



2017 Academic Staff Promotion Round Briefing Session

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Purpose of this briefing

- Hints and tips for building strong applications
- The 2017 process
- Changes since the 2016 round
- Opportunity for questions about the process



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Promotion Round Timing

May	Applications called
27 July	Application closing date
4 Sept	Due date for materials pending at application closing date
Sept – Nov	Promotions Committee deliberations
Dec	Applicants advised of outcome
1 Jan 2018	Effective date for promotion

The process is

- Collegial – it is a peer-review process
- Merit-based – based on achievements and not constrained by quota
- Transparent – candidates may respond to Supervisor and Dean reports



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Eligibility

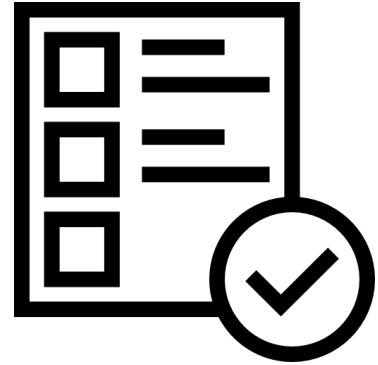
All continuing, continuing on probation and fixed term staff are eligible
If you have not reached the top of your current scale you are not precluded

Exceptions

- On leave without salary for >12 months
- Served in current appointment for < 2 years*
- Unsuccessful in previous round excluded from applying for 2 years*
- Resigned or submitted notice of resignation
- Performance found unsatisfactory by Staff Committee

*In exceptional circumstances this may be waived.

Preparation



- Start early, seek advice and find suitable referees
- Check the deadlines and build in meeting times
- Use the Academic Promotion website, and read the policy and procedures
- Decide whether to make your case in relation to:

Meritorious performance across all three areas of academic work

OR

Outstanding performance in a specific area of academic work

The case for promotion

CASE

Outcomes and impact

Evidence

Referees *Reputation and standing

Equity consideration *Impacts on achievement

Consult with Head/Dean

Criteria for promotion



Quality and **impact** of your work



Evidence through **demonstrated outcomes**



Outline personal circumstances that have impacted on your achievements

Outcomes, evidence, impact



Focus on the **outcomes** of your work in all areas. What have you achieved? Note any peculiarities of your discipline



Emphasise the **impact** of your work through citations, uptake of research into practice, career outcomes of your students



Provide **evidence** of outcomes and impact, like:

- national and/or international reputation, especially compared to peers
- your role, and leadership, in activities & on committees
- favourable independent reviews

Referees

Consider the **quality, standing & reputation** of your potential referees

- ✓ Provide names and contact details, not referee reports
- ✓ For meritorious applications – 1 referee for each area
- ✓ For outstanding applications – 2 referees in area of emphasis
- ✓ For research only applications, all will relate to your research work



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Evidence of effectiveness as a teacher

All applicants, except research-only, must demonstrate that they are effective teachers

- ✓ Provide evidence of student satisfaction using SET and SEC from **previous 3 semesters of teaching**
- ✓ Other forms of evidence may be included such as peer assessment
- ✓ Link teaching to Griffith Principles to Promote Excellence in Learning & Teaching

Building your case in learning and teaching



Describe your philosophy of teaching and provide **evidence** of **impact** and **outcomes**, including:

- ✓ Innovative practices, including support for employability, entrepreneurship and industry engagement
- ✓ Enhancement of courses and teaching in response to student feedback and/or use of Course Improvement Plans
- ✓ Contribution to University strategic initiatives like online learning
- ✓ At higher levels – demonstrate leadership in learning and teaching

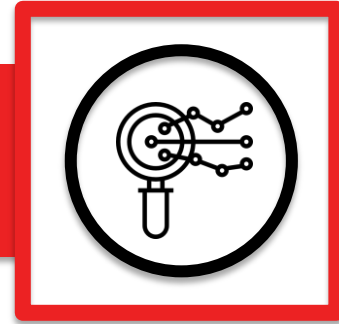
Building your case in scholarship



Provide **evidence** of **impact** and **outcomes**, including:

- ✓ leadership and innovation to improve systems or practices, including scholarly projects focussed on teaching initiatives
- ✓ national and international reputation
- ✓ contributions as a member of teaching practice groups and committees
- ✓ publications related to professional and industry practice
- ✓ learning and teaching grants
- ✓ presentations at workshops, seminars and conferences

Building your case in research



Provide **evidence** of **impact** and **outcomes**, including:

- ✓ publications, creative works, patents and research grants, including funding from industry partners and other end-users
- ✓ invitations to speak, keynote addresses and citations
- ✓ membership of professional bodies or learned societies with a focus on outcomes
- ✓ commercialisation activity, and influence on policy or practice
- ✓ service and leadership to discipline such as review activity, conference or symposium organisation

Building your case in service and engagement



Provide **evidence** of **impact** and **outcomes**, including:

- ✓ leadership and innovation, including development of new initiatives
- ✓ departmental citizenship
- ✓ retention, graduate employment outcomes and student success
- ✓ direct engagement with external partners that supports and enhances teaching and learning, and research
- ✓ direct engagement with external stakeholders that increases the reputation and influence of the University

Preparing your application

- Access the **Application and Case for Promotion Form**, policy and procedures through the promotions website or policy library
- Complete the Academic Portfolio
- Complete only 3 of the 4 categories, as applicable to your work profile
- Write succinctly and keep to the page limits
- Support all statements with evidence and have it available if requested by the Committee
- If in doubt, consult with your Supervisor, Head of School or Dean (if applying to Level D, E or PRF)



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Content of application

1. Application and Case for Promotion Form
2. Academic Portfolio
3. Supervisor and HoS (all applicants) and Dean's report (for Associate Professor/Professor applicants)
4. Response to Supervisor, HoS, Dean's reports (only if adverse – max 1 page)
5. Changes since last application (only if unsuccessful previously – max 1 page)
6. Teaching experience pages (not required for research only applications)
7. Associate Professor/Principal Research Fellow/Professor applicants must submit copies of their best research papers (2 for Associate Professor/Principal Research Fellow, 3 for Professor) and/or creative work as applicable

Promotion Committees

- **Senior Promotions Committee** considers Associate Professor, Professor and Principal Research Fellow and is Chaired by the Vice Chancellor (Professor applications only) and the Deputy Vice Chancellor (Academic) – (Associate Professor applications)
- **Group Promotions Committee** considers all other academic promotions up to and including Senior Lecturer, Senior Research Fellow and is Chaired by the Group Dean (Academic)

Information and resources

All forms, policies and procedures can be found at...

Griffith Portal > Employment > Academic Staff Career Development >
Academic Promotion >



Follow the online submission user guide and submit via the link provided to your Academic Group no later than **27 July 2017**



THANK YOU

