1.0 Purpose and Scope

The University of Queensland (UQ) is committed to ensuring a robust career and performance development approach exists for academic staff which provides a foundation for the achievement of academic excellence.

This policy identifies the underpinning principles of the academic confirmation and promotions process that demonstrate academic staff have met the expectations of academic excellence for the relevant academic level and category as detailed in the criteria for academic performance.

1.1 Scope

1.1.1 Confirmation

This policy applies to all academic staff employed on a continuing basis who are subject to a three-year probation period.

1.1.2 Promotion

This policy applies to all academic staff applying for promotion: all academic levels and categories; conjoint staff and academic secondees where UQ is the lead employer; and health professional academic title holders (non-clinical pathway).

2.0 Principles and Key Requirements

The University is committed to academic confirmation and promotion process principles which:

1. Support the university’s objectives with regard to excellence of academic contribution
2. Acknowledge the university’s commitment to providing an equal opportunity environment, incorporating the principles of performance relative to opportunity
3. Make decisions based on merit without constraint by quota
4. Assess performance in line with the duties and responsibilities relevant to academic category and classification, having regard for specific discipline requirements as relevant
5. Have appropriate regard for actual, potential or perceived conflicts of interest,
6. Maintain confidentiality of applicant information and committee deliberations, and
7. Acknowledge UQ’s commitment to the protection of academic freedom.
3.0 Roles, Responsibilities and Accountabilities

3.1 Local Confirmation and Promotions Committee (LCPC)
The relevant LCPC is responsible for making recommendations to the Chair regarding academic probation for staff at Academic Level A-D and applications for promotion to Academic Level C-D.

3.2 Professorial Confirmation and Promotions Committee (PCPC)
The PCPC is responsible for making recommendations to the Chair regarding academic probation for staff at Academic Level E.
The PCPC is responsible for making recommendations regarding Professorial promotion applications and providing these recommendations to the Vice-Chancellor for approval.

3.3 Vice-Chancellor
The Vice-Chancellor is responsible for approving recommendations for promotion to Level E.

3.4 Provost
The Provost will chair and hold decision making responsibility for probation decisions within the Professorial Confirmation and Promotions Committee (PCPC), ensuring appropriate delivery of these processes. The Provost will also act as an escalation point for relevant matters that arise within the Local Confirmation and Promotions Committees as appropriate.

3.5 Faculty Executive Dean
The Executive Dean will chair and hold decision making responsibility for probation and promotion applications considered by the relevant Local Confirmation and Promotions Committee (LCPC). The Executive Dean will also consider promotion applications for Level A to B.

3.6 Institute Director
The Institute Director will approve promotion for candidates applying for promotion from Level A to B from within their own Institute, and supply recommendations for probation and promotion as required.

3.7 Head of School
The Head of School will supply recommendations for probation and promotion as required.

3.8 Chief Human Resources Officer (CHRO)
The CHRO (or nominee) calls for academic probation submissions and ensures that the applied principles and stakeholder responsibilities are enacted in an effective and consistent manner. The CHRO (or nominee) is responsible for the initial assessment of appeal requests prior to consideration by the Authorised Officer.

4.0 Monitoring, Review and Assurance
The Academic Confirmation and Promotions Advisory Committee (ACaPAC) makes recommendations on University Policy relating to academic confirmation and promotion.

The Chief Human Resources Officer is responsible for the monitoring and review of this policy and associated procedure and process, assuring its operational effectiveness.
5.0 Recording and Reporting

Promotions

<table>
<thead>
<tr>
<th>Report</th>
<th>Produced By</th>
<th>Provided to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful academic promotion outcomes for Levels B - E</td>
<td>Human Resources and Marketing &amp; Communications</td>
<td>Placed on University Website</td>
</tr>
<tr>
<td>Successful and unsuccessful promotion applications (Level A-D) across all Faculties and Institutes, including demographic data for key reporting areas</td>
<td>Human Resources and LCPC secretariat</td>
<td>Provost and President of the Academic Board</td>
</tr>
<tr>
<td>Report confirming successful and unsuccessful promotion applications (Level E) across all Faculties and Institutes including demographic data for key reporting areas</td>
<td>Human Resources and PCPC secretariat</td>
<td>University Senate</td>
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</tbody>
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6.0 Meta Data for Document Management

<table>
<thead>
<tr>
<th>Web Links</th>
<th>Academic Promotion</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Academic Probation</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Last Approval Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Next Review Date</td>
<td>Five years from approval date</td>
</tr>
<tr>
<td>Audience / Users</td>
<td>Academic staff subject to a three-year probation, and academic staff applying for promotion (all levels).</td>
</tr>
<tr>
<td>Notes</td>
<td>This Policy replaces and supersedes the existing Policies: 5.41.05 Probation and Confirmation of Continuing Appointment (Academic Staff) 5.80.12 Promotion of Academic Staff Levels A – D 5.80.14 Promotion to Professor</td>
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