

ACADEMIC STAFF PROMOTIONS

PROMOTION TO LECTURER, SENIOR LECTURER, ASSOCIATE PROFESSOR (Levels B to D)

POLICY AND PROCEDURES

Section 1 - Policy Statement

- (1) The Sydney College of Divinity (SCD) and its constituent Member Institutions seek to attract, retain and develop high quality academic staff to implement its educational policy and achieve its goals. An integral part of this commitment is to promote those members of academic staff who show outstanding qualities in the performance of their functions. This SCD Policy is made available to individual members of academic staff who are accredited by SCD to teach subjects in SCD Awards.
- (2) This Policy applies to promotion to all academic levels above the Level of Associate Lecturer (Level A), with the exception of Professor (Level E). Professorial promotions are made in accordance with the SCD Policy entitled “Academic Staff Promotion: Promotion to Professor”.

Section 2 - Principles

- (3) The SCD regards its policy and procedures governing the promotion of its academic staff as an instrument for achieving its mission.
- (4) In particular, the SCD values excellence and innovation in teaching, educational development, research and scholarship . It also acknowledges in promotion, the contribution made by staff within the Member Institution by whom they are employed, the SCD, the church and wider community. A high level of academic commitment from the staff will be critical in achieving the SCD mission.
- (5) The SCD accordingly has adopted the following principles, which will govern actions taken to promote academic staff:
 - a. the SCD is committed to equal employment opportunity and affirmative action in accordance with relevant legislation;

- b. the SCD, in conjunction with Member Institutions, will foster the career development of all members of staff;
- c. the SCD will promote staff on merit, based on the promotion criteria and the descriptors attached to those criteria, as outlined in this policy;

Section 3 – Eligibility

- (6) Any full-time or part-time member of the academic staff with a continuing appointment, and accredited by SCD to teach awards of SCD, may apply for promotion, provided that the staff member has served at least two academic years since accreditation by SCD, prior to the date on which applications for promotion are invited. Any period of leave without pay or secondment to another institution cannot be included in the two- year period. Exceptions to the two-year rule will be at the discretion of the Chair of the relevant Promotions Committee.
- (7) 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.
- (8) Academic staff who take a period of more than 6 months' leave without pay are not normally eligible to apply for promotion in the calendar year (January-December) that the leave commences.
- (9) In circumstances where salary is linked to level of promotion, academic staff whose employment is externally funded are not eligible to apply for promotion unless the funds include provision for an increase to support the promotion.
- (10) Academic staff employed on a casual basis, are not eligible to apply for promotion.
- (11) An academic staff member may not normally apply for promotion in consecutive years. This provision may only be varied if the Chair of the Promotions Committee considers a case to be exceptional.
- (12) An applicant may make only one application in a promotion round at any level and applications will only be considered for the level for which the applicant has applied.

Section 4 – Requirements for Promotion

- (13) The minimum requirement for promotion is that applicants meet

the general standard for the level sought for promotion, as specified in Appendix 1 of this policy, and that they demonstrate outstanding achievement at their current level of appointment. In particular, applicants must:

- a. meet the threshold requirement in (17) below; and
 - b. demonstrate satisfactory performance in three out of the four attainment fields listed in (18) below; and
 - c. for Level B

demonstrate an outstanding level of achievement in at least one of the attainment fields, and a meritorious level of achievement in at least one other of those fields.
 - d. for Level C

demonstrate an outstanding level of achievement in at least one of the attainment fields, and a meritorious level of achievement in at least two other of those fields
 - e. for Level D

demonstrate an outstanding level of achievement in at least two of the attainment fields and meritorious achievement in at least one other field.
- (14) When demonstrating an outstanding level of achievement in research, applicants for promotion to any Level must be able to demonstrate that they remain research-active.
- (15) The exception to the above (13 b-e) is when an applicant's career path does not cover three of the four attainment fields – for example, the career path of a person occupying a “teaching only” or a “research only” position. In such a case, an applicant would need to demonstrate satisfactory performance for their current level of appointment in two of the attainment fields as well as complying with the other requirements. Where an applicant is of the view that a field of attainment does not apply, the reason must be stated and justified under the relevant criterion in the application template.
- (16) The performance of applicants who have had interrupted or non-traditional career paths will be assessed accordingly.

Section 5 – Criteria for Promotion

Part A – Formal Qualifications or Equivalence

- (17) All applicants are expected to have a doctoral qualification or equivalent accreditation and standing. In situations where the formal qualification requirement is not met, applicants are required to present a clear case for 'equivalence' (limited to one page) to allow consideration of the application to proceed. The case must demonstrate outstanding professional experience, scholarship and reputation, whereby the overall achievement is similar to that of a PhD or a coherent and sustained pattern of research and publication in a defined area that could be considered equivalent.

Part B – Fields of Attainment

- (18) When assessing candidates for promotion, the Promotions Committee will have regard to the specific fields of attainment that follow. Appendix 1 outlines the expanded descriptors for each of the attainment fields.
- a. Achievement in Research and/or Scholarship and/or Professional Consultancy Activities.
 - b. Experience and Achievement in Teaching and/or Curriculum Development and/or Educational Leadership and/or Educational Development within the Member Institution and/or the SCD .
 - c. Contribution to Institutional Planning and/or Governance within their Member Institutions and/or within the SCD.
 - d. Service to the Relevant Profession and/or Academic Discipline and/or Relevant contribution to the Religious and Wider Community.
- (19) Evidence of the applicant's promotion of the mission of SCD will be taken into consideration when considering 18(c and d) above.
- (20) Only consulting projects that have been approved by, and conducted through, the relevant Member Institution or SCD are eligible to be considered in support of an application for promotion.

Section 6 – Application Method

- (21) The Dean of SCD will invite applications for promotion annually at least two months in advance of the closing date for applications. This invitation will include a timetable for the completion of the promotion process.
- (22) Publications listed in the application must actually be published or in press.
- (23) The Applicant must provide evidence of information in the

application (e.g. publications, research grants, consultancies etc) to the relevant superior/supervisor in their Member Institution, who must sign that the evidence has been sighted.

- (24) When addressing the research criterion applicants must nominate up to five works in their publications list that they regard as the most significant and explain their significance.
- (25) Applicants must clearly state the percentage of their contribution to publications; must include the number of pages in books and the page numbers of articles or chapters in books, and must use the referencing system recognised as the most appropriate in their discipline. Publications in alternative media should include an explanation of their content.
- (26) Applications should be made on the template provided, which consists of a cover sheet (including personal details, academic qualifications or equivalence and employment history), 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, committee membership etc, in tabular form.
- (27) Applicants must address all the requirements for promotion as outlined in Sections 4 and 5 of this policy (i.e. the threshold requirements and three out of four fields of attainment), except where not applicable, in which case, the requirements of (15) above will apply. Particular attention should be paid to the relevant general standard and descriptors contained in Appendix 1 .
- (28) Although applicants may refer to achievements across the criteria, they must ensure that they do not make the same point in more than one criterion. However, this does not apply when an applicant demonstrates the threshold PhD equivalence – achievements listed in this section may also be included under the relevant criteria in the case for promotion.
- (29) Applicants should emphasise achievements, publications etc produced in the last 5 years or since their last promotion or since appointment to their Member Institution or SCD, whichever is the shorter period of time.
- (30) Guidelines to assist in completing the application are available from the SCD. Applicants are strongly encouraged to use the guidelines when preparing their application for promotion.
- (31) Applicants are required to specify for each promotion criterion whether their level of attainment is to be considered by the Promotions Committee as outstanding, meritorious or satisfactory. Definitions of these terms can be found in Appendix 1.
- (32) Applicants for promotion may provide a brief statement on equity considerations relevant to their application.

- (33) Applicants should note that the submission of additional information will not normally be accepted after the closing date for receipt of applications. Exceptions may apply in cases where the information relates directly to an activity detailed within the application where an outcome is pending, e.g. the applicant being awarded a prize or grant mentioned in the application.
- (34) All material cited in the application must be available to the Committee if requested.

Section 7 – Submission of Applications

- (35) Applicants are required to submit a written application to the Dean of SCD by the closing date specified in the notice calling for applications and should also submit a copy of their application to their relevant Member Institution superior/supervisor (Principal/Head of Dept etc). When submitting the copy to their Member Institution superior/supervisor, applicants must provide evidence of their publications, research grants etc. referred to in the application.
- (36) All applications for promotion will be acknowledged by the SCD Dean's office, normally within seven working days of receipt of application.
- (37) The Dean of SCD will request a recommendation report from the relevant Member Institution superior/supervisor normally within seven days of the closing date of the applications. If the relevant Member Institution superior/supervisor agrees to submit a recommendation, it must be submitted on the required template within twenty-one days of the request. A copy of that recommendation must be given to the applicant by the relevant Member Institution superior/supervisor at the same time that the report is submitted to the Dean of SCD.
- (38) If an applicant disagrees with any aspect of the recommendation submitted by their Member Institution superior/supervisor, they have a right of reply. The applicant must send their response to the Dean of SCD (no more than one page) within seven days of the receipt of the copy of their Member Institution superior/supervisor's report. The Dean will forward a copy of that response to the Member Institution superior/supervisor.

Section 8 – Referees

- (39) Applicants are required to provide the names, addresses (e-mail and postal) and facsimile numbers of three referees who may be consulted about the applicant's suitability in terms of the criteria for promotion. Specifically:

- a. Applicants for Promotion to Associate Professor (Level D) are normally expected to nominate at least one referee of international standing and one of national standing from within the applicant's field of expertise, and one from another person who holds the position of Associate Professor within the SCD or within another Higher Education Institution in Australia, in any field of academic expertise.
 - b. Applicants for Promotion to Senior Lecturer (Level C) are normally expected to nominate two referees of at least national standing from within the applicant's field of expertise, and one other who holds the position of Senior Lecturer within the SCD or within another Higher Education Institution in Australia, in any field of academic expertise.
 - c. Applicants for Promotion to Lecturer (Level B) are normally expected to nominate at least one (out of three required) referee external to the SCD from within the applicant's field of expertise.
- (40) All referees' reports will be requested by the SCD Dean's office, immediately following receipt of applications. Members of the Promotion Committee are not eligible to act as referees for applicants.
- (41) It is the responsibility of the applicant to provide a copy of the promotion application to the nominated referees.
- (42) Applicants should note that each Promotion Committee reserves the right to obtain advice from other internal and external assessors and that, where it does wish to seek other advice, it will seek the applicant's consent beforehand. If the applicant provides a reasonable rationale for withholding consent (e.g. demonstrated conflict of interest), another assessor will be sought.

Section 9 - Determination and Notification

- (43) Each Committee has the right to recommend promotion or not, with or without interviewing the applicants. If the Committee decides to interview the applicant, it will set out those aspects of the application that it wishes to clarify in a letter to the applicant. Interviews are to seek further clarification of certain aspects of the Application and new information or material may not be presented.
- (44) Applicants must not have contact with a member of the Promotions Committee or an assessor to discuss their application, except to receive official feedback from the Dean of SCD after results have been notified.
- (45) Recommendations of the Promotion Committees to the Dean of SCD to promote, will be determined by:

- a. a majority vote of at least four in the Committee making recommendations regarding promotions to Levels B and C; and
 - b. by a majority vote of at least five in the Committee making recommendations regarding promotion to Level D.
- (46) The recommendations of the Promotions Committees will be submitted to the Council of SCD for consideration and approval.
- (47) Each applicant will be notified in writing of the outcome of their Application within fourteen (14) working days of the decision by SCD Council. For unsuccessful applicants, written notifications will indicate which promotion criteria (refer Section 5) the Committee believed there was insufficient evidence to support for the promotion level sought.
- (48) All successful applicants will be promoted with effect from 1 January of the year following application.
- (49) At the completion of the annual promotions process, The SCD Dean will report to the Academic Board about the following:
- a. the number of applicants in the round;
 - b. the number of promotions approved with breakdown by gender;
 - c. information on the timing of the promotions round;
 - d. the names (and positions held) of the members of the Promotions Committees;
 - e. names of successful applicants, their Member Institution and their level of promotion; and
 - f. the number of appeals and outcomes.

NOTE: The Dean of SCD may co-opt an additional Professor/Associate Professor to the committee to achieve, gender or disciplinary balance, and/or member Institution representation.

Section 10 – Promotion Committees

- (50) The composition of the Promotions Committees will have regard to gender and disciplinary balance. While the Committee should be broadly-based, there is no requirement that all disciplines are represented.
- (51) The Promotion Committee shall comprise the following:

(Chair) A Professor/Associate Professor external to SCD

The Chair of SCD Academic Board

One Member Institution Principal at Level D or above,
nominated by the Dean of SCD

One elected member of academic staff at Level C or
above, from across the Member Institutions

Two academics at Level C or above from theological or
cognate disciplines, one of whom must be external to
SCD.

Section 11 – Appeals

- (52) Unsuccessful applicants for promotion who believe that they have been treated unfairly owing to a defect in the process followed during the promotion round, and who consider that defect has materially affected the decision of the Promotions Committee, may lodge an appeal. The grounds of any such appeal are limited to:
- a. failure by the Promotions committee to comply with the procedural requirements of the Policy; and/or
 - b. a failure to observe the requirements of procedural fairness during the Committee process.
- (53) Any such appeal must be submitted in writing to the Dean of SCD within twenty (20) working days of receiving the notification referred to in (47) above, specifying the procedural grounds on which the appeal is made.
- (54) Appeals must refer to the Promotions process and cannot be based on advice received after notification of the result.
- (55) A Promotion Appeals Committee will be established on a triennial Basis to consider appeals from all levels, including Level E (Professor).
- (56) The Promotions Appeals Committee will consist of three members, approved by the Council of SCD, being:
- a. an independent Chairperson, with appropriate knowledge of procedural fairness and administrative justice, nominated by the Dean;
 - b. an academic staff member nominated by the Dean;
 - c. an academic staff member nominated by the Academic Board.

- (57) In the case of staff members in (56), the nominees will be accredited SCD staff, classified as continuing permanent staff, and who have been employed for more than one year.
- (58) Each appellant is to be notified of the membership of the Committee and be given the opportunity to present a case for the consideration of the Dean, where there is any perceived conflict of interest.
- (59) The Promotions Appeals Committee may accept written and oral Statements from the appellant, the Chair of the Promotions Committee and any other person relevant to the conduct of the Promotions process. The Chair of the Promotions Committee may be required to present an oral statement to the Promotions Appeals Committee. The Chair of a Promotions Committee shall not receive or consider the Report of any Appeals Committee unless the appeal is upheld. All proceedings of the Promotions Appeals Committee shall be conducted in the strictest confidence.
- (60) The Promotions Appeals Committee will then advise the Dean via a formal written report of their recommendation to uphold or reject the appeal. The appellant will be notified of the decision of the Dean to uphold or reject the appeal.
- (61) If the Dean decides that an appeal should be allowed, the appellant is entitled to have the application reconsidered only by the Committee that considered the original application. In such cases, the Promotions Committee will be provided a copy of the Promotions Appeals Committee Report.

**APPENDIX 1: General Standard, Level of Attainment and Descriptors-
Sections 4 and 5 of Policy for Promotion of Academic Staff to Levels B, C and D.**

General Standard – Lecturer (Level B)

- (62) A Lecturer is expected to make contributions to the teaching effort of a Member Institution and/or SCD, and to carry out activities to maintain and develop their scholarly, research and/or professional activities relevant to the profession or discipline.
- (63) A Lecturer will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining such equivalence, regard shall be

had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical

General Standard – Senior Lecturer (Level C)

- (64) Senior Lecturer is expected to make a significant contribution to the teaching effort of a Member Institution and/or SCD or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities. In addition, a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area, and demonstrated capacity for leadership.
- (65) A Senior Lecturer will have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining such equivalence, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

General Standard – Associate Professor (Level D)

- (66) An Associate Professor is expected to make a strong contribution to all or most activities of the Member Institution and/or SCD or interdisciplinary area and play a significant role within their profession or discipline. A position at this level will require demonstrated academic excellence, which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession as well as demonstrated leadership within the Member Institution and/or SCD in either teaching or research or both.
- (67) An Associate Professor will have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will require a doctoral qualification or equivalent accreditation and standing. In determining such equivalence, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and /or to technical achievement.

Levels of Attainment

Research and/or Scholarship and/or Professional Consultancy Activities

- (68) Satisfactory attainment means a record of research and scholarly activity.



- (69) Meritorious attainment entails the conditions of satisfactory achievement in this area, plus active engagement in research and scholarly work of a high order and significant external recognition.
- (70) Applicants for senior academic positions will be expected to provide evidence of monitoring junior staff in their research development.
- (71) Outstanding 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 or is heading toward the applicant's placement in the "front rank", nationally or internationally, of the relevant field of scholarship or research.
- (72) Applicants for promotion to senior academic positions will also be expected to provide evidence of leadership in the development of the research culture and performance in the Member Institution and/or SCD.
- (73) Examples of evidence of attainment at these levels can be found in the Descriptors.

Teaching and/or Curriculum Development and/or Educational Leadership

- (74) Satisfactory attainment means competent conduct of teaching duties assigned, a record of at least "average" reports from the formal student evaluations of teaching, and effective contributions to curriculum development, course/unit management, course/unit review and revision, or accreditation.
- (75) Meritorious attainment entails the conditions of satisfactory achievement, plus independent evidence to support a claim of notable achievement in regard to leadership and education of Member Institution and/or SCD students or staff and innovations in, and leadership of, teaching in a discipline.
- (76) Outstanding attainment entails the conditions of meritorious achievement, plus evidence that the applicant has won or is heading towards placement the "front rank" of Theological College teachers in his/her discipline. A successful applicant would normally have achieved national and/or international prominence in teaching and/or program development and leadership in education in the discipline.
- (77) Examples of evidence of attainment at these levels can be found in the Descriptors.

Contribution to Institutional Planning and/or Governance at the Member Institution and/or SCD

- (78) Satisfactory attainment means ongoing participation in administrative functions within their Member Institution and/or SCD.
- (79) Meritorious attainment entails the conditions for satisfactory attainment, plus success in leadership and/or innovation, beyond the Member Institution.
- (80) Outstanding attainment entails the conditions of meritorious achievement, plus major leadership roles within the SCD, and where applicable, more broadly within the theological domain within the higher education sector, which, as confirmed by the applicant's referees, has won or is heading towards placement in the "front rank", nationally or internationally of the relevant field of planning or governance.
- (81) Examples of evidence of attainment at these levels can be found in The Descriptors.

Service to the Relevant Profession and/or Academic Discipline and/or Relevant Contribution to the Religious and Wider Community

- (82) Satisfactory attainment means regular participation in the affairs of the relevant professional bodies and religious/community groups and/or professional practice and/or in development of continuing education programs for the profession.
- (83) Meritorious attainment entails the conditions for satisfactory attainment, plus an active and influential role in the relevant professional bodies and/or religious/community groups, with external recognition of a high order.
- (84) Outstanding attainment entails the conditions for meritorious achievement, plus a leading role with an outstanding record of achievement, which has won or is heading towards placement in the "front rank", nationally or internationally, of the profession, discipline or religious/community service.
- (85) Examples of evidence of attainment at these levels can be found in the Descriptors.