

Academic Promotion Policy Schedule

1 - Academic Promotion Committees

Purpose

(1) RMIT Academic Promotion Committees are formed under the authority of the Deputy Vice-Chancellor Education (DVCE). College-level committees consider applications for promotion to levels C and D and a central committee considers applications for promotion to Level E. All committees make promotion recommendations to the University Academic Promotion Committee.

Membership

(2) The members of the Academic Promotion Committees will be drawn from a pool of candidates comprising previous successful applicants and committee members, and any new academic staff members deemed appropriate by the DVCE. Membership can be from any RMIT location. All committees will strive to achieve gender balance and represent the diversity of the RMIT academic staff population. The DVCE will have final approval of the membership of all Academic Promotion Committees, in consultation with the Chair, Academic Board (or nominee).

(3) There will be college Academic Promotion Committees for applications to levels C and D with the following membership:

- a. The Deputy Vice-Chancellor (or professorial nominee) of the applicant's College or relevant discipline, who will Chair the committee
- b. A suitably qualified academic employee from each College (whose academic level is at least the level to which promotion is sought)

(4) There will be a central Academic Promotion Committee for applications to level E with the following membership:

- a. The Deputy Vice-Chancellor Education, who will Chair the committee
- b. The Deputy Vice-Chancellor Research and Innovation (or professorial nominee)
- c. The Deputy Vice-Chancellor (or professorial nominee) of each College
- d. A professorial nominee of the DVCE and Chair, Academic Board for each College

(5) Academic Promotion Committees will have the following non-attending committee members:

- a. For Academic Promotion Committees for applications to levels D and E, up to two external assessors will be invited to provide an 'in-confidence' assessment of the application rather than serving as full committee members.

The committee will seek their views but the committee itself will exercise the final judgment. External assessors may be an external Associate Professor/Professor from another institution and/or an expert external to the University. For applications to level E, at least one external assessor must be a full Professor (not an Associate Professor).

- b. There will be a committee of one or more moderators, within RMIT, nominated by the DVCE in consultation with the Chair, Academic Board to review a sample of applications from each promotion committee to ensure consistency, fairness and equity in committee scores.

Moderators must not sit on a promotion committee in the current promotion round, although may be called on to sit on an out-of-round promotion committee. The moderator(s) may attend committee meetings at their discretion or nominate a delegate to do so to ensure committee compliance with policy, procedure and the principles of equity and fairness.

Terms of Reference

(6) The functions of the committees are to assess applications based on the merit and equity of each in order to make a recommendation to the University Academic Promotion Committee (UAPC) to promote or not promote each applicant.

(7) In making their assessments, the committees are to consider the following:

- a. applicant's written application, demonstrating standards of performance in the domains of the Academic Promotion Framework selected and the applicant's record of academic achievement and impact
- b. any applicable Promotion Benchmark Reports
- c. a report from the relevant Dean/Executive Dean or equivalent
- d. the applicant's response to the Dean/Executive Dean or equivalent report (if applicable)
- e. referee reports (for applicants applying to level C only)
- f. external assess reports (provided to the committee 'in confidence' for applicants applying to level D or E only)

(8) Committee members may seek further information from applicants or from the Executive Officer prior to the committee meeting to inform their deliberations.

(9) The following conditions apply to committee deliberations:

- a. all materials and deliberations relating to academic promotion applications will be treated in the strictest confidence by all participants in the promotion process
- b. committee members shall not discuss applications, recommendations or deliberations outside of committee meetings
- c. committee members must declare any conflict of interest arising from an application
- d. quorum is half of the number of full committee members plus one full committee member and does not include non-voting members (for college committees the quorum is 3; for the central committee the quorum is 5)
- e. all correspondence to an Academic Promotion Committee must be made via the Chair
- f. the names of individual committee members will not be disclosed to applicants and are confidential