

Academic Promotion Policy and Procedure HEPP21

PURPOSE

This policy and procedure sets out Southern Cross Education Institute (Higher Education)'s commitment to provide a promotion process for academic staff that is fair, equitable and transparent and acknowledges individual achievement.

SCOPE

This policy and procedure applies to all academic staff at Southern Cross Education Institute (Higher Education).

DEFINITIONS

Academic	A member of staff of Southern Cross Education Institute (Higher Education) who is appointed wholly or principally to undertake a teaching function.
Scholarly Activity	Refers to the ongoing work academic staff do to stay current in their field, improve their teaching, and contribute to knowledge through research, reading, writing, presenting, or engaging with professional and academic communities.
Promotion	Refers to the advancement to a higher level of appointment from the staff members current substantive position (e.g., from Level A to Level B, or from Level B to Level C).
SCEI-HE	Southern Cross Education Institute (Higher Education)
Supervisor	The staff member's direct line manager, to whom the staff member reports directly and is accountable.

POLICY

1. SCEI-HE is committed to a fair, equitable and transparent promotions process based on individual merit and sustained achievement in the areas of leadership, learning, teaching and service. Promotion decisions consider the staff member's qualifications, capabilities, contributions to scholarship, academic leadership, and sustained academic performance, in alignment with HESF 3.2.
2. Academic promotions form part of SCEI-HE's performance review and development policy and procedure, workforce planning and align with SCEI-HE's strategic goals and teaching and learning plan.
3. SCEI-HE offers an annual promotion process for those who meet criteria set out in the *Academic Promotions Procedure*.
4. The Teaching and Learning Committee (TLC) with Human Resources (HR) shall manage the promotions process in a confidential manner in accordance with the *Academic Promotions Procedure*.

PROCEDURE

1. **Academic Promotion Round Opens**
 - 1.1 An academic promotion round will be open annually, commencing in August and concluding in October of the given year.
 - 1.2 Promotion round will be advertised via the SCEI-HE website and staff email broadcast and all relevant application steps, key dates and documentation provided.
 - 1.3 Before commencing the process of the academic promotion application, candidates are encouraged to discuss their intentions with their supervisor. Promotion, should be discussed and be part of the annual performance review and development process.
2. **Academic Promotion Application**
 - 2.1 Candidates are required to complete the *Application for Academic Promotion Form HEFOR03* and provide supporting documentation. Guidelines for completion of the application is provided on the SCEI-HE website.
 - 2.2 The application form has several components:
 - 2.2.1 Application for *Academic Promotion Form*;
 - 2.2.2 Statement outlining case for promotion;
 - 2.2.3 Supporting evidence e.g., credentials, publications; record of scholarly engagement (e.g., conference presentations, research, industry engagement, professional development).

- 2.2.4 Supervisors recommendation statement;
- 2.2.5 Referees; and
- 2.2.6 Sign off by candidate, supervisor and Head of Department (HOD).
- 2.2.7 Evidence of ongoing engagement in scholarly activity, as required under HESF Standard 3.2.3.
- 2.3 Submit completed application to HR Department by 5.00pm on the closing date. Late submissions will not be accepted.

3. Academic Promotion Application Review

- 3.1 Copies of the candidate's completed application will be forwarded to members of the TLC.
- 3.2 The TLC may request additional documentation or clarification from candidates, supervisors, or other relevant parties via the HR Department.
- 3.3 To ensure a rigorous and impartial process, a Promotions Subcommittee shall be established as a standing subcommittee of the TLC.
 - 3.3.1 The Promotions Subcommittee will consist of at least three senior academic staff members, including a Chair appointed by the TLC.
 - 3.3.2 Members must not have any actual or perceived conflict of interest with applicants.
- 3.4 The Promotions Subcommittee will interview each candidate to clarify aspects of the application, explore achievements in leadership, teaching, research, and service, and assess the overall strength of the case.
- 3.5 Following the interviews, the TLC will deliberate and the Chair will forward the recommendations to the Academic Board (AB) and Managing Director (MD) for approval.
- 3.6 This process supports the institution's academic governance framework by ensuring staffing decisions align with the strategic academic priorities and quality assurance processes outlined in HESF 6.3.
- 3.7 Each applicant will be advised of the MD's decision in writing and a copy will be forwarded to the candidate's HOD and kept in the candidate's HR personnel file.

4. Appeals

- 4.1 Candidates may appeal in writing to the TLC within 10 working days from the date of the letter.
- 4.2 The Chair of the TLC will convene an appeals panel, consisting of:
 - 4.2.1 MD or nominee;
 - 4.2.2 HR Manager;
 - 4.2.3 Chair, Corporate Board or nominated Board member;
 - 4.2.4 Chair, AB or nominated Board member;
- 4.3 Committee members of the original recommendation shall not form part of the appeals panel.
- 4.4 The Appeal Panel make request additional information from committee members or the appellant to assist in their deliberations of the appeal.
- 4.5 The Appeal Panel will make a recommendation, which may be:
 - 4.5.1 Dismiss the appeal; or
 - 4.5.2 Defer the matter to the original TLC who deliberated on the application for re- consideration.
- 4.6 The Appeal Panel will submit a recommendation in writing to the MD for consideration and a final determination.
- 4.7 The MD in consultation with the HR Manager will notify the appellant in writing of the decision, reason for the decision and the outcome of the appeal.

RELATED DOCUMENTS

Application for Academic Promotion Form HEFOR03
Performance Review and Development Policy and Procedure HEPP19
Recruitment Policy and Procedure HEPP20

LEGISLATIVE CONTEXT

Equal Employment Opportunity (Commonwealth Authorities) Act 1987
Equal Opportunity Act 1984 (SA)
Equal Opportunity Act 2010 (Vic)

RESPONSIBILITIES

Candidate

- Complying with this policy and procedure and the application process schedule; and
- Providing their supervisor and/or HOD sufficient time to complete supporting evidence and application sign off.



Human Resources

- Implementation and compliance with this policy and procedure; and
- Publishing the academic promotions schedule and applications requirements in a timely manner that provides candidates sufficient time to complete their applications and submit.

Managing Director

- Workforce planning and staffing including the implementation of this policy and procedure;
- Ensure that promotion outcomes inform strategic workforce planning and institutional capability;
- Approval of applications submitted for consideration by the TLC; and
- Final determinations of appeals.

Supervisor

- Meeting with the candidate to discuss intention to apply for academic promotion;
- Providing the candidate with supporting evidence in a timely manner; and
- Being available to the TLC during the application review process.

DOCUMENT AND RECORD CONTROL

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