# Promotion of Academic Employees

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## Purpose

This policy provides eligible academic employees with an opportunity to apply for promotion and receive recognition for outstanding achievement.

## Scope

This policy applies to all full-time, part-time and fixed term academic employees of the University. It does not apply to clinical title holders, casual academic teaching and/or casual research employees, adjunct, visiting and honorary appointees of the University.

## Policy statement

The decision to promote an eligible employee will be made on the basis of the criteria for promotion contained in Appendix One - Criteria: Teaching Excellence and Appendix Two - Criteria: Research Excellence of the Promotion of Academic Employees Procedure.

Promotion rounds are conducted annually.

### Principles underlying promotion

#### Applications for promotion are:

Determined upon merit in terms of achievement.

Collegial, using a peer review process.

Not constrained by a quota system.

#### Equality of opportunity, equity, diversity and inclusion are integral in conferring all forms of employment benefits at the University, including promotion. Griffith is committed to providing a fair, equitable process that does not unlawfully discriminate against any applicant and considers and addresses issues of inherent disadvantage experienced by some applicants.

#### Promotion is driven by the meeting of criteria and impact within the University and externally. Assessment of applications will be based on the evidence provided in the applications and guided by comparative benchmarking.

### Appeals

Appeals against non-promotion may only be made on the grounds of the University's failure in a significant way to comply with its own procedures. The academic merits of a case for promotion and the judgement of the Committee or other decision-maker may not be used as the basis for an appeal.

## Roles, responsibilities and delegations

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| ROLE | **RESPONSIBILITY** |
| Senior Promotions Committee | Considers and approves applications for academic promotions to Level E (Professor). |
| Pro Vice Chancellor | Approves academic promotions up to and including Level D (Associate Professor) and Principal Research Fellow.  Recommends that a promotion take effect early.  Recommends that a promotion commences at a higher step within the salary scale. |
| Group Promotions Committee | Considers and recommends applications for academic promotions up to and including Level D (Associate Professor) and Principal Research Fellow. |
| Provost | Approves a request for the early effect of a promotion.  Approves a request for a promotion to commence at a higher step within the salary scale. |

## Information

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| Title | Promotion of Academic Employees Policy |
| Document number | 2024/0001018 |
| Purpose | This policy provides eligible academic employees with an opportunity to apply for promotion and receive recognition for outstanding achievement. |
| Audience | Staff |
| Category | Operational |
| Subcategory | Staff |
| UN Sustainable  Development Goals  (SDGs) | This document aligns with Sustainable Development Goals:  8: Decent Work and Economic Growth  10: Reduced Inequalities |
| Approval date | February 2024 |
| Effective date | February 2024 |
| Review date | 2029 |
| Policy advisor | Provost |
| Approving authority | Vice Chancellor |

## Related Policy Documents and Supporting Documents

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| Legislation | [Academic Staff Enterprise Agreement 2023-2025](https://www.griffith.edu.au/__data/assets/pdf_file/0025/1824721/Griffith-University-Academic-Staff-Enterprise-Agreement-2023-2025.pdf) |
| Policy | [Delegations Policy](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Delegations%20Policy.pdf) |
| Procedures | [Achievement Relative to Opportunity Guidelines](https://policies.griffith.edu.au/pdf/Achievement%20Relative%20to%20Opportunity%20Guidelines.pdf" \o "https://policies.griffith.edu.au/pdf/Achievement%20Relative%20to%20Opportunity%20Guidelines.pdf)  [Appeals Against Non-Promotion of Academic Employees Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Appeals%20Against%20Non-Promotion%20of%20Academic%20Employees%20Procedure.pdf)  [Delegations Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Delegations%20%20Procedure.pdf)  [Delegations Register](https://intranet.secure.griffith.edu.au/secure/staff-only/corporate-governance/gu-delegations-register.pdf)  [Promotion of Academic Employees Procedure](https://sharepointpubstor.blob.core.windows.net/policylibrary-prod/Promotion%20of%20Academic%20Employees%20Procedure.pdf) |
| Local Protocol | [Academic Promotions](https://intranet.secure.griffith.edu.au/employment/learning-and-development/academic-staff-career-development/promotion) web page |
| Forms | Application and Case for Promotion Form  Equity Statement Form  Head of Element Report |