu.au](mailto:lisa.vanruth@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 external to the University, and you have been selected by the relevant Executive Dean as an assessor whose opinion would be of great value.

The criteria for all academic 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. Please provide your comments on the last 5 years only (unless applicant is applying under Special Consideration). Please do not reproduce the applicant's commentary.

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. An assessor report is not provided to the applicant. 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 [date month year] at [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

LISA VAN RUTH  
Academic Promotions Officer

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 and Full Name	
School/Department:	
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.
- ☐ I have published with the applicant or have been the joint recipient of a grant or contract.
- ☐ I am or have been managed by the applicant or have managed 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 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%  
☐

### SUITABILITY FOR PROMOTION – ACADEMIC PERFORMANCE AND ACHIEVEMENT

(For the last 5 years unless applicant is applying for Special Consideration. Refer section 7.1 [Academic Promotions Procedure](#), Note section.)

Describe any distinctive achievement(s) made by the applicant.

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?

Providing specific examples, 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 promoted to the requested level?

Yes ☐

No ☐

Signed

Date

## ASSESSOR REPORT TEMPLATE AND LETTER – CONFIDENTIAL LEVEL E

**CONFIDENTIAL**

[date month year]

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



**HUMAN RESOURCES**  
DIVISION OF SERVICES AND RESOURCES

**LISA VAN RUTH**  
Academic Promotions Officer  
THE UNIVERSITY OF ADELAIDE SA 5005 AUSTRALIA

TELEPHONE + 08 8313 0581  
[lisa.vanruth@adelaide.edu.au](mailto:lisa.vanruth@adelaide.edu.au)

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 external to the University, and you have been selected by the relevant Executive Dean as an assessor whose opinion would be of great value.

The criteria for all academic 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. Please provide your comments on the last 5 years only (unless applicant is applying under Special Consideration). Please do not reproduce the applicant's commentary.

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. An assessor report is not provided to the applicant. 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 [date month year] at [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

LISA VAN RUTH  
Academic Promotions Officer

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 and Full Name	
School/Department:	
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.
- ☐ I have published with the applicant or have been the joint recipient of a grant or contract.
- ☐ I am or have been managed by the applicant or have managed 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%  
☐

### SUITABILITY FOR PROMOTION – ACADEMIC PERFORMANCE AND ACHIEVEMENT

(For the last 5 years unless applicant is applying for Special Consideration. Refer section 7.1 [Academic Promotions Procedure](#), Note section.)

Describe any distinctive achievement(s) made by the applicant.

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?

Providing specific examples, 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 promoted to the requested level?

Yes ☐

No ☐

Signed

Date

## REFEREE REPORT TEMPLATE AND LETTER

### CONFIDENTIAL

[Date Month Year]

[Referee title and name]

[Address]

[Address]

Dear [Name]

I am writing to ask that you provide comment to the University of Adelaide on my application for promotion to Level [X].

In considering applications for promotion it is University policy to consult with 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 (enclosed).

The criteria for all academic 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.

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 the submission of 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 promotion application  
                          Referee Report Template  
                          Academic Promotions Procedures  
                          Schedule 6 (Classification Standards) from the University of Adelaide Enterprise Agreement

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## REFEREE REPORT TEMPLATE AND LETTER

Confidential

### APPLICANT DETAILS

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

### YOUR DETAILS

Title and Full Name	
School/Department:	
Name of 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.
- ☐ I have published with the applicant or have been the joint recipient of a grant or contract.
- ☐ I am or have been managed by the applicant or have managed 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 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

### SUITABILITY FOR PROMOTION – ACADEMIC PERFORMANCE AND ACHIEVEMENT

Describe any distinctive achievement(s) made by the applicant.

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

Providing specific examples, 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

## APPLICATION FOR SPECIAL CONSIDERATION

Please complete, and forward to Deputy Vice-Chancellor and President (Academic).

This form is used by a staff member who is requesting for Special Consideration prior to applying for promotion.

### STAFF MEMBER DETAILS

<b>Staff ID</b>		<b>School/Branch</b>	
<b>Title</b>		<b>Family name</b>	<b>Given names</b>
<b>Position Title</b>			<b>Work phone</b>
<b>Level Sought</b>			

### SPECIAL CONSIDERATION DETAILS

#### Reasons for Special Consideration sought

Provide details to enable the promotions committee to fully understand the context in which the application is submitted.

#### Details of Break Duration

Provide details of the break duration including evidence of a significant career disruption, with a clear summary narrative on its effect:

### STAFF MEMBER'S SIGNATURE

Signature ..... Date .....

### CONFIRMATION

To the best of my knowledge I confirm the details listed above are accurate    Yes ☐

**Head of School/Branch**

Name: ..... Signature: ..... Date: .....

### APPROVAL

**Deputy Vice-Chancellor and President (Academic)**

Name: ..... Signature: ..... Date: .....

## PROMOTION TO LEVEL D – VARIATION TO EMPLOYMENT CONTRACT FORM

Please complete and forward to:

Human Resources Branch, Division of Services and Resources

This form is to be used to vary a staff member's Employment Contract with respect to Intellectual Property Rights, Confidentiality and Relief from Duty. The variations to the staff member's Employment Contract are made as part of their promotion from level C to level D as defined under the University of Adelaide Enterprise Agreement 2014 – 2017 (as amended or replaced).

### SECTION 1: STAFF MEMBER DETAILS

Staff ID: \_\_\_\_\_ School/Branch: \_\_\_\_\_

Title: \_\_\_\_\_ Family name: \_\_\_\_\_ Given names (in full): \_\_\_\_\_

### SECTION 2: UNIVERSITY'S AUTHORISATION TO VARY STAFF MEMBER'S EMPLOYMENT CONTRACT

Pursuant to the University of Adelaide Promotions Procedure, I authorise the offer of a variation to the staff member's Employment Contract as stipulated in section 3 of this form.

If accepted by the staff member, the variation will take effect from \_\_\_\_\_  
dd/mm/yyyy

**Head of School**

Name: \_\_\_\_\_

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

### SECTION 3: STAFF MEMBER'S ACCEPTANCE OF VARIATION TO EMPLOYMENT CONTRACT

1. By signing this form, you agree to a variation of the terms of your Employment Contract which you accepted on

/ / (dd/mm/yyyy)

2. This variation is made in accordance with section 2.3 of the University of Adelaide Promotions Procedure.

3. You agree that the following terms now form part of your Employment Contract:

#### **Intellectual Property Rights**

(a) In this Employment Contract

(i) 'Intellectual Property Rights' means all intellectual property rights, including but not limited to patents, copyright, rights in circuit layouts, designs, moral rights, trade and service marks (including goodwill in those marks), domain names and trade names and any right to have confidential information kept confidential, and any application or right to apply for registration of any of those rights described above in any part of the world, whether or not such rights are registered or capable of being registered.

(ii) 'Moral Rights' includes the right of attribution of authorship, right not to have authorship falsely attributed, and right of integrity of authorship (being the right not to have a work subjected to derogatory treatment), which rights are created by the *Copyright Act 1968* (Cth), and any other analogous right capable of protection under the laws of any applicable jurisdiction.

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## PROMOTION TO LEVEL D – VARIATION TO EMPLOYMENT CONTRACT FORM

### Intellectual Property Rights (Continued)

- (b) The Staff Member:
- (i) agrees that:
    - (a) all existing and future Intellectual Property Rights created, authored or otherwise contributed to by the Staff Member in the course of the Staff Member's employment by the University (including improvements or modifications to the University's existing Intellectual Property Rights); and
    - (b) any ideas, creations, methods, discoveries, inventions or improvements (whether registrable Intellectual Property Rights or not) which are reduced to practice or conceived by the Staff Member using the University's funds, (together, 'Developments'), will vest in the University upon creation, unless there is a specific written agreement to the contrary;
  - (ii) to the extent that it has such rights, irrevocably assigns any and all rights, title and interest in the Developments to the University and agrees that no additional documentation is necessary to complete the assignment in this clause;
  - (iii) irrevocably appoints the Vice-Chancellor and President (or delegate) as its attorney for the sole purpose of taking any action to give effect to and otherwise make good the University's rights to own all Intellectual Property Rights in the Developments;
  - (iv) must use its best endeavours to ensure that the Developments do not infringe the Intellectual Property Rights of any third party; and
  - (v) has a duty to create or generate Intellectual Property Rights in the course of the Staff Member's employment with the University, unless there is a specific written agreement to the contrary.
- (c) The Staff Member acknowledges that the University's Intellectual Property Policy, as amended or replaced from time to time ('IP Policy') is incorporated by reference into this Employment Contract. The Staff Member agrees to comply with and be bound by the IP Policy.
- (d) Notwithstanding the above, subject at all times to the terms of the IP Policy in force from time to time, the Staff Member may be entitled to:
- (i) a share of net revenue derived from any commercialisation of the Developments by the University; and/or
  - (ii) retain ownership of Intellectual Property Rights in certain scholarly or creative works.
- (e) The Staff Member represents, warrants and undertakes, to the best of the Staff Member's information, knowledge and belief (having made reasonable inquiries), that
- (i) they have the necessary authority to use and allow the University to use any pre-existing Intellectual Property Rights, materials and other information brought or provided to the University by the Staff Member, and
  - (ii) such use will not infringe the Intellectual Property Rights of any third party.
- (f) The Staff Member voluntarily and unconditionally consents to all or any acts or omissions by the University, or persons authorised by the University, in relation to the Developments which would otherwise infringe the Staff Member's Moral Rights.
- (g) If the Staff Member wishes to exploit any aspect of any Development, the Staff Member must obtain the prior written approval of the Vice-Chancellor and President (or delegate).

### Confidentiality

- (a) In this Employment Contract, 'Confidential Information' means all information of a confidential nature (as determined by the University) whether in tangible or intangible form generated, accessed or obtained by or made available to the Staff Member in the course of or in connection with the Staff Member's employment with the University including but not limited to:

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## PROMOTION TO LEVEL D – VARIATION TO EMPLOYMENT CONTRACT FORM

### Confidentiality (Continued)

- (i) information relating to the business affairs of the University and associated entities;
  - (ii) technical information, trade secrets, technical data, marketing procedures and information, accounting programs and procedures, financial information, course structures, teaching and lecture notes and aids, reference materials, student information, student lists, know how, technology operation procedures, price lists, data bases, source codes, methodology and like information relating to the business of the University and associated entities;
  - (iii) any research or development work done or undertaken or proposed to be done or undertaken by or for the University or its associated entities;
  - (iv) any materials, data, documents or information the disclosure of which, would prevent or impede the creation or registration of Intellectual Property;
  - (v) information concerning legal proceedings to which the University or its associated entities is or is likely to be party;
  - (vi) other information which the University or its associated entities tells the Staff Member is confidential or which, if disclosed, the Staff Member knows or ought reasonably to know would or might possibly be detrimental to the University;
  - (vii) all other information which is imparted to the Staff Member in circumstances where the Staff Member knows or ought reasonably to know that the information is confidential to the University, associated entities or to any persons with whom the University is concerned; and
  - (viii) names of suppliers, customers and agents of the University and associated entities of which the Staff Member becomes aware or generates in the course of the Staff Member's employment with the University, except where:
    - (a) such information has become public knowledge other than as a consequence of breach by the Staff Member of obligations under this Employment Contract or breach by some other person of a duty of confidence to the University; or
    - (b) such information forms part of the Staff Member's stock of general skill and knowledge.
- (b) Subject to this clause, the Staff Member agrees:
- (i) not to copy, reproduce, divulge or use any Confidential Information other than in the proper course of the Staff Member's duties as an employee of the University;
  - (ii) not to use any Confidential Information in any manner which may cause loss, embarrassment or be in any other way detrimental to the University; and
  - (iii) to immediately notify the University if the Staff Member becomes aware of a breach of this clause.
- (c) The Staff Member must not disclose any Confidential Information unless one of the following circumstances applies:
- (i) The University has consented in writing to the disclosure. The consent may be subject to the condition that the person to whom the disclosure is to be made enter into a separate confidentiality agreement with the University.
  - (ii) The disclosure is specifically contemplated and permitted by this Employment Contract.
  - (iii) The disclosure is to a professional adviser of the Staff Member in order for it to provide advice in relation to matters arising under or in connection with this Employment Contract provided that the adviser is bound not to disclose the Confidential Information or use it for any purpose other than providing the relevant advice.
  - (iv) The disclosure is required by law.
- (d) If the Staff Member wishes to use any of the University's Confidential Information for a non-employment related purpose, either during or after employment with the University, they must seek the University's written approval and, if given, negotiate and agree the terms and conditions to apply in the particular circumstances at that time.

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Authorised by	Chief Operating Officer and Vice-President (Services and Resources)	Review Date:	3 March 2019	Page 31 of 32
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

## PROMOTION TO LEVEL D – VARIATION TO EMPLOYMENT CONTRACT FORM

### Relief from Duty

If the University or the Staff Member has given notice to terminate this Employment Contract, the Staff Member may be directed:

- (i) not to carry out some or all of their duties;
- (ii) not to attend for work at the University's premises;
- (iii) not to access the University's computer systems;
- (iv) to perform duties which are different to those which the Staff Member has been required to perform, provided only that the Staff Member has the necessary skills and competence to perform the duties;
- (v) not to have any contact with any customers, suppliers or staff of the University;
- (vi) to return University Property; or
- (vii) any combination of the above.

4. You agree with this variation to your Employment Contract taking effect from the date stipulated by the Head of School in section 2 of this form.
5. You agree to abide by the terms set out in this variation and acknowledge that all other terms and conditions of your Employment Contract remain unchanged.

I accept this variation to my Employment Contract and acknowledge that all other terms and conditions of my Employment Contract remain unchanged.

Name:

Signature:

### PROCESSING INSTRUCTIONS FOR THE SCHOOL

The School is to provide a completed, approved and accepted copy of this form to the staff member.

The School is to forward a completed, approved and accepted copy of this form to Human Resources; located at Level 3, Rundle Mall Plaza, 50 Rundle Mall Adelaide SA 5000 or electronically to [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)

### OFFICE USE ONLY

Pay period from which variation to staff member's Employment Contract becomes effective:        /        /

Date processed:        /        /        Signature \_\_\_\_\_

### FURTHER ASSISTANCE FOR STAFF

Please contact the HR Service Centre via email [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au) or 8313 1111 if you have any queries in relation to the content of this form.