2019 ACADEMIC PROMOTION GUIDELINES

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Further questions: academicpromotions@deakin.edu.au
INTRODUCTION

Promotion of academic staff is an important means by which Deakin University recognises and rewards staff achievement in the performance of their duties across the academic fields of Learning and Teaching, Research and Scholarship, and Service. Academic staff are expected to perform in a manner which reflects and furthers the University’s mission and core commitments.

In preparing an application for promotion, applicants need to familiarise themselves with the following documents in addition to these Guidelines:

- Academic Promotion Policy
- Academic Promotion Procedure
- Minimum Standards and Typical Duties
- Online Application Form (accessible only to eligible staff via DeakinPeople when applications are open)

Applications for promotion must include:

A. Online Application Form (to be completed online via DeakinPeople). Only pdf documents can be attached to the online application form.

B. Synopsis of Career to Date – maximum of two single sided A4 pages, single spaced, 11 point Calibri font.

C. Statement of Achievement – this being for the period since the date of last promotion at Deakin, or since the appointment at Deakin, whichever is more recent – maximum of eight single sized A4 pages, single spaced, 11 point Calibri font.

D. Unit Chair Report – only if you have been a Unit Chair in the last two years, download your Unit Chair Report/s from eVALUate and attach to the online form.

*Confidential Applicant Assessment Report by Head will be attached to the application via DeakinPeople by the Head after the applicant has submitted.

PROMOTION APPLICATION ATTACHMENTS

Two core documents are to be attached to your application: the Synopsis of Career to Date, and the Statement of Achievement. Both documents must be in pdf format and use single-spaced, 11 point Calibri font. All pages are to be numbered and have headers with the applicant’s name. There are templates available on the Academic Promotions webpage that should be used but can be modified.

Synopsis of Career to Date (max two A4 pages)

The aim of this document is to provide the committee with an understanding of the trajectory of your career. Major achievements that precede the period relevant to the current promotion application should be highlighted. In all instances take care to specify dates and, if relevant (e.g. in case of appointments), duration of achievements.

This should contain:

- Full name and title
- Academic qualifications (most recent first; date of award; name and country of awarding institution)
- Employment history (most recent first)
- Relevant highlights of achievements (including esteem indicators) in:
  - research and scholarship (include publication metrics if relevant)
  - teaching and learning
  - service
- A 200 word response to the Teacher Satisfaction Report and Unit Chair Report (where relevant) produced by eVALUate. The Teacher Satisfaction Report will be uploaded by Executive Officers but can be viewed from http://www.deakin.edu.au/evaluate/results/.
• Unit Chair Report - if you have been a Unit Chair in the last four trimesters, you are required to run your own Unit Chair Report from eVALUate and attach as part of your application.

• Professorial applications only - Evidence of leadership in the relevant time period and future intentions if promoted to a Professor. Examples could include:
  o Associate/Deputy Head of School or Faculty, or other senior roles
  o Leadership of significant new teaching/assessment approaches
  o Research leadership; mentoring early/mid-career researchers, conducting seminars, sharing knowledge and grant advice
  o Leading policy development within the school, faculty, discipline, community or industry
  o Leading cross collaboration across disciplines, Schools, Faculties, Institutes and other Universities
  o Mentoring early career academics through specific programs, career planning, capacity building and/or promotion
  o Leading a major recruitment drive or program, external engagement initiative or partnership

Statement of Achievement (max eight A4 pages) updated 25 March 2019

The aim of this document is to set out, in a very succinct manner, the pieces of evidence that support your case for promotion. In considering how best to do this, bear in mind your current (or proposed alternative) Workload Allocation Model (WAM). While you are required to have sections covering your achievements in all three academic fields, you may wish to structure your document to best showcase your work. For example, if you are a Level C applying for promotion to Level D with a WAM that is predominately in Teaching and Learning, then you may wish to start the evidence section with Teaching and Learning. You could use headings such as “Evidence of sustained high performance at Level C in Teaching and Learning” and then “Evidence of demonstrated capability at Level D in Teaching and Learning”.

Note: this document should only cover the period relevant to application (since appointment to Deakin or last promotion at Deakin – whichever is the more recent.)

The Statement of Achievement should contain:

• Full name and title
• Start date for period relevant to this promotion application, i.e. date of last promotion at Deakin, or of appointment at Deakin, whichever is the more recent.
• Evidence of achievements in Research and Scholarship in the relevant period
  o Deakin University’s Profile System has replaced ‘Find a Researcher’. You must ensure your profile page is up to date. Please provide the committee with a URL link instead of a print out of your outputs as well as your current H-Index (this may be verified by the committee).
  o Using the tables, outline your top three publications within the relevant period from your perspective. The committee is keen to see how you view your top three and why. (For those not using Research as a weighting option, you are welcome to complete this section as much as possible.)
  o Include a very brief statement of the major focus of your work (<100 words)
• Evidence of achievements in Learning and Teaching in the relevant period
  o Include a very brief statement of your teaching philosophy (<100 words)
• Evidence of achievements in Service in the relevant period.

ACHIEVEMENTS WITHIN THE THREE ACADEMIC FIELDS

It is critical that, in relation to each of your claimed achievements, you provide very specific information on:

• your role
• your contribution
• evidence of the impact of your contribution

The type of evidence that you provide may vary considerably within your disciplinary area and your academic level.

The Minimum Standards and Typical Duties document provides guidance to applicants on the standards, and examples of the typical duties, at each academic level. You can draw from these to support your case for promotion.
An applicant is not expected to demonstrate achievement in all of the typical duties listed for an academic level. The typical duties do not represent an exhaustive list of achievement for each level, and the nature of achievement may vary based on disciplinary norms. However, as will be apparent from the Minimum Standards and Typical Duties for Academic Levels, more senior academic levels are generally distinguished by a higher frequency of involvement in leadership activities, i.e. helping to set the direction and the pace within the relevant academic field, whether it be Research and Scholarship, Learning and Teaching, or Service

Achievements in Research and Scholarship
Examples might include:

• Nature and scope of activities (e.g. publications, Higher Degree Research graduations, research funding awarded, non-traditional research outputs, etc.)
• Impact as demonstrated by publication metrics, changes in policy or practice, adoption of techniques by others, invitations to present at conferences, and other forms of recognition as appropriate to the discipline.
• Creating and sustaining collaborations with demonstrable outcomes.
• Demonstrating the application of scholarship and research expertise to innovation and invention.
• Outcomes achieved by Higher Degree Research students supervised (note that applicants can opt to include HDR supervision under learning and teaching).
• Evidence of leadership in research, including non-traditional research, and scholarship at a local, national or international level.
• Evidence of scholarly teaching and the development of teaching methodology and practice.

Achievements in Learning and Teaching
Examples might include:

• Nature and extent of activities (e.g. type and amount of teaching, unit and course development etc.)
• Impact as demonstrated by changes in learning standards and outcomes, student experience (including satisfaction), learning materials and learning experiences, assessment methods, and curriculum design.
• Development strategies designed to enhance student learning in the face of factors such as student diversity
• Supervision or co-supervision of Honours and PhD students (if not considered under Research and Scholarship).
• Professional development relevant to evaluation and self-reflection of learning and teaching practice.
• Evidence of leadership in learning and teaching at a local, national or international level, including contributions to the development of other staff.

Achievements in Service
Examples might include:

• Administrative and management roles undertaken within the School, Faculty and/or University with demonstrable outcomes.
• Management of budget and/or human resources with outcomes.
• Developing and maintaining external partnerships that have benefited the University, the enterprise partner and the community.
• Chairing and/or contributing to the outcomes of external committees, working parties etc.
• Service to the discipline e.g. editorial roles – outlining how many papers applicants have reviewed for each journal in the last five years.
• Supervision and/or mentoring more junior staff.
• Outcomes from leading the coordination, evaluation and/or accreditation of courses.
• Chairing and/or contributing to the outcomes of internal committees, working parties etc.
• Capacity building of other, or more junior staff through contributions to seminars, workshops, or colloquia that may be cross-School, cross-Faculty, University and/or external to the University.
• Other evidence of leadership in service at a local, national or international level.

**ADDITIONAL ATTACHMENTS**

**Online Application Form (via DeakinPeople)**

Applicants (once connected to the Deakin internet on campus or via the VPN) can continuously edit and save a draft of their application via DeakinPeople. Applicants will show a copy of their draft application (a pdf can be saved from DeakinPeople or you can meet in person) to their Head of School (or equivalent) by the deadline (2 weeks before submission date) for feedback. Once the applicant is happy with their application, have attached the relevant documents and ticked the required boxes, they can “finally submit” via DeakinPeople. Applicants will not be able to edit after this point.

The Head of School (or equivalent) will then view the application online and submit their confidential Applicant Assessment Report.

**Note: The online system will ONLY accept Pdf documents (Adobe Acrobat).**

The Online Application Form will ask for/pre populate information on:

1. **Most recent application for promotion at Deakin:**
   - Year of the application
   - Level of promotion sought
   - Successful or unsuccessful application

2. **Workload Allocation Model (WAM)**

Achievements are considered in relation to three academic fields (Research and Scholarship, Learning and Teaching, and Service) with account taken to the applicant’s current WAM. Below are excerpts from the guiding Policy and Procedure:

   Overall sustained high performance at the current level in the three fields is required, together with a demonstrated capability to perform at the standards required of the level applied for.

   Account will be taken of the proportional weightings for teaching, research and service in the applicant’s Workload Allocation Model.

   Applicants may propose their own weightings and advance reasons for the variation. A holistic assessment of the application will be made, using the weightings as a guide.
3. Achievement relative to opportunity (250 word limit)

This section is to be used where applicants need to provide details of any specific factors that may have adversely impacted output in the period relevant to this application. These might include: family or carer responsibilities, illness or disability, part-time appointments, unusual teaching commitments, and planned or unplanned absences (maximum of 250 words).

Examples:

- An academic has a sustained record of output and achievement but due to a serious illness in the immediate family that required an extensive period of carer’s leave by the applicant during 2016, the applicant’s outputs appear to have suddenly dropped off in 2016.
- An academic works part-time due to family responsibilities and has done so for a number of years. This information can be helpful in providing guidance to the committee regarding the quality and impact of the applicant’s achievements in the context of the output which will be less than a full time staff member.

Research Outputs

Deakin University’s Profile System has replaced Find a Researcher and provides the same information. Applicants are to ensure their profile page is up to date and they must provide the committee with a URL link instead of a print out of their outputs. Applicants are also required to identify their top three publications from the relevant period within the Statement of Achievement document.

Each of the top three publications should detail the bibliographic details, reason it was chosen, the applicant’s role in that publication, its number of citations, the percentage contribution the applicant had in that publication and the impact factor of the journal. See example below:

<table>
<thead>
<tr>
<th>1. Title and bibliographic details:</th>
<th>Academic Promotions Sample Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Sample Smith, Professor Sample Johnson, Associate Professor Sample Lin (2016) vol. 14, pp. 173-191, Journal of Academic Promotions, Melbourne, Australia, C1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason why this publication is in your top three:</th>
<th>This publication came about from a XYZ conference in 2016 and has resulted in four conference speaker roles, two grant applications, three awards and Victorian Government policy changes etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role in publication</td>
<td>Number of citations</td>
</tr>
<tr>
<td>Lead investigator</td>
<td>25</td>
</tr>
</tbody>
</table>

Process for loading of Research Outputs and ensuring your page is up to date:

- In relation to research outputs, all publication must be added to Elements, Deakin’s system for capturing research publications and outputs. You will need to claim publications found by Elements or manually enter publications not automatically found. All publications will require a review and addition of the Publication classification (formally HERDC code), this review is performed by your Faculty Research Administrators.
- Once the research output has been verified by the Faculty and if the publication has been given a Publication classification of A1, B1, C1, E1, J1, J2 or J3 it will then display in your Deakin University Profile page. At this time the record is then also passed onto the Library for quality checks and published into DRO. All publications regardless of the Publication classification will display in DRO.
- *During peak times, such as Academic Promotions, there may be a delay in processing publications so applicants are advised to have these submitted (as per Faculty/Institute requirements) as soon as possible (Library staff recommend at least 4 weeks before the promotion application closing date.) It is also strongly
suggested that you email drosupport@deakin.edu.au, notifying the DRO team of your intention to apply for promotion. This allows the Faculty Research Administrator and DRO to prioritise your publications.

- In relation to income and HDR completions, this data is automatically loaded by Deakin Research. Following improvements to the research system, income received and completions are updated overnight.

- Items not included in your staff profile, and that are relevant for inclusion in the promotions application, may be included in your Career Synopsis / Statement of Achievement wherever relevant.

**Student Evaluation Response via eVALUate Reports**

Unit Chair Report/s – if you have been a Unit Chair in the last four trimesters, you are required to run your own Unit Chair Report from eVALUate and attach as part of your application.

Executive Officers will coordinate with SIPU to provide Teacher Satisfaction reports from eVALUate for the last four trimesters taught at Deakin*. Applicants can view their eVALUate data via the [http://www.deakin.edu.au/evaluate/results/](http://www.deakin.edu.au/evaluate/results/) webpage but are not required to upload the Teacher Satisfaction reports as part of their application.

- **Relevant eVALUate periods** – T3/2017, T1/2018, T2/2018 and T3/2018

* Applicants who only have eVALUate data for one trimester in the above period can contact academicpromotions@deakin.edu.au to discuss alternative options.

As part of the Career Synopsis to Date, applicants must also provide a 200 word response to the student feedback as provided by the report/s outlined above. In this response, applicants could discuss the highs and lows of the data, what was done to improve data, or why the data was lower than normal etc.

The reports generated by the eVALUate survey provide a more meaningful and descriptive outcome than a simple raw score. Feedback should be used constructively to revise curriculum and improve student learning. Academics applying for promotion are required to review these reports to provide a detailed description of their response to the student feedback. Applicants can reference the reports in their response as well as any other evidence of learning outcomes.

**FYI – Referees (not an attachment)**

Heads will be required to nominate referees for each applicant. These referees can be discussed with the applicant.

- For applicants seeking promotion to Level D or E, the referees will be external to Deakin and experts in the same discipline area to allow them to give an educated but impartial review. The external referees will not have worked with the applicant.

- For applicants seeking promotion to Level C, at least one of the two referees will be of higher academic standing than the applicant and not the direct supervisor of the applicant. Ideally, these referees will be familiar with the discipline area and external to Deakin where relevant.