



## 5.24 PROGRESSION OF ACADEMIC STAFF – LEVEL A-B

### ELIGIBILITY

All full and part-time academic staff with 12 months continuous service at UTS (excluding casual service and leave without pay) or six months continuous service following the date of notification of an unsuccessful application are eligible to apply for progression to level B. Staff on probation who have been notified that there are impediments to the continuation of their employment are not eligible to apply for progression.

### APPLICANT

Eligible staff may apply to their supervisor at any time for progression. A staff member must demonstrate that they have met the qualification requirements and satisfy the criteria in relation to overall performance for progression from level A to B. Competent or satisfactory performance is insufficient for progression. Detailed criteria are provided in the Guidelines at [http://www.hru.uts.edu.au/manual/5rem/5\\_23.pdf](http://www.hru.uts.edu.au/manual/5rem/5_23.pdf)

Applications must include:

- dependent upon length of service, a copy of the staff member's two most recent planning and review report/s or probation plan and review report/s (the Dean can give approval for an application to go ahead without the reports if they have not been done previously. However, in 2006 at least one report will be required and in 2007 two reports required, dependent upon length of service).
- dependent upon length of service, teaching evaluations over the last two years (except for research-only academics)
- a statement addressing the criteria (maximum of three pages)
- a list of publications and/or other material attributed to the staff member
- when an application has previously been made, the ways in which the staff member has developed since the last application.

Applicants should complete the application cover page available at

<http://www.hru.uts.edu.au/remuneration/promo/overview.html> and attach it to their application and forward it to their Supervisor.

### SUPERVISOR

The Supervisor will meet with the staff member to discuss the application. If the Supervisor is of the view that the staff member does not meet the criteria for progression, the Supervisor will:

- advise the staff member in writing; and
- meet with the staff member to provide advice on the strengths and weaknesses of the staff member's case for progression and discuss strategies that may result in a successful application in the future.

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If the Supervisor believes that the staff member meets the criteria for progression, the supervisor makes a written recommendation to the Dean (on the application cover page) who either indicates support or not for the supervisor's recommendation and forwards the application and recommendations to the Deputy Vice-Chancellor for approval. The Dean or Deputy Vice-Chancellor may return the application to the supervisor for further consideration or to obtain further evidence of performance.

The application and cover page are sent to HRU for action and filing on the staff member's personal file.

### **SUCCESSFUL APPLICANT**

Progression to level B will be effective from the pay period commencing on or after the date of approval by the Deputy Vice-Chancellor. Where a successful applicant is serving a probationary period, the remaining period of probation will be waived and a continuing appointment or continuation of a fixed-term appointment at level B confirmed. As provided in the academic enterprise agreement where an applicant is serving a probationary period leading to a continuing appointment and has not served at least half of the probationary period, continuing appointment will become effective from the date the 50% service period has been met, provided performance continues to be satisfactory. The successful applicant will be notified in writing by HRU

### **NOTIFICATION**

The staff member will receive written notification of the result of their application within two months of its submission to the Supervisor.

### **APPEAL**

The staff member may lodge an appeal on the basis of process within seven days of receiving written advice from their Supervisor that they do not meet the criteria for progression to level B. The appeal will be handled in accordance with the University's current policy on appeals against academic promotions decisions. The appeal committee will meet twice per year to consider any appeals.