



5.13 PROMOTION TO ARC FELLOWS AND CRC RESEARCHERS TO SALARY LEVEL C

1. INTRODUCTION

ARC Fellows at Lecturer level or equivalent and research academic staff employed by UTS to work within a CRC for which UTS is a lead institution, appointed at UTS for periods of more than three years are eligible to apply for promotion to Level C salary range. This policy sets out criteria for promotion of ARC Fellows and CRC Researchers and the process by which decisions will be made. It also includes guidelines for applicants. Prospective applicants should consult the Dean of their Faculty for guidance in relation to promotion opportunities.

2. CRITERIA FOR PROMOTION

Suitability for promotion will be judged on two criteria:

- [a] performance and standing
- [b] leadership within the University and personal standing

3. PERFORMANCE AND STANDING

Applicants' performance and standing will be assessed in three areas of activity:

- [a] research, scholarship and the advancement of knowledge and its applications
- [b] educational activity
- [c] contributions to the University and the community.

To attain promotion to Level C salary range an applicant must be able to demonstrate an outstanding contribution to research, scholarship and the advancement of knowledge and its applications, and a satisfactory contribution to the other two areas.

Performance and standing in the three areas will be judged on evidence based on the following:

[a] **Research, scholarship and the advancement of knowledge and its applications**

An outstanding contribution would be one of unusual depth and significance, or a series of contributions sustained over an extended period with clear evidence of international recognition and standing unless this is demonstrably unrealistic.

Evidence under this heading of research, scholarship and the advancement of knowledge and its applications, could include:

- (1) authorship of highly regarded books, articles, papers, publications in electronic form, patents or inventions, preferably either refereed or supported by other evidence of peer recognition
- (2) authorship, direction or execution of performances, productions, exhibitions, or designs appropriate to the discipline or medium concerned
- (3) record of successfully conducting, promoting or leading research and development activities related to the aims of the University
- (4) provide advice and leadership to staff in the development of research projects within UTS

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- [5] demonstrated ability for establishing collaborative industry links and/or productive research contacts with industry and/or professions
- [6] demonstrated capacity to establish links which support the University's goals in relation to internationalisation
- [7] performance in professional practice acknowledged by appropriate peer recognition
- [8] achievement in consultancy work in terms of its contribution to the advancement of knowledge and/or its applications of professional practice
- [9] appointment to external bodies, or invitations by other institutions to act in an expert capacity
- [10] contributions of a scholarly kind to the affairs of a professional organisation or learned society
- [11] editorial contributions to scholarly journals and other professional publications
- [12] record in attracting support in the form of external research grants, research and development contracts and the like
- [13] invitations to address scholarly or professional meetings and conferences etc.

The level and quality of the work will be the critical aspect; quantity alone will not be sufficient.

[b] Educational activities

A satisfactory contribution must relate to formal award programs offered by the University, including contributions to the educational functions of the academic unit which are appropriate to the role of a research fellow. A satisfactory contribution would normally include some of the following:

- [1] effective participation in research training activities, for example effective supervision of research students and/or the provision of specialist advice to research students, for example on research methodologies or specialist content areas
- [2] guest lectures or open seminars to students on areas of expertise
- [3] availability to students and staff for informal consultation in areas of expertise.

[c] Contributions to the University and the community

This area relates to the need for applicants to contribute in an appropriate way to the collegial and corporate life of the University.

A satisfactory contribution under this heading would normally include some of the following:

- [1] reliable performance of administrative functions where they are appropriate to the applicant's role
- [2] evidence of initiative and ability to contribute to policy formulation
- [3] involvement in University consultative and decision-making processes where appropriate
- [4] where appropriate, initiation or active maintenance of linkages between the University and external groups
- [5] involvement in relevant professional and research bodies or community groups relevant to the area of academic activity
- [6] taking a leadership role in graduate training, organising seminars, workshops and conferences.

In each case the Promotion Committee will interpret the criteria as appropriate to the discipline or field concerned.

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5. LEADERSHIP WITHIN THE UNIVERSITY AND PERSONAL STANDING

Applicants for promotion must provide evidence of a capacity for academic leadership within the University. The University also expects that staff promoted to Level C salary range in these roles will have and be able to demonstrate a high personal standing in terms of ethical behaviour, a collegial approach and support for equity and diversity in the University community.

Leadership in this context is defined as the ability to guide, inspire and influence others in the attainment of stated goals. Evidence of a capacity for academic leadership could include:

- [a] actively modelling high standards of professional behaviour
- [b] inspiring, guiding and facilitating others in achieving their academic goals
- [c] fostering teamwork through building networks, alliances and coalitions and recognising the need for common direction
- [d] providing mentoring and coaching to colleagues in their professional and career development
- [e] acting as a catalyst in groups involved in research or new activities
- [f] contributing to a collegial, supportive and productive working environment for colleagues.

6. APPLICATIONS

The following guidelines are suggested for applications for promotion. An application should be no more than 15 pages in total and contain the following:

- [a] a curriculum vitae
- [b] a section addressing the criteria and listing names and addresses of referees [5-6 pages]
- [c] a list of publications and/or other material attributed to the applicant, and organised so that there are separate lists [in chronological order] of books/contributions to books, materials produced by the applicant, refereed journal articles, non-refereed journal articles, reports/documents, conference presentations, and other materials.

7. REFEREES' REPORTS

Applicants are asked to provide the names and addresses of three persons who have agreed to act as referees. They should include both internal and external referees. When choosing referees, applicants should be mindful of the balance between internal and external which will appropriately support their application. It is expected that referees will be able to support the application in relation to the international standing of the applicant's research. Promotion Committee members may be nominated to act as referees. Written reports, addressing each of the two criteria, will be requested from the three nominated referees and will be confidential to the Promotion Committee and official observers.

A written report, addressing each of the criteria, will also be requested from the applicant's academic supervisor. This will be made available to the applicant by the academic supervisor and signed by the applicant, but will otherwise be confidential to the Committee and official observers.

8. PROMOTION COMMITTEE

A Promotion Committee to assess applications will be formed by the faculty. The membership of the Committee will be:

- [a] [Chair] - Dean of the faculty
- [b] Pro-Vice-Chancellor [Research and Development]
- [c] two academic staff of the Faculty, at the level of Senior Lecturer or above, appointed by the Pro-Vice-Chancellor [Research and Development] on the recommendation of the Dean [taking account of balance in gender]

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- (d) a member of academic staff from another faculty appointed by the Pro-Vice-Chancellor (Research and Development) on the recommendation of the Dean (taking into account balance in gender).

The Faculty Office will administer the process.

9. PROCEDURES

After a suitable period for the reports from referees and the academic's supervisor to be received, the applicant will be interviewed. At the conclusion of the interview five member Committee will take into consideration the applications, the written reports and interview results. A recommendation to promote will require the agreement of not less than four of the five member Committee.

The recommendation of the Promotion Committee is advised to the applicant who is advised they may lodge an appeal within seven days. An applicant may only appeal on the ground of lack of due process. For details of the appeals mechanism refer to human resources policy *Appeals Against Academic Promotion Decisions*.

10. DECISIONS

The promotion decision will be made by the Vice-Chancellor, on behalf of Council, following consideration of the recommendation made by the Promotion Committee convened in the faculty. Unsuccessful applicants will receive feedback about their application from the Dean [as Chair] and their academic supervisor.

11. SUPPORT AND ASSISTANCE

Support material and assistance is available from the Faculty for intending applicants for promotion to Level C salary range.