



Cairnmillar  
INSTITUTE

Treatment | Education | Research

# Academic Staff Promotion Policy

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**Policy number** HRP005 Staff Promotion Policy

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**Date approved** 18 August 2021

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**Approving body** The Cairnmillar Institute Council

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**Responsible officer** Chief Executive Officer

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**Implementation officer** Dean

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**Next review date** September 2024

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**Linked policies** [HRP003 Staff Development Policy](#)

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**Linked forms** Schedule A: Minimum standards and typical duties  
Schedule B: Academic Promotions Panel Members  
Academic Promotions Application  
Performance and Development Exchange (PDE)

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## 1. Purpose of this policy

- a) To provide academic staff with pathways to promotion.
- b) To ensure an effective and efficient process which is fair, equitable, professional and timely.

## 2. Scope

This policy applies to full-time or part-time continuing or fixed term staff who have had 12 months continuous service at the Cairnmillar Institute (the Institute) applying for promotion to Levels B, C, D, or E.

Applicants for promotion must provide evidence which aligns with the emphasis they place within their application that is appropriate for the level to which they are seeking promotion.

## 3. Policy

### 3.1 Principles

- a) The Institute values a fair and transparent staff promotion process that is based on merit and equity.
- b) All materials and deliberations relating to promotion applications will be treated in the strictest confidence by all participants in the promotions process.
- c) Academic staff must discuss their intention to apply for promotion with their manager at the PDE meeting.
- d) Academic Staff under probation must complete probation period before applying for promotion.
- e) Feedback regarding decisions made by the Academic Promotions Panel must come from the chair of that Panel.

### 3.2 Framework

#### 3.2.1 Skill base and formal qualification

All applicants for promotion must, at a minimum, meet the Institute skill base and formal qualification requirements or experience specified for the level to which they are applying for promotion.

### 3.3 Promotion Criteria

3.3.1 Eligible applicants' suitability for promotion will be assessed through their sustained contribution (normally two years) relative to opportunity in the following areas:

- Teaching
- Research and Scholarship
- Leadership

### 3.4 Title

Successful applicants will be titled according to the Institute position description and will be effective from the date of promotion.

### 3.5 Standards of performance

- 3.5.1 It is expected that applicants are exceeding the minimum standards for their current level of appointment for all promotion criteria.
- 3.5.2 Applicants should have evidence that demonstrates they are consistently performing typical duties appropriate to their current level in all three promotion criteria, and achieving beyond their current level for at least two of the three promotion criteria.

### **3.6 Panel**

- 3.6.1 The Academic Promotions Panel will, as far as possible, reflect gender balance and expertise in all three promotion criteria.
- 3.6.2 The Chair of the panel will inform members where achievement relevant to opportunity is noted.

### **3.7 Deputy Dean Assessment report**

- 3.7.1 The applicant's relevant Deputy Dean will provide the panel with an assessment report that addresses:
  - a) the applicant's performance on each of the three promotion criteria, according to their current level and the level at which promotion is sought.
  - b) The applicant's achievement relevant to opportunity
  - c) Level of Deputy Dean support or promotion for the applicant