

Academic Promotion 2016

What you need to know

- April 2016

What we'll cover today

1. Key dates
2. Eligibility
3. Promotion criteria
4. Promotion application
5. Reports

*Today's slides will be available on the
Academic Promotion website*

- For information on timelines and for relevant forms / templates see:
 - <http://www1.rmit.edu.au/browse;ID=i6b4un9aqsukz>



For advice contact:

- ✓ Your Head of School / Dean and manager/ PVC
- ✓ Your colleagues
- ✓ Tanur Parira, Human Resources (for process questions)
- ✓ College Administrators (for process questions):
 - Sumitra Muller– Business
 - Sheilagh Bolt – DSC
 - Helen Boyd – SEH

**Intent to
Apply**

**Due by 5pm 9
June**

Complete your Intent to
Apply form (including all
required signatures) and
email to
academic.promotion@rmit.edu.au

**Full
Application**

Due by 14 August

Download
application template
and submit on
RMIT's e-
recruitment portal

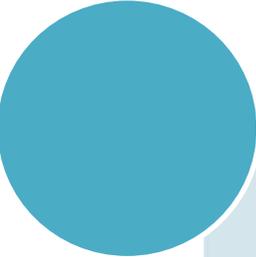
**Applicant
Rejoinder**

**Due 5 working days
from receiving your
HoS report (19
September)**

**Significant
Additional
Information**

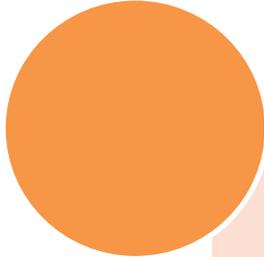
Due by 1 October

Our speakers today



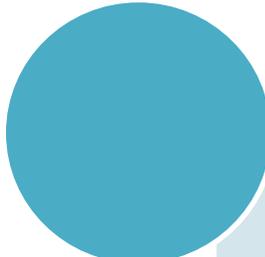
Professor Paul Gough

DVCA and PVC
Design & Social
Context



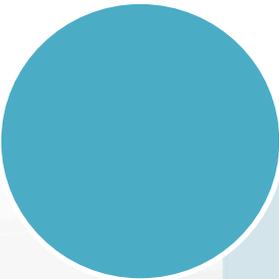
Professor Calum Drummond

DVC R&I



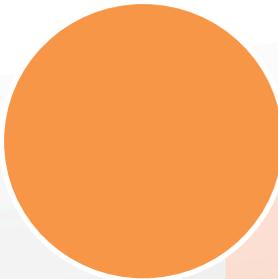
Associate Professor Madhu Bhaskaran

Successful applicant
2015 promotion



Professor Lisa Farrell

2015 Panel member
University D-E panel



Professor Robyn Healy

Head of School,
School of Fashion &
Textiles

Your questions

Determine whether it is the right time to apply for promotion and find out if I meet the criteria

How to tell my story in a compelling manner

How to highlight previous achievements and what can be changed/improved right now

what measures of teaching, research performance and leadership would be required for promotion and how to evidence them

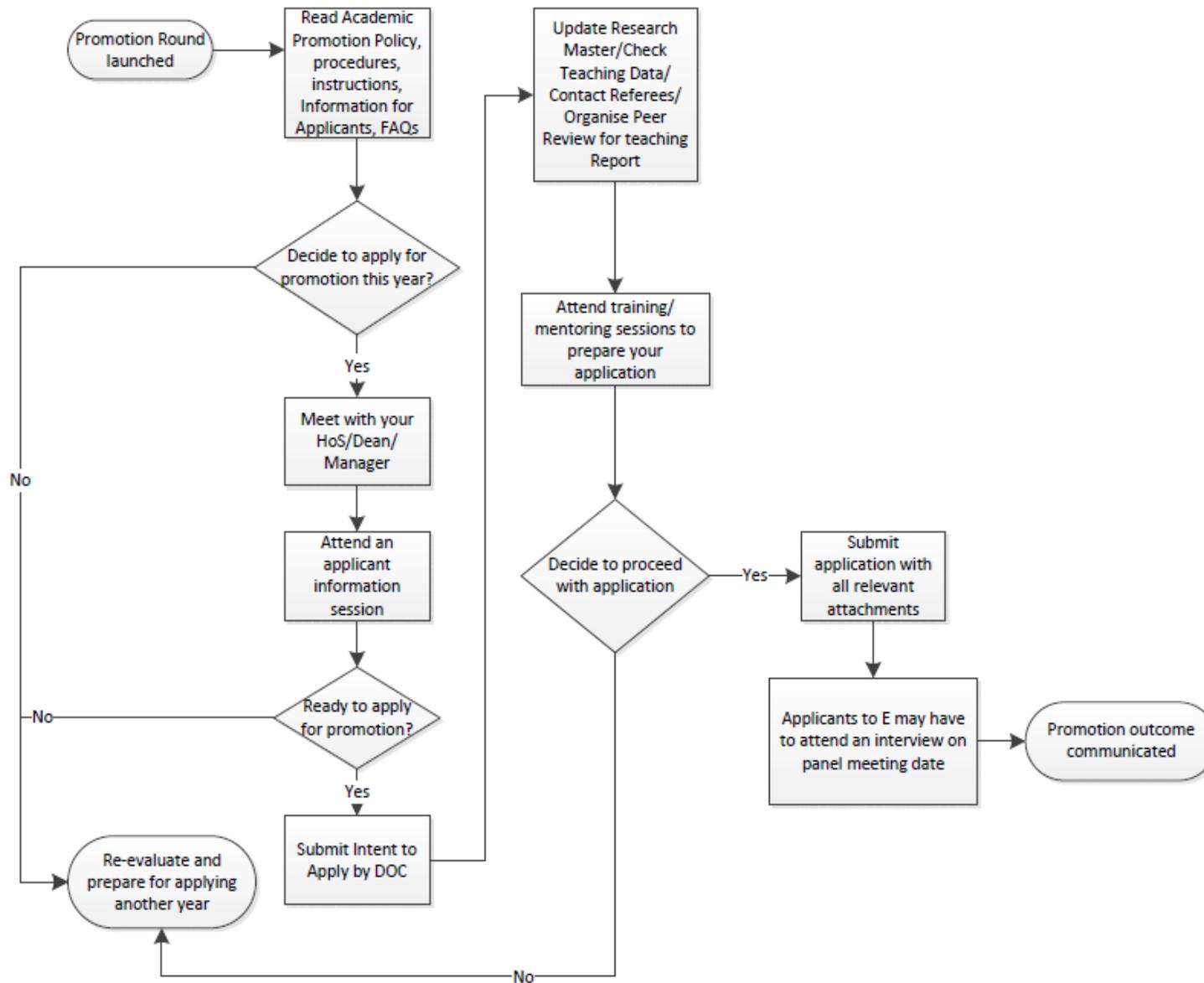
Expectations for promotion, promotion criteria and evidence, weighting of achievements

Your questions

- Information about the 2016 promotion round, what it involves

- Understand the application and approval process

Academic Promotion Process for Applicants



Promotion criteria in brief

Teaching	evidence of strong and sustained performance in student outcomes, student experience and feedback and extensive experience in a range of teaching settings
Research and Scholarship	generation of knowledge and its application to the solution of real world problems (related to research or learning and teaching)
Leadership	motivating, influencing, developing and inspiring others through discipline leadership and by translating the University's vision and strategy into meaningful actions at the local level

For more detail see the
'information for applicants' document
and the policies website

Standards of performance – definitions

Outstanding	achieving and exceeding all objectives at the current level and performing satisfactorily at the higher level. Applicants will need to show evidence of performance and outcomes at the higher level
Excellent	achieving all and exceeding some of the objectives at the current level and performing satisfactorily at the higher level. Applicants will need to show evidence of performance and outcomes at the higher level
Good	achieving all objectives at the current level
Satisfactory	achieving most objectives at the current level
Not satisfactory	achieving no or only a few objectives at the current level

Standards of performance – in practice

Firstly, you should be meeting at least the 'expected performance' levels for your current level of appointment

You should have a case for promotion and a record of achievement that demonstrates you are:

Consistently performing highly in duties appropriate to your current level, AND
Satisfactorily achieving beyond your current level for at least two of the three criteria

therefore

You would normally be considered to be promotable if your performance was assessed by the panel as at least:

Outstanding–Outstanding–Satisfactory, or
Excellent–Excellent–Excellent, or
Outstanding–Excellent–Good

examples...

Teaching	Leadership	Research and Scholarship
Outstanding	Outstanding	Outstanding
Excellent	Excellent	Excellent
Good	Good	Good
Satisfactory	Satisfactory	Satisfactory
Not Satisfactory	Not Satisfactory	Not Satisfactory

Teaching	Leadership	Research and Scholarship
Outstanding	Outstanding	Outstanding
Excellent	Excellent	Excellent
Good	Good	Good
Satisfactory	Satisfactory	Satisfactory
Not Satisfactory	Not Satisfactory	Not Satisfactory

Teaching	Leadership	Research and Scholarship
Outstanding	Outstanding	Outstanding
Excellent	Excellent	Excellent
Good	Good	Good
Satisfactory	Satisfactory	Satisfactory
Not Satisfactory	Not Satisfactory	Not Satisfactory

= Promotable

Assess your performance

Performance claims should indicate **high quality** and **positive impact** of your work at your current level, and show evidence of performance and outcomes at the higher level

- An applicant to **Senior Lecturer / Senior Research Fellow** should be able to demonstrate an emerging national impact and provide evidence of original contributions which expand knowledge or practice in their discipline.
- An applicant to **Associate Professor / Principal Research Fellow** should demonstrate impact and achievement at a national level in teaching and/or research; and provide evidence of independent and innovative contributions to the advancement teaching and/or research in their discipline
- An applicant to **Professor** should be able to demonstrate distinction at a national level and would typically have an international reputation for their contribution to research and scholarship.

Making the decision to apply

- **Are you eligible?**
 - Continuing and fixed term academic staff
 - 12 months continuous service prior to 1 June 2016
 - Meet the skill base and formal qualifications for the level
 - Applying for promotion to the level immediately above your current substantive level
- **Are you ready?**
 - Are you meeting the 'expected performance' levels for your current level of appointment, outlined in the Academic Expectations document?
 - Is your work in teaching, research and leadership outstanding / excellent / good / satisfactory?
 - What standard of performance required for promotion to the next level?
Are you achieving it?

Making the decision to apply

- **Can you support your case with evidence? Do you have the data? Is it measurable?**
- Promotion applications require a high level of self-analysis
- Where do you rank at RMIT? In your field? Where does your work rank at a national and international level?
- What do your colleagues and Head of School / Dean say?
- Is your case compelling?

You must provide sufficient evidence for the promotion panel to assess whether you meet the standard of performance

Teaching and research data

- Will be sought on your behalf after the Intent to Apply deadline
- Example reports on the Academic Promotion website
- Your reports will be sent to as soon as possible for review
- It's your responsibility to validate and update if necessary
- Submit both reports with your full application

RESEARCH DATA

- HERDC data sourced from 'Research Master' database
- Check currency and accuracy now via MyResearchOutputs – update if necessary
- Contact R&I for advice

TEACHING DATA (CES)

- OSI and GTS for the courses you have taught
- Comparison table against school, College and University data
- For issues with your data speak to College Administrator or Human Resources who will get in touch with SSC

Ensuring application quality

- **Clearly present** your performance record and standard of achievement
- **Provide evidence** for every claim
- **Be concise**
- **Set the context:** panel members may not know your discipline
 - Explain conventions the panel needs to know (eg: first author)
 - Industry-recognised but not ERA-recognised journals
 - Relevance to the discipline?
- **Be conscious of tone**
 - Present a credible argument
 - Demonstrate personal reflection and good judgement
 - Do not be defensive or make grand unsubstantiated statements

Referees – choose wisely

- You will nominate two referees, at least one of which should be external
- Make sure your referees
 - ✓ Know you and can persuasively support your case
 - ✓ Understand the promotion criteria
 - ✓ Have a copy of your application in plenty of time
- Referees should be appropriate for the level you are applying to
 - ✓ Level D – national experts
 - ✓ Level E – international experts
- NOT your HoS/Dean, PVC, Vice-Chancellor or members of the University Academic Promotion Committee

External assessors

- The University seeks reports from external people to assess and comment on all applications to:
 - Associate Professor / Principal Research Fellow – one external expert and one external Associate Professor or Professor
 - Professor – one external expert and one external Professor
- External assessors provide a confidential report to the panel
- You may nominate up to four people whom you wish to **exclude** from this external assessment process
 - Complete 'Request not to assess' section of Intent to Apply form

Head of School/Dean report

- HoS/Dean reviews your application and provides written comments against the three criteria, plus an overall recommendation
 - You have the option to respond (1 page)
 - The report and response form part of the complete application
 - They are not provided to external assessors
-
- ✓ HoS/Dean will provide their report to you by 12 September
 - ✓ Email report plus your response (if you choose to write one) to academic.promotion@rmit.edu.au by 19 September

How do panels assess applications?

- They:
 - Read the written application
 - Read the reports provided by referees, assessors and the Head of School / Dean
 - Look at reports from Research Master, CES data and peer review (if included)
 - Individually make an initial assessment of performance
 - Collectively discuss the application at panel meeting
 - Each application and assessment is discussed by the panel until consensus is reached

Insights from promotion panels:

What **NOT** to do in your application

- Don't over-sell or over-hype
 - If you don't have the evidence, don't make the claim
 - Don't repeat information
 - Don't over-inflate what your role was in a project
- Don't include information that isn't requested or relevant
- Don't go over the page limit and stick to font size– focus on quality not quantity

Insights from promotion panels:

Common mistakes

- Premature application or solid performer at current level only
- Didn't show measurable outcomes, particularly for research and scholarship
- Didn't meet the qualification / performance requirements
- Didn't 'benchmark' appropriately against peers
- Didn't know referees or let them know they were applying
- Gilding the lily – reviewers and panel members do validate evidence

Insights from promotion panels: Common mistakes (continued)

- Application poorly written
- Didn't state how they met criteria
- Didn't provide convincing evidence
- Didn't demonstrate sustained performance and growth over successive years
- Irrelevant information in application
- Didn't proof-read application

Seek advice from your Head of School / Dean, colleagues, mentors etc to help you avoid these mistakes and give yourself the best chance of a successful application

If your application is unsuccessful

- You will have the opportunity to meet with the panel chair to obtain feedback
- You will also be given written feedback to assist you in focusing your efforts in preparation for future applications
- Talk to your Head of School / Dean and supervisor about strategies, activities and opportunities that will help you work toward a successful application
- Use your workplan to define the support and development you need to develop your career

9 June	<p>Intent to Apply form due</p> <p>You must discuss intent to apply with HoS/Dean prior to submission</p> <p>Late intents to apply will not be accepted</p>
14 August	<p>Full promotion application due</p> <p>Make sure your Head of School / Dean and referees have a copy</p> <p>Late applications will not be accepted</p>
12 Sept	<p>HoS/Dean to provide you with their report</p>
19 Sept	<p>HoS/Dean report and optional response submitted via email</p>
Oct – Nov	<p>Promotion panels meet</p>
Nov	<p>Moderator reviews applications and recommendations</p> <p>University Academic Promotion Committee meets</p>
Dec	<p>DVCE notifies all applicants of promotion outcome in writing</p>