

Guidance for completion of Case for Promotion

Is there a separate promotion procedure for research fellows?

No, all candidates for promotion will now follow the same process.

Now the Case for Promotion combines Teaching and Learning and Research can I decide how many of the 3000 words are dedicated to each component?

Yes, but for those with a Profile including both Learning and Teaching and Research we strongly recommend you include contributions for both. We recommend that coverage broadly aligns to the Work Profile. For instance, someone with a 40-20-40 contract should typically dedicate at least 1000 words to each. Thus, candidates can have scope to dedicate a higher proportion of their Case to the area where their contributions are strongest.

Is excellence used now to mark a different standard?

Previously terms Outstanding and Meritorious were used to describe relative weightings on achievement based on a work profile. This is now represented by Relative to Opportunity. Panels judging excellence will consider if the candidate's level of performance is above that which would ordinarily be expected of the candidate's current level and demonstrative of performance at the level of promotion sought.

Can I apply for promotion on the basis of service?

While you cannot apply for promotion on the basis of a service role (i.e. Promotion for Service, for instance, by you being on a University committee) you can use your achievements while in that role to show leadership in Learning and Teaching and/or Research. So, for example, if as part of your role on LTC you led some work exploring the impact of Generative AI, in your Case you could outline the impact of this work to demonstrate leadership in Learning and Teaching.

There are a lot of criteria in Appendix 1, do I need to respond to them all?

No, use them as a set of prompts acting as a guide to what Panels are looking for in successful applications.

If my Work Profile does not meet the requirements to apply for promotion on a single category of promotion, can I apply for a single area of excellence anyway?

No, but you can reflect your achievements by varying the portion of focus you give individual areas in your case for promotion.

Will those with different Work Profiles be judged differently?

Yes, Panels will use 'Relative to Opportunity' when judging applications. In this circumstance, relative to opportunity means the opportunity afforded to you based on the relative proportion of your work time allocated to each area.

What does Relative to Opportunity mean?

This is a broad concept referring to someone's ability to achieve impact in a particular circumstance. This includes, but is not limited to, taking into consideration when making a judgment an individual's opportunity relative to full-time equivalent, periods of absence, work profile and contexts provided in an equity statement.

Should I repeat information in the Academic Portfolio?

The Case for Promotion adds context to your Academic Portfolio. You do not need to repeat anything that is already in the portfolio, although some elements may be included to provide context and qualification to the Case.

At 3,000 words, the Case for Promotion is quite long. Should I use headings?

Yes, this is recommended. Well-structured documents are easier to read and judge contributions.

What distinguishes successful and unsuccessful applications?

Unsuccessful applications tend to describe work items and focus on time served. For instance, describe conducting responsibilities, or performing processes, etc. In contrast, successful applications describe an individual's impact and achievements made while in these responsibilities and performing these processes.

Should I refer to my equity statement in my Case for Promotion?

You can refer the reader back to the Statement, noting specific dates. For instance, if you were reviewing your research income track record, you could reference your equity statement and highlight the dates you were absent from the institution. It is recommended that you don't repeat confidential details as your Case for Promotion will be available to referees, panel members and other administrative support.

How independent must my referees be?

The likelihood of a referee being considered independent depends on your connection to the individual and the significance of any joint work to your application.

For example, a one-off co-authored minor paper is less problematic than one crucial to your application. Equally, if you are one of two co-authors, it would be more of an issue than if you are one of five or more co-authors, for instance. The number of papers co-authored is potentially even more important and should be considered as a proportion of your publications. You should also consider recency—a connection from 3-5 years ago can probably be counted as independent, especially if that work is prior to your last promotion.

Grant connections are also important and probably the first place we would look to define independence. Again, it's considered using the same principles, size, recency and importance to the application.