

Promotion of Academic Employees

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1.0 Purpose

This policy provides eligible academic employees with an opportunity to apply for promotion and receive recognition for outstanding achievement.

2.0 Scope

This policy applies to all full-time, part-time and fixed term academic employees of the University. It does not apply to clinical title holders, casual academic teaching and/or research employees, adjunct, visiting and honorary appointees of the University.

3.0 Policy statement

The decision to promote an eligible employee will be made on the basis of the criteria for promotion contained in Appendix One - Criteria: Teaching Excellence and Appendix Two - Criteria: Research Excellence of the Promotion of Academic Employees Procedure.

Promotion rounds are conducted annually.

3.1 Principles underlying promotion

3.1.1 Applications for promotion are:

- Determined upon merit in terms of achievement.
- Collegial, using a peer review process.
- Not constrained by a quota system.

3.1.2 Equality of opportunity, equity, diversity and inclusion are integral in conferring all forms of employment benefits at the University, including promotion. Griffith is committed to providing a fair, equitable process that does not unlawfully discriminate against any applicant and considers and addresses issues of inherent disadvantage experienced by some applicants.

3.1.3 Promotion is driven by the meeting of criteria and impact within the University and externally. Assessment of applications will be based on the evidence provided in the applications and guided by comparative benchmarking.

3.2 Appeals

Appeals against non-promotion may only be made on the grounds of the University's failure in a significant way to comply with its own procedures. The academic merits of a case for promotion and the judgement of the Committee or other decision-maker may not be used as the basis for an appeal.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Senior Promotions Committee	Considers and approves applications for academic promotions to Level E (Professor).
Pro Vice Chancellor	Approves academic promotions up to and including Level D (Associate Professor) and Principal Research Fellow. Recommends that a promotion take effect early. Recommends that a promotion commences at a higher step within the salary scale.
Group Promotions Committee	Considers and recommends applications for academic promotions up to and including Level D (Associate Professor) and Principal Research Fellow.
Provost	Approves a request for the early effect of a promotion. Approves a request for a promotion to commence at a higher step within the salary scale.

5.0 Information

Title	Promotion of Academic Employees Policy
Document number	2024/0001018
Purpose	This policy provides eligible academic employees with an opportunity to apply for promotion and receive recognition for outstanding achievement.
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goals: 8: Decent Work and Economic Growth

10: Reduced Inequalities

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Policy advisor Provost

Approving authority Vice Chancellor

6.0 Related Policy Documents and Supporting Documents

Legislation [Academic Staff Enterprise Agreement 2023-2025](#)

Policy [Delegations Policy](#)

Procedures [Achievement Relative to Opportunity Guidelines](#)
[Appeals Against Non-Promotion of Academic Employees Procedure](#)
[Delegations Procedure](#)
[Delegations Register](#)
[Promotion of Academic Employees Procedure](#)

Local Protocol [Academic Promotions web page](#)

Forms [Application and Case for Promotion Form](#)
[Equity Statement Form](#)
[Head of Element Report](#)
