

Academic Promotion Procedure - Appeals

Section 1 - Context

(1) This procedure details the conditions and processes for RMIT academic staff for lodging an academic promotion appeal.

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 University and RMIT Vietnam academic staff who have met the prescribed eligibility requirements for promotion and whose application for promotion was unsuccessful.

Section 4 - Procedure

Lodging an Appeal Against an Intent to Apply Decision

(4) An academic staff member may appeal if their 'Intent to Apply' (or equivalent Promotion to Level B application) was not endorsed by the Dean, College Associate Deputy Vice-Chancellor or equivalent, or the Deputy Vice-Chancellor or equivalent (or nominee) on the grounds that they are not ready to apply.

(5) The staff member must lodge a written appeal with the Chair of the University Academic Promotion Appeals Committee (UAPAC) via the Committee's Executive Officer no later than five working days following receipt of written advice that their Intent to Apply has not been endorsed.

(6) The appeal must:

- a. detail why the application should be considered by the University Academic Promotion Appeals Committee
- b. set out a case which demonstrates they are ready to apply for promotion based on:
 - i. demonstrated achievements against the nominated criteria, and
 - ii. any applicable performance benchmarks as outlined in the Educator and Researcher Framework or its subsequent replacement.

Lodging an Appeal Against a Promotion Outcome

(7) An academic staff member whose application for promotion was not successful may appeal on procedural grounds only. Disagreement with the promotion outcome or the Academic Promotion Committee's written feedback is not grounds for appeal.

(8) The staff member must lodge a written appeal with the Chair of the University Academic Promotion Appeals Committee via the Committee's Executive Officer no later than 15 working days following receipt of the panel's written feedback.

(9) The appeal must:

- a. identify the specific clauses of the relevant procedures it is alleged were not followed
- b. outline the precise grounds and circumstances to support the appellant's case that an alleged breach of procedures occurred.

Appeal Outcome

(10) The University Academic Promotion Appeals Committee will consider the appeal within 30 working days and refer the case to the Deputy Vice-Chancellor Education (or nominee) with a recommendation to:

- a. dismiss the appeal, or
- b. uphold the appeal and arrange that the application be assessed (eligibility) or reassessed (procedure) by the appropriate Academic Promotion Committee.

(11) The Deputy Vice-Chancellor Education (or nominee) will:

- a. consider the recommendation of the University Academic Promotion Appeals Committee and make a decision in accordance with the governing policy, and
- b. write to the appellant to notify them of the outcome of the appeal.

(12) There is no further right of appeal as a result of recommendations or decisions made under sections 11 and 12.

(13) Any further decision of a Promotion Panel as a result of an appeal being upheld and an application being re-assessed is final and is not appealable.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Policy Owner	Sherman Young Deputy Vice-Chancellor Education
Policy Author	Shona Leitch Associate Deputy Vice-Chancellor Education - Learning, Teaching & Quality
Enquiries Contact	People Partnering, Talent and Workplace Design