

ACADEMIC STAFF PROMOTIONS

PROMOTION TO PROFESSOR (LEVEL E)

POLICY AND PROCEDURES

1. POLICY STATEMENT

The Sydney College of Divinity (SCD) acknowledges through internal promotion to professor, the contribution of academic staff who demonstrate outstanding achievement at a level normally expected of a professor in Australian Universities. The opportunity of promotion to professor on the basis of personal merit illustrates that the SCD values excellence, innovation and achievement in teaching, educational development, research, scholarship, and the advancement of knowledge, and leadership within the Member Institution and/or SCD, and the religious and wider community, nationally and internationally. The SCD also expects that staff promoted to professor will have, and be able to demonstrate, a high personal standing in terms of ethical behaviour, a collegial approach, and support for the SCD values and strategic directions. Unless a successful applicant is exceptionally talented in other ways, significant academic leadership ability will be regarded as an essential attribute. The policy enables recognition of academic staff members' diverse achievements and talents, and supports different pathways for academic excellence.

Promotion to professor is exceptional and is reserved only for those demonstrating outstanding achievement. Promotion to professor should therefore not be seen as the usual progression expectation for all academic staff.

In the promotion process, social justice principles will be observed.

2. ELIGIBILITY

- 2.1 Any full-time or part-time member of the academic staff accredited by SCD with a continuing appointment may apply for promotion, provided that the staff member has served at least one academic year since SCD accreditation, prior to the date on which applications for promotion are invited.
- 2.2 Academic staff employed on the basis of a fixed term contract are also eligible to apply, but promotion of a person who is employed on a non-renewable contract does not vary the length of the contract.

- 2.3 Academic staff employed on a casual basis, are not eligible to apply for promotion.
- 2.4 An academic staff member may not normally apply for promotion in consecutive years.

3. REQUIREMENTS FOR PROMOTION

- 3.1 Applications for promotion to professor will be assessed against the university sector's general standard for an appointment to an advertised Chair, which reflects the Position Classification Standard for Level E (Appendix 1) and reads as follows:

“A professor is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.”

- 3.2 It is expected that successful applicants will normally be able to satisfy the threshold requirement in 4.1 below to demonstrate a minimum of “meritorious” activity in all four of the fields of attainment listed below in 4.1(a) to (d) and “distinguished” activity in at least two.
- 3.3 Allowances will be made for those (e.g. research only staff) who have not had an opportunity to engage in all four fields; however, their performance in designated areas would be expected to be accordingly outstanding.
- 3.4 In the case of the requirement of “distinguished activity in at least two fields”, the Promotions Committee will consider exceptions, as for example, in a case where the applicant's outstandingly distinguished work in one field may make it unreasonable to expect a distinguished contribution in another.
- 3.5 The performance of applicants who have had interrupted or non-traditional career paths will be assessed accordingly.

4. CRITERIA FOR PROMOTION

When assessing candidates for promotion to professor, the Promotions Committee will give regard to the requirement in 4.1 and the specific fields of attainment that follow. Information relating to the levels of attainment appears in Appendix 1 and examples of evidence appear in the *Guidelines for Completing the Application Template*.

- 4.1 Formal Qualifications or Equivalence

A doctorate or where appropriate, either professional qualifications relevant to the discipline or field or evidence of independent research and/or standing considered to be of an equivalent standard in the discipline area.

- 4.2 Fields of Attainment
- a. Research and/or Scholarship
 - b. Teaching and/or Curriculum Development and/or Educational Leadership
 - c. Institutional Leadership and/or Governance
 - d. Service to the Relevant Profession and/or Academic Discipline and/or Relevant Contribution to the Religious and Wider Community
- 4.3 Evidence of the initiation, or undertaking, of successful developmental and/or entrepreneurial activities on behalf of SCD is admissible to support a case for promotion. While such activities may not fall clearly into any one of the fields of attainment listed above, candidates should include any relevant evidence under the field to which it seems, in the light of the activity involved, most appropriate.

5. APPLICATION METHOD

- 5.1 The Dean of SCD will invite applications for promotion. This invitation will include a timetable for the completion of the promotion process.
- 5.2 The only publications to be listed in the application must be those which have been published or accepted for publication. Evidence of confirmation of those accepted for publication must be provided.
- 5.3 The applicant must provide evidence of information in the application (eg publications, research grants etc,) to the Principal of the Member Institution who must sign that the information has been sighted.
- 5.4 Applicants must clearly state the percentage of their contribution to publications; must include page numbers of articles or chapters in books, and must use the referencing system recognised as appropriate for their discipline. Publications in alternative media must include an explanation of their content.
- 5.5 Applications must be made on the template provided, which consists of a cover sheet, the written case for promotion, which should not exceed seven pages, and evidence of achievements, including details of publications, grants, courses developed and taught, scholarly activities, governance participation, etc, in tabular form.
- 5.6 Applicants are required to specify for each promotion criterion whether their level of attainment is to be considered by the Promotions Committee as

distinguished or meritorious. Definitions of these can be found in Appendix 1.

- 5.7 For fields of "distinguished" activity, the template includes provision for a short comment about the five best, or most significant, publications, or where appropriate, about major achievements or other outputs. Two copies of each cited work must be provided with the application.
- 5.8 All material cited in the application must be available to the committee if requested.
- 5.9 Guidelines to assist in completing the application are also available. Applicants are strongly encouraged to use the Guidelines when preparing their application for promotion.
- 5.10 Applicants should note that the submission of additional information will not normally be accepted after the closing date for receipt of applications for promotion. Exceptions may apply in cases where the information is requested by the Committee or is information that relates directly to an activity detailed in the application where an outcome is pending eg. the acceptance of a submitted article for publication, the acceptance of a submitted thesis, notification of successful or unsuccessful application for a research grant, conferral of a qualification, etc.

6. SUBMISSION OF APPLICATIONS

- 6.1 Applicants are required to submit their application to the Dean by the closing date specified in the notice calling for applications. On the same date, applicants should also submit a copy of their application to their Member Institution Principal. Applicants must also provide their Principal with evidence of their publications, research grant and consultancies etc.
- 6.2 All applications for promotion will be acknowledged by the Dean in writing, within seven working days of receipt of the application.
- 6.3 The Dean will request a recommendation report from the relevant Member Institution Principal within seven working days of the closing date of applications. The Principal must submit the report on the required template within fourteen working days of the request.
- 6.4 The Principals must give a copy of their recommendation to the applicant at the same time they submit the report to the Dean of SCD.
- 6.5 If an applicant disagrees with any aspect of the Principal's Recommendation report, they have a right of reply. The applicant must send their response (no more than one page) to the Dean of SCD within seven working days of the receipt of the copy of the Principal's recommendation.

7. REFEREES

- 7.1 All referees' reports will be requested by the Dean of SCD, immediately following receipt of applications. Members of the Promotions Committee are ineligible to act as referees.
- 7.2 Applicants are required to provide the names, addresses and fax number of three referees of appropriate standing, who have agreed to act in this capacity. Normally, two of the referees should be external to the SCD and, except where referees of international standing are unobtainable or not relevant because of the nature of the applicant's work, of international standing. At least one referee must be from within the SCD.

It is the responsibility of the applicant to provide a copy of the promotion application to the nominated referees.

- 7.3 The Dean of SCD, without reference to the applicant, should nominate a panel of experts in the relevant discipline to act as independent assessors, of which the Promotions Committee may select two. The selected assessors are to review the significant works nominated by the applicant, in addition to providing information on the standing of the applicant in the particular discipline. The Committee may also obtain the advice from other internal and external advisers of its own choosing and will inform the applicant where this advice is sought, for what purpose the advice is sought, and the identity of the adviser(s).

8. DETERMINATION AND NOTIFICATION

- 8.1 The Committee will interview all applicants. Interviews are to seek further clarification of certain aspects of the application and new information or material may not be presented.
- 8.2 Recommendations for promotion must be supported by a majority of the Promotions Committee. Final approval of the recommendations rests with the SCD Council.
- 8.3 Each applicant will be advised of the outcome of their application within fourteen working days of the decision by SCD Council.
- 8.4 The Chair of the Promotions Committee has the sole responsibility of providing feedback to unsuccessful applicants, if requested.
- 8.5 All successful applicants will be promoted with effect from 1 January of the year following application, unless the President of SCD determines an earlier date for all successful applicants.

- 8.6 The Dean of SCD will provide Academic Board with a report about the promotion round, including the number of applications received, the number of promotions approved by gender, and the number and outcomes of any appeals.

9. PROFESSORIAL PROMOTIONS COMMITTEE

- 9.1 Membership of the Professorial Promotions Committee will comprise:
- A Professor/Emeritus Professor external to SCD with Professorial Promotions Committee experience (Chair)
 - The Chair of SCD Academic Board
 - Two members of the Professoriate from theological or cognate disciplines within and/or external to SCD
 - Two Professors/Associate Professors external to SCD from a discipline area other than those theological.
- 9.2 The Dean of SCD may co-opt an additional Professor/Associate Professor to the committee to achieve gender and disciplinary balance/relevance, and fair and reasonable Member Institution representation.

10. APPEALS

- 10.1 The Appeals policy and procedures as specified *in Section 11 of the Promotion Policy and Procedures for Academic Promotion Levels B to D* will apply to Level E applicants who deem a significant procedural defect has occurred in the promotion process.

APPENDIX 1 POSITION CLASSIFICATION STANDARD FOR PROFESSOR (LEVEL E)

General

A professor is expected to exercise a special responsibility in providing leadership and fostering excellence in designated areas of academic activity, and in supporting the SCD's values and strategic directions.

LEVELS OF ATTAINMENT

The following *guidelines* may assist applicants in addressing the criteria demonstrating the levels of attainment required. A level of "satisfactory attainment" is not referred to in the criteria, but is included here to give a benchmark.

RESEARCH AND/OR SCHOLARSHIP

Satisfactory attainment means an established record of research and scholarly activity.

Meritorious attainment entails the conditions of satisfactory achievement in this area, plus active engagement in research and scholarly work of high order and significant external recognition.

Distinguished attainment entails the conditions of meritorious achievement, plus a very high order of research and scholarly work, reflected in a reputation, which, as confirmed by the applicant's referees, has won the applicant placement in the "front rank", nationally or internationally, of the relevant field of scholarship or research.

TEACHING AND/OR CURRICULUM DEVELOPMENT AND/OR EDUCATIONAL LEADERSHIP

Satisfactory attainment means competent conduct of teaching duties assigned, a record of at least "average" reports from formal student evaluations of teaching, and effective contributions to curriculum development, course management, course review and revision, or accreditation.

Meritorious attainment entails the conditions for satisfactory achievement, plus independent evidence to support a claim of notable achievement in regard to leadership and instruction of students or staff and innovations in, and leadership of, teaching in a discipline.

Distinguished attainment entails the conditions of meritorious achievement, plus evidence that the applicant has consistently been in the "front rank" of Higher Education teachers in his/her discipline. A successful applicant would normally have achieved national and/or international prominence.

INSTITUTIONAL LEADERSHIP AND/OR GOVERNANCE

Satisfactory attainment means ongoing participation in administrative functions within their academic unit or equivalent, Member Institution and/or the SCD.

Meritorious attainment entails the conditions of satisfactory attainment, plus success in leadership and/or innovation, beyond the local academic unit level and within the SCD.

Distinguished attainment entails the conditions for meritorious achievement, plus major leadership roles within SCD, or more broadly within the higher education system, which, as confirmed by the applicant's referees, has won the applicant placement in the "front rank", nationally or internationally, of the relevant field of planning or governance.

***SERVICE TO THE RELEVANT PROFESSION AND/OR ACADEMIC
DISCIPLINE AND/OR CONTRIBUTION TO THE RELIGIOUS AND
WIDER COMMUNITY***

Satisfactory attainment means regular participation in the affairs of relevant professional bodies, religious and community groups and/or professional practice and/or in development of continuing education programs for the profession.

Meritorious attainment entails the conditions for satisfactory attainment, plus an active and influential role in relevant professional bodies and/or religious/community groups, with external recognition of a high order.

Distinguished attainment entails the conditions for meritorious achievement, plus a senior, leading role with a distinguished record of achievement, which has won the applicant placement in the “front rank”, nationally or internationally, of the profession, discipline, religious and/ or community service.