



Academic Promotions Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Staff Performance and Development Policy](#)

2. PROCEDURAL DETAILS

2.1. Processes

There are three separate processes for academic promotion:

- (a) promotion to Level B, which is assessed at the Faculty or Global campus level;
- (b) promotion to Level C, which is assessed by the relevant Faculty Academic Promotions Committee (Australian campuses) or Global Academic Promotions Committee (Global campuses); and
- (c) promotion to Levels D and E, which is assessed by the University Academic Promotions Committee (Australian Campuses) or Global Academic Promotions Committee (Global campuses).

2.2. Conditions of promotion

- 2.2.1. Promotion attained while on a fixed-term contract applies for the duration of the contract and subsequent contracts, either fixed-term or continuing.
- 2.2.2. Promotion attained whilst on secondment within the University applies for the duration of the secondment and to the substantive position appointment.
- 2.2.3. A Peer Review of Education Practice (PREP) for Learning and Teaching, completed within the last 3 years of an application, is mandatory for any case for promotion to provide independent evidence of teaching excellence. The only exception to this mandatory requirement is for Research Academics who can provide evidence that they are explicitly precluded from teaching delivery - for example, if prohibited from teaching due to a clause in an external research contract.

2.3. Promotion to the next level

Applications are to be made from one level to the next. In exceptional circumstances, a request to apply for promotion to a level higher than the next can be made to the Director, People and Culture or nominee for consideration by the Chair, University Academic Promotions Committee.

2.4. Promotion categories

The performance categories are detailed in the [Academic Capability Framework](#).

2.5. Promotion to Level B

2.5.1. Application submission

- 2.5.1.1. Promotion to Level B can be considered at the annual Performance and Career Planning meeting or by the applicant requesting a promotion meeting with their Head of School or equivalent at Global campuses.
- 2.5.1.2. Applications must be submitted on the relevant application form available on the Academic Promotions website.
- 2.5.1.3. Applicants must have completed 12 months continuous service since appointment.

2.5.2. Promotion categories for Level B

Applicants must demonstrate sustained performance and achievement relative to opportunity in Teaching, Research and Engagement that aligns with Level B associated excellence benchmarks, as outlined in the Academic Capability Framework:

Teaching Academics would not normally address the research category, but may elect to do so.

Research Academics are required to address the teaching category.

2.5.3. Qualification requirement

- 2.5.3.1. A Level B staff member will have qualifications and/or experience recognised by the University as appropriate for the relevant discipline area. Promotion to Level B normally requires a doctoral degree.
- 2.5.3.2 Academic staff employed in a teaching academic (clinical/professional) role are not required to hold a doctoral degree for promotion to Level B.
- 2.5.3.3. Promotion to Level B is approved by the relevant Faculty or Global Pro Vice-Chancellor, except where an applicant is on a continuing contract and does not hold a doctoral degree. In such circumstances, approval is required from the Provost.

2.5.4. Assessment notification

Applicants will be advised of the outcome of their application within 2 months of the promotion meeting.

2.5.5. Process for unsuccessful applicants

Unsuccessful applicants will receive written feedback from the Head of School or Pro Vice-Chancellor on the quality of their application in relation to the promotion categories.

2.5.6. Effective date of promotion

Promotion will be effective from the pay period commencing on or after the date of approval.

2.6. Promotion to Levels C, D and E

Applicants must have completed 12 months continuous service since appointment or most recent promotion.

Unsuccessful applicants will not normally be eligible to apply in the next promotion round. In exceptional circumstances, however, an application will be accepted after only one year. In this instance, intending applicants will provide a written application to their Faculty or Global Pro Vice-Chancellor providing evidence of their achievements since their last promotion. If satisfied there are compelling reasons to support the application proceeding, the Pro Vice-Chancellor may approve this.

2.6.1. Promotion rounds

- 2.6.1.1. One promotion round will be conducted each year for promotion to Levels C, D and E.
- 2.6.1.2. Promotion out-of-round will be used in exceptional circumstances for promotion to Levels D and E. Applications and requests to apply should be made through the Faculty or Global Pro-Vice Chancellor to the Director, People and Culture or nominee for consideration by the Chair, University Academic Promotions Committee. The Chair will determine eligible out-of-round outcomes to be recommended for approval by the Vice-Chancellor, having sought advice from members of the University Academic Promotions Committee or Global Academic Promotions Committee where appropriate.

2.6.2. Promotion categories for Levels C, D and E

Applicants will provide evidence of sustained performance and achievement relative to opportunity that aligns with the promotion level being sought and associated excellence benchmarks, as outlined in the Academic Capability Framework.

Applicants who are employed in a Teaching Academic role would not normally address the research category, however applicants may choose to do so.

Applicants who are employed in a Research Academic role are required to address the teaching category.

2.6.3. Qualification requirement

- 2.6.3.1. Academic staff employed in a teaching academic (clinical/professional) role are not required to hold a doctoral degree for promotion to Levels C, D and E.
- 2.6.3.2. In other academic roles, promotion to Levels C, D and E normally requires a doctoral degree. Where an applicant does not hold a doctoral degree, a case for equivalence must be made to the Provost by the Head of School or equivalent and the Pro Vice-Chancellor, according to the University's *Equivalence of Qualifications Procedures*.

2.6.4. Application submission

Applications must be submitted on the relevant application form available on the Academic Promotions website.

2.6.5. Assessment and approval

- 2.6.5.1. Applications for promotion to Level C at Australian Campuses will be assessed by the relevant Faculty Academic Promotions Committee, which makes recommendations to the Provost for approval.
- 2.6.5.2. Applications for promotion to Levels D and E at Australian Campuses will be assessed by the University Academic Promotions Committee, which makes recommendations to the Vice-Chancellor for approval.
- 2.6.5.3. Applications for promotion to Levels C, D and E at Global campuses will be assessed by the relevant Global Academic Promotions Committee, which makes recommendations to the Vice-Chancellor for approval.
- 2.6.5.4. All applicants will receive written notification regarding the outcome of their application.

2.6.6. Process for unsuccessful applicants

- 2.6.6.1. The Provost will contact unsuccessful applicants for promotion to Level C. Pro Vice-Chancellors or Deputy Pro Vice-Chancellors will provide feedback on unsuccessful applications.
- 2.6.6.2. The Provost will contact unsuccessful applicants for promotion to Levels D and E and the relevant Pro Vice-Chancellor will provide feedback on their application.
- 2.6.6.3. An unsuccessful applicant may apply to the Provost for a review of the outcome where it can be demonstrated that a significant procedural irregularity has occurred that potentially affects the outcome. Applicants must submit their application through the Director, People and Culture within 14 working days from the date of the unsuccessful notice.

2.6.7. Effective date of promotion

Unless an alternative date is authorised by the Vice-Chancellor, promotion for successful applicants at Levels C, D and E will be effective on 1 January following the promotion round. Promotion out-of-round will be effective from the pay period commencing on or after the date of approval.

2.6.8. Faculty Academic Promotions Committees (Australian campuses)

Each Faculty will have a designated Academic Promotions Committee, the Chair of which will be the same for each Committee and appointed by Academic Board for a term of up to 3 years.

- 2.6.8.1. Each Faculty Academic Promotions Committee will comprise:
 - (a) Chair;
 - (b) Pro Vice-Chancellor or Deputy Pro Vice-Chancellor;
 - (c) One professor external to the Faculty, selected by the Chair from a panel nominated by Academic Board for a term of up to 3 years;
 - (d) Three Faculty representatives (Level D or above) selected by Faculty academic staff, and appointed for up to 3 years; and

- (e) A non-voting academic advisor appointed by the Provost, to guide the committee on diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters.
- 2.6.8.2. Membership of the Committee should be balanced according to the 40:40:20 gender principle (i.e. 40% women, 40% men, 20% of any gender), and contain relevant expertise relating to research, teaching and engagement.
- 2.6.8.3. A quorum is four members, one of whom must be the Chair.
- 2.6.8.4. Members are eligible for re-appointment.
- 2.6.8.5. To assist with its deliberations, the Chair of the Committee may invite persons to attend who can provide informed or expert comment in relation to a discipline area or diversity group. The Chair of the Committee may also co-opt staff as required, for example in order to achieve appropriate gender balance and diversity.
- 2.6.8.6. In accordance with the University's [Conflict of Interest Procedures](#), all committee members will declare any conflict of interest arising as a member of the Committee.

2.6.9. University Academic Promotions Committee (Australian campuses)

- 2.6.9.1. The University Academic Promotions Committee consists of the following members:
 - (a) Provost (ex-officio);
 - (b) Deputy Vice-Chancellor, Academic (ex-officio);
 - (c) Deputy Vice-Chancellor, Research (ex-officio);
 - (d) Deputy Vice-Chancellor, Global (ex-officio);
 - (e) Pro Vice-Chancellor from each of the academic Faculties (ex officio);
 - (f) Two professors selected by the Chair from a panel of four nominated by the Academic Board, for a term of up to 3 years; and
 - (g) A non-voting academic advisor appointed by the Provost, to guide the committee on diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters.
- 2.6.9.2. Membership of the Committee should be balanced according to the 40:40:20 gender principle (i.e. 40% women, 40% men, 20% of any gender) and contain relevant expertise relating to research, teaching, and engagement.
- 2.6.9.3. The position of Chair will be undertaken by the Provost, or the Vice-Chancellor may nominate one of the other Deputy Vice-Chancellors to act as Chair.
- 2.6.9.4. A quorum of five members is required, one of whom must be the Chair.
- 2.6.9.5. Professorial members are eligible for re-appointment subject to nomination from the Academic Board.
- 2.6.9.6. To assist with its deliberations, the Chair of the Committee may invite persons to attend who can provide informed or expert comment in relation to a discipline area or diversity group. The Chair of the Committee may also co-opt staff as required, for example in order to achieve appropriate gender balance and diversity.
- 2.6.9.7. In accordance with the University's [Conflict of Interest Procedures](#), all committee members will declare any conflict of interest arising as a member of the Committee.

2.6.10. Global Academic Promotions Committees (Global campuses)

- 2.6.10.1. The Global Academic Promotions Committee(s) consists of the following members:
 - (a) Provost (ex-officio);
 - (b) Deputy Vice-Chancellor, Global (ex-officio);
 - (c) Pro Vice-Chancellor from the relevant Global campus (ex-officio);

- (d) One or two professors from a Curtin Australian campus with experience on Curtin Academic Promotion Committees, and experience in the relevant discipline area, selected by the Chair;
- (e) One or two representatives from the Global campus or from another Global campus, at Level D or above (but must be Level E for applications to Levels D and E), selected by the Chair;
- (f) A non-voting academic advisor appointed by the Provost, to guide the committee on diversity & inclusion, achievement relative to opportunity, conflicts of interest and procedural matters.

2.6.10.2 Membership of the Committee should be balanced according to the 40:40:20 gender principle (i.e. 40% women, 40% men, 20% of any gender) and contain relevant expertise relating to research, teaching and engagement.

2.6.10.3. The position of Chair will be undertaken by the Provost.

2.6.10.4. A quorum of four members is required, one of whom must be the Chair.

2.6.10.5. Members are eligible for re-appointment.

2.6.10.6 Appropriate consideration will be given by Committee members to the context and opportunities available at each Global campus when assessing applications.

2.6.10.7. To assist with its deliberations, the Chair of the Committee may invite persons to attend who can provide informed or expert comment in relation to a discipline area or diversity group. The Chair of the Committee may also co-opt staff as required, for example in order to achieve appropriate gender balance and diversity.

2.6.10.8. In accordance with the University's [Conflict of Interest Procedures](#), all committee members will declare any conflict of interest arising as a member of the Committee.

3. RESPONSIBILITIES

Table 1 below provides a summary of the relevant approval authority for the processes covered in these procedures.

Table 1: Summary of relevant approval authority

Level B	<i>Pro Vice-Chancellor</i>	<i>Provost</i>	<i>Vice-Chancellor</i>
Promotion of applicants:	• Approve		• To be notified
• Successful	• Notify applicant		
• Unsuccessful	• Notify applicant and provide feedback		
Promotion of applicants without a doctoral degree:	• Recommend	• Approve	• To be notified
• Successful	• Notify applicant		
• Unsuccessful	• Notify applicant and provide feedback		

Level C	<i>Pro Vice-Chancellor/Deputy Pro Vice-Chancellor</i>	<i>Faculty or Global Academic Promotions Committee</i>	<i>Provost</i>	<i>Vice-Chancellor</i>
Promotion of applicants:		• Recommend	• Approve (Australian campuses)	Approve (Global campuses)
• Successful			• Notify applicant (Australian campuses)	• Notify applicant (Global campuses)
• Unsuccessful	• Provide feedback		• Notify applicant	
Review of process (unsuccessful applicants only)	• To be notified		• Approve and notify applicant	• To be notified (of successful outcomes only)

Level D and E	<i>Pro Vice-Chancellor</i>	<i>University or Global Academic Promotions Committee</i>	<i>Provost</i>	<i>Vice-Chancellor</i>
Promotion of applicants:		• Recommend		• Approve
• Successful				• Notify applicant
• Unsuccessful	• Provide feedback		• Notify applicant	
Review of process (unsuccessful applicants only)	• To be notified		• Approve and notify applicant	• To be notified (of successful outcomes only)

- 3.1. The Provost is responsible for reviewing and reporting to Academic Board on the academic promotions process annually, including any out-of-round outcomes.
- 3.2. Pro Vice-Chancellors are responsible for ensuring that the promotions documentation for each applicant applying for promotion to Level B is kept in accordance with the University's [Information Management Policy](#).
- 3.3. The Director, People and Culture or nominee is responsible for:
 - (a) processing successful applications in the Human Resources Information System; and
 - (b) ensuring that records of the promotions process for Levels C, D and E are kept in accordance with the University's [Information Management Policy](#).

4. SCOPE OF PROCEDURES

These procedures apply to full-time and part-time continuing and fixed-term academic staff including those on all Curtin Global campuses.

These procedures do not apply to Ongoing Sessional Fellows or Adjunct staff members.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Pro Vice-Chancellor

Pro Vice-Chancellor or relevant Executive Manager where the applicant is not Faculty-based.

Head of School

Head of School or relevant Head of Area where the applicant is not School-based.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Academic Promotions website](#)

[Academic Capability Framework \(ACF\)](#)

[Academic Performance and Career Planning website](#)

[Conflict of Interest Procedures](#)

[Discrimination and Harassment Prevention Procedures](#)

[Diversity, Inclusion and Belonging Policy](#)

[Equivalence of Qualifications Procedures](#)

[Information Management Policy](#)

Policy Compliance Officer	Michele Willson , Associate Provost
Policy Manager	Provost
Approval Authority	Provost
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	24/04/2008	Academic Board	AB 73/08	Attachment 1 to Document No 00381/08
	Amended	29/08/2008	Academic Board	AB 210/08	Attachment 2 to Document No 00834/08
	Amended	27/03/2009	Academic Board	AB 7/09	Attachment 2 to Document No 00283/09
	Amended	25/09/2009	Academic Board	AB 220/09	Attachment 2 to Document No 01348/09
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	16/03/2011	Director, Legal and Compliance Services		Approval Authority Change
	Amended	16/08/2012	Deputy Vice-Chancellor, Academic	EM1217	Unconditional. PMC resolved at its 31 July 2012 meeting to rescind the Academic Promotions Policy effective from these amended procedures
	Amended	02/06/2014	Provost and Senior Deputy Vice-Chancellor	EM1402	Unconditional
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Updated Links
	Amended	29/06/2015	Acting Provost and Senior Deputy Vice- Chancellor	EM1508	Unconditional
	Administratively Updated	6/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Approved	04/04/2017	Provost	EM1704	Unconditional
	Approved	15/07/2019	Provost	EM1946	Change to Clause 2.4 and relevant links
	Approved	14/08/2019	Provost	EM1947	-

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	05/06/2020	Provost	EM2013	Amended to reflect alignment with ACF
	Approved	27/04/2022	Provost	EM2209	
	Approved	11/12/2023	Provost	EM2331	
	Approved	01/05/2024	Provost	EM2412	Partial amendment