This form is to be prepared and lodged with the Director, Human Resources by emailing [academicpromotions@griffith.edu.au](mailto:academicpromotions@griffith.edu.au) outlining the grounds for appeal, within 10 working days of the date of the promotion outcome letter.

The appeal cannot be based on the academic merit of your promotion application, nor can it be used to challenge the judgement of the relevant Committee as to the merit of your promotion application. Since an appeal can only be based on procedural grounds, it is not essential for an appellant to receive feedback before completing this form.

It is the responsibility of the appellant to put forward the case for the appeal and to provide evidence in support of allegations that the University failed to comply in a significant way with the published promotion procedures.

A staff member may only lodge an appeal in relation to their own promotion case.

The submission should not exceed 6 pages in total.

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| **EMPLOYEE DETAILS** | | | |
| Employee ID: Name: | | | |
| Current Designation: | | | |
| Element: | | Campus: | |
| **APPLICATION DETAILS** | | | |
| Application for promotion to: | | | |
| Lecturer / Research Fellow Grade 2  Senior Lecturer / Senior Research Fellow  Associate Professor / Principal Research Fellow Professor | | | |
| **Grounds for Appeal** | | | |
| Ground 1: | | | |
| Ground 2: | | | |
| Ground 3: | | | |
| **APPELLANT’S APPROVAL** | | | |
| I have read the information provided on this form and wish to submit this form (and attachments) as my appeal against non-promotion on the grounds that the University failed to comply in a significant way with its published promotion procedures. | | | |
| Signature: | Date: | | / / |