

Academic Promotion Policy Schedule

1 - Academic Promotion Committees

Section 1 - Purpose

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

Section 2 - Membership

(2) Members of the Academic Promotion Committees can be from any RMIT location at which academics are eligible to apply for promotion.

(3) All committees will aim to achieve gender and diversity balance, by implementing panel substitutions where required. Each committee member will undertake training in equity, diversity and inclusion (including the Aboriginal and Torres Strait Islander Employment Plan 2024) and anti-bias training.

(4) Each committee member must serve a term of up to two years.

(5) The Deputy Vice-Chancellor Education will have final approval of the membership of all Academic Promotion Committees, in consultation with the Chair, Academic Board (or nominee).

(6) 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).
- c. Up to three suitably qualified academic employees, including at least one member with broad knowledge of applicants' teaching and/or research disciplines.
- d. Relevant College Senior Manager People Partnering or nominee (non-voting).
- e. An Executive Officer (non-voting).

(7) There will be a University Academic Promotions 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, including at least one member with knowledge of applicants' teaching and/or research discipline/s.

- d. A professorial nominee of the Deputy Vice-Chancellor Education and Chair, Academic Board for each College and one for RMIT Vietnam.
- e. Director People Partnering, Talent and Workforce Design or nominee (non-voting).
- f. An Executive Officer (non-voting.)

Section 3 - Terms of Reference

(8) The functions of the committees are to assess applications based on the principles outlined in the Academic Promotion Policy in order to make a recommendation to the Deputy Vice-Chancellor Education to promote or not promote each applicant.

(9) Committees may receive further information from discipline-based panels to inform their deliberations.

(10) Committee members may seek further information from applicants or from the Executive Officer to inform their deliberations.

(11) 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 and recuse themselves from discussion of that application.
- d. Quorum is half of the number of voting committee members plus one voting committee member (for college committees the quorum is 3; for the Central Academic Promotion Committee the quorum is 5).
- e. The names and position titles of individual committee members will be disclosed. The Deputy Vice-Chancellor Education will be responsible for ensuring that committees consist of members from diverse backgrounds.

Status and Details

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Policy Owner	Sherman Young Deputy Vice-Chancellor Education
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