

Academic Promotion Procedure - Level B

Section 1 - Context

(1) This procedure details the processes for the promotion of academics from Level A to B.

Section 2 - Authority

(2) Authority for this document is established by the [Academic Promotion Policy](#).

Section 3 - Scope

(3) This procedure applies to all RMIT academic staff currently appointed at Level A.

Section 4 - Procedure

Schedule

(4) Academics who are currently appointed at Level A can apply for promotion at any time.

Eligibility

(5) Staff are eligible to apply for promotion to Level B where they:

- a. are a continuing or fixed term academic staff member.
- b. have completed 12 months' continuous service at RMIT (excluding casual service and leave without pay).
- c. have completed probation at RMIT.
- d. meet the qualifications of the level for which they are applying.
- e. are applying for promotion to the level immediately above their substantive level unless the Vice-Chancellor determines, following a request from the applicant, and supported by the Dean, that there are exceptional circumstances and that it is in the best interests of RMIT for promotion to a higher level to be considered.
- f. have achieved a manager rating of at least 'achieves expectations' for their current level of appointment for the 12 months prior to the year of application, measured against the benchmarks outlined in the Educator and Researcher Capability Framework or its subsequent replacement.
- g. have a current goals and development plan and workload agreement, and have participated constructively and in good faith in the University's goals and development planning process during the 12 months prior to the year of application.
- h. have evidence of satisfactory professional development.

(6) Academics on parental and carers leave (paid and unpaid), long service leave, other long-term leave arrangements or career breaks are eligible to apply for promotion.

(7) In exceptional cases, the minimum period of service may be reduced from 12 months to 6 months to permit an early application for academic promotion provided that the academic staff member has passed probation. The decision to reduce the minimum period of service will be determined on a case-by-case basis by the Dean or equivalent.

(8) Except with the approval of the relevant Deputy Vice-Chancellor or equivalent (or nominee), academic staff are excluded from applying for promotion in the 12 months immediately following an unsuccessful application. If exceptional circumstances apply, approval from the relevant Deputy Vice-Chancellor (DVC) or equivalent (or nominee) is required.

Achievement Relevant to Opportunity (ARtO)

(9) Applicants may activate ARtO to address the impact of personal or work circumstances on work roles on the scope of their application.

Doctoral Qualification Equivalence

(10) Applicants seeking to establish equivalence to a doctoral qualification need to submit to their Dean or equivalent an application of no more than two pages making a case that substantiates their case for equivalent accreditation and standing.

(11) Examples of evidence may include (but are not limited to) the following:

- a. professional qualifications and contribution to profession.
- b. teaching experience, including implementation of the Learning and Teaching Strategy.
- c. experience in research, including collaborative work with other RMIT staff in research programs.
- d. experience outside tertiary education in industry, business or government employment.
- e. creative achievement.
- f. professional contributions.
- g. leadership in local, state or national advisory bodies or community organisations.
- h. technical achievement.
- i. publication, presentations or work in progress that indicate a contribution to the area of expertise.

Outcomes

(12) The Dean or equivalent must make a recommendation on whether to endorse the application no later than 10 working days after receipt.

(13) The final promotion decision is made by the relevant Deputy Vice-Chancellor or equivalent.

(14) Should an applicant to be approved for promotion, the relevant Deputy Vice-Chancellor or equivalent (or nominee) will notify the applicant of the outcome of their promotion application within 15 working days of the decision being made.

(15) Promotions will take effect from the date of the final promotion decision by the relevant Deputy Vice-Chancellor or equivalent (or their nominated delegate).

(16) The Dean or equivalent (or nominee) will meet with successful and unsuccessful applicants to provide constructive verbal feedback on their application and discuss the implications of the promotion outcome in regard to workload planning and career development. If appropriate, support relating to the outcome of their application should be provided.

Appeals

(17) An unsuccessful applicant may appeal the decision in accordance with the [Academic Promotion Procedure - Appeals](#)

Section 5 - Compliance

(18) Breaches of this Procedure are monitored by the RMIT People Promotions Team and reported on an annual basis to the Deputy Vice-Chancellor Education.

(19) The Deputy Vice-Chancellor Education reports breaches on an annual basis to Academic Board.

(20) Breaches of this procedure are reportable via the [Organisational Breach Reporting Form](#) and are managed in accordance with the [Compliance Breach Management Procedure](#).

Status and Details

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Effective Date	28th July 2026
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Policy Owner	Sherman Young Deputy Vice-Chancellor Education
Policy Author	Shona Leitch Associate Deputy Vice-Chancellor Education - Learning, Teaching & Quality
Enquiries Contact	Helen McLean Associate Director, Learning and Teaching