Academic Promotion (Higher Education) Policy

Policy Category	Operational Policy		
Document Owner	ECA Executive Committee		
Implementation Officer	Chief Academic Officer		
Review Date	Biennial		
Relevant to	ECA teaching/academic staff		
Related Documents	Higher Education Industry Academic Staff Award 2020 Typical Duties for Academic Levels ECA Academic Promotion (Higher Education) Procedures		
Version	**Change description**	**Approved by/date**	**Effective date**
1.0	New Policy	Approved by ECA Executive Management Committee (EMC) on 26 April 2023	26 April 2023

1. Purpose and Scope

ECA aims to attract, appoint, retain and develop high quality academic staff to contribute to its ongoing development. It employs academic staff as specialists in their disciplines to advance its standing and activities through learning and teaching, scholarship and research, and leadership and service.

This policy recognises the importance of career development for academic staff members to enhance their capacity to remain active in their pursuit of knowledge, in their approaches to teaching, and in their contributions to the wider community. This policy is intended to ensure that the institution remains competitive with universities and other higher education providers in its ability to appoint and retain academic staff by providing them with the opportunity to apply for promotion. It is also intended to ensure principles of equity and fairness apply to the promotion of academic staff.

2. Scope

The policy applies to permanent academic staff for levels, B, C, D, and E. Applicants must be an employee of an ECA Australian entity. The policy does not apply to casual academic staff or employees designated as professional staff.

3. Definitions

Academic Level refers to the levels A, B, C, D and E as defined in the institution's *Typical Duties for Academic Levels* document. Academic Promotion refers to the advancement from one Academic Level to another Level based on merit.

Academic Promotions Committee refers to the Committee of ECA appointed on a yearly basis to consider applications for promotion.

Academic staff /teaching staff refers to permanent employees engaged in teaching and assessment of courses at the institution.

Institution (the) means an ECA higher education entity or higher education partner.

Leadership and Service refers to a range of activities both within and beyond the institution. It includes, but is not restricted to, serving on committees, coordinating units and courses, contributions to the profession through for example representation on external bodies, raising the profile of the

institution and ECA in the community through other activities, contributing to policy and process, and contributing to building communities of practice.

Learning and Teaching refers to the activities directly involved in teaching and student learning, including the preparation and presentation of lectures, seminars, tutorials, laboratories and a variety of pedagogical experiences associated with online learning, the assessment of student learning, moderation processes associated with assessment and the supervision of students on placement. In the context of promotion consideration is not only given to the amount and range of activities the applicant is involved in but also to the quality of these activities as determined by student feedback, awards for teaching, and other evidence provided by the applicant.

Scholarship and Research refers to a range of activities as described in Attachment 1. In the context of promotion both the extent of engagement in and the quality of scholarship and research, especially in relation to national or international recognition, will be considered based on such measures as publication in national and international refereed journals, citations, research and teaching grants, invited addresses and conference presentations contributing to the development of research or teaching.

Unit means a unit of study in a higher education course or a unit of study, subject, module.

Weighting refers to the relative weight an applicant assigns to each of the three categories that must be addressed in all applications.

4. Principles

The following principles underpin the academic promotion policy:

4.1. Equity and Fairness

The stated policy and procedures document are designed to ensure the principles of equity and fairness apply to all academic staff.

4.2. Employment conditions

The policy is designed to ensure it meets the requirements of any awards that apply to the promotion of academic staff. The policy and procedures will be reviewed === by the ECA Executive and updated as necessary to ensure the requirements resulting from any changes to relevant awards are met.

4.3. Confidentiality

All ECA staff members who are involved in any aspect of ECA's academic promotions procedures, whether as applicants for promotion, as members of the Academic Promotions Committee or as external assessors of applications for promotions, will treat all matters concerning the promotion of staff, other than the announcements of promotions, with confidentiality.

5. Policy

a. All academic staff are entitled to apply for promotion provided that the applicant has:

- held a permanent academic appointment for a period of at least one year or its part-time equivalent prior to the date for which the promotion would take place should the application be successful;
- successfully participated in their institution's annual performance planning and review processes and can demonstrate the achievement of development goals appropriate to the higher level therein; and
- made only one application in a promotion round at any level noting that the application will only be considered for the level applied for.

b. It is expected that the applicant's supervisor will support the application, however, academic staff may choose to apply even without the support of their supervisor.

c. Academic promotions are based on contributions by the individual to the institution and the wider academic and general community in three areas for which the weighting may vary across individual applications:

- Learning and Teaching (Weighting range: 30 to 60%);
- Scholarship and Research (Weighting range: 20 to 60%);
- Leadership and Service (Weighting range: 10 to 30%).

d. Applicants for academic promotion must nominate a specific weighting within the indicated bands supported by appropriate evidence to demonstrate their achievements in each area.

e. Consideration is given mainly to achievements in each of the three areas since the applicant's appointment to the institution or last promotion, whichever is the more recent. Consideration will also be given to the applicant's overall achievements and general standing in the academic community.

f. Standards of achievement for promotion to each of the Levels, B, C, D and E, will be benchmarked against the standards expected in other higher education institutions. The related document, *Typical Duties for Academic Levels* sets out the standards of achievement required for promotion to each level.

g. The minimum requirement for promotion is that the applicant must:

- meet the general standard of the level sought for promotion as specified in the relevant clauses of and related documents to this policy;
- demonstrate an appropriate level of achievement across the three major areas of academic activity specified in 5(c); and
- demonstrate high achievement in her/his current level of appointment.

h. ECA acknowledges some applicants will be members of equity groups or from a background that needs to be well understood to assess their achievements. There may also be applicants where personal circumstances have restricted their time to achieve. Achievement relative to opportunity is a positive acknowledgement of what a staff member can and has achieved given the opportunities available to them and results in a more calibrated assessment of their performance. Performance outcomes will be considered in light of opportunities that have been available to applicants.

i. Unsuccessful applicants have the right to appeal against the decision of the Promotions Committee based on procedural grounds only.

6. Records

Records in association with this policy will be kept in accordance with ECA's Records Management Policy and other relevant policies.

Confidential files of all applications, referee reports and other matters related to the implementation of the policy must be maintained according to relevant privacy processes.

7. Review

This policy is reviewed at a minimum of every two years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to ECA' current and planned operations.

The next scheduled review of this document is listed in the Version Control section.

Attachment A – Examples of Scholarship

Scholarship refers to those activities concerned with gaining new or improved understanding, or appreciation and insights into a field of knowledge, or engaging with and keeping up to date with advances in the field. Within this context, the following represents examples of scholarly and research activity:

- peer reviewed scholarly output/publication/communication (e.g literature reviews, conference presentations, journal publications)
- scholarly review, original research or teaching practice that collectively contribute to course development
- synthesising and communicating advances in evidence-based practice (e.g. presentations/podcasts/feature articles on current knowledge, practice, or teaching and learning in a field)
- teaching practice engaging the latest ideas, debates and issues (e.g. improved pedagogies, learning processes, curricula, academic policies and learning materials)
- contributions to relevant professional bodies or communities of practice (e.g. development of new standards, knowledge resources, codes of practice)
- active and ongoing involvement in relevant scholarly academic societies, editorial roles or peer review
- undertaking higher level qualifications that lead to scholarly activity, in particular higher degrees by research
- undertaking advanced specialised practice or scholarly secondments.

Reference*: TEQSA Guidance Note: Scholarship. Version 3.0 (4 May 2022)*