

ACADEMIC APPOINTMENTS AND PROMOTIONS POLICY

Purpose

To ensure that academic appointments and academic promotions are merit based and that the policy and procedures to be followed at each stage of the appointment and promotion process are equitable and transparent. Academic appointments are addressed in section 1 to 4 and academic promotions in section 5 to 8.

Scope

This policy applies to AIB Academic Staff.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#)

Policy

Part A – Academic Appointments

1. Types of appointment

1.1. Continuing

An appointment on a full-time or part-time basis, held until resignation or retirement, subject to the provisions of notice of termination. This class of appointment may be made by AIB for any level of appointment

1.2. Fixed Term

An appointment made subject to the limits imposed for a specified period, not exceeding five years, which will lapse automatically without expectation of renewal at the end of the period specified for each such appointment.

1.3. Adjunct

An appointment on a full-time or part-time basis, normally made for a period not less than two or more than three years at a time. In special circumstances, appointments may be made for a longer, but identified, period of time.

1.4. Visiting

An appointment made for a specified period (normally a minimum of two months and up to three years). The initial appointment may be extended for a further period not exceeding three years.

1.5. Casual

Academic staff engaged for academic tasks, normally for a defined period for which specified duties are detailed.

2. Criteria for appointment of academic staff

- 2.1. The specific criteria for various levels of academic staff are outlined in the AIB Academic Profiles document (included in [Appendix A](#)).
- 2.2. Criteria for particular positions are outlined in the relevant Position Description.

3. Appointment of academic staff

- 3.1. After a formal recruitment process through HR, appointments are made on the recommendation of the Academic Dean and with the formal approval of the CEO.
- 3.2. Academics may be appointed at the level of Professor or Associate Professor provided that they can clearly meet the criteria normally expected for these positions or have previously been appointed to that position in a recognised university.

4. Appointment of Emeritus Professors

- 4.1. In recognition of distinguished academic service to AIB, the title of Emeritus Professor may be conferred on a former professor of AIB or a university, on the advice of the Research and Higher Degrees Committee and/or Academic Board, with the approval of the CEO and the AIB Board of Directors.
- 4.2. A person appointed as Emeritus Professor may, with the approval of the Academic Dean, have their name added to the list of academic and research staff in the official listing of AIB staff. While an Emeritus Professor is not by reason of their office an AIB employee, he or she out of courtesy and on ceremonial occasions shall be regarded as a Professor of AIB.

Part B – Academic Promotions

5. Principles

- 5.1. Promotion to all levels will be based on merit.
- 5.2. Achievements since the last promotion or appointment will be prioritised for consideration.
- 5.3. The principles of equal opportunity, fairness and social justice will be applied in line with AIB policies and appropriate State and Federal legislation.
- 5.4. Applicants may apply for promotion to a higher salary increment within their classification level or to a higher classification level.
- 5.5. To be eligible for promotion, applicants must be full-time or part-time continuing staff members at or greater than 0.5FTE.
- 5.6. All applications will be treated as confidential.
- 5.7. Normally, applications will only be accepted from applications for whom a period of two years has lapsed since an appointment or promotion at AIB.

- 5.8. Any approved promotion will normally take effect in July of the same year.
- 5.9. Generally, the promotions round will allow applicants four weeks to prepare their application.
- 5.10. For every promotion round, a Promotion Committee will be convened consisting of:
 - Chair, Academic Board (Chair of the Committee)
 - Academic Dean
 - One Senior Academic, either internal or external
 - Representative from HR.
- 5.11. The Promotion Committee will meet within two weeks of the closing date of the promotions round, and provide a final decision on promotions within four weeks from the closing date of the promotions round.
- 5.12. Whether or not a promotion round occurs in any year will be determined by the Board of Directors.

6. Criteria for promotion

- 6.1. All applications for promotion to a higher classification level must, at a minimum, meet the qualification, skills/experience and communication requirements applicable and described in the current AIB Academic Profiles document. Applicants will be required to self-evaluate and demonstrate merit in the areas set out below:
 - (a) Teaching and Learning
 - (b) Scholarship and Research
 - (c) Administration and Leadership
- 6.2. Self-evaluation of performance in each area uses three generic descriptors: Satisfactory, High and Excellent. Excellence in Teaching and Learning is a requirement.
- 6.3. Refer to the Academic Promotion Procedures.

7. Decision-making an outcome procedures

- 7.1. Applications are to be in writing. The Promotions Committee may elect to interview candidates.
- 7.2. Candidates whose applications for promotion are unsuccessful are entitled to feedback from the Promotions Committee, through the Chair of the Committee, about the reasons for their application being unsuccessful.
- 7.3. Unsuccessful candidates may appeal against the Promotion Committee's decision within fourteen (14) days from the date of notification, by submitting an appeal in writing to the Chief Executive Officer. The appeal may be made **only** on the basis that the candidate believes there has been a significant breach of procedure, and that such a breach may have affected the outcome of the promotion process.

If the Chief Executive Officer does not accept that there are grounds for appeal, the decision will be final.

If the Chief Executive Officer believes there are grounds for appeal, a new Promotions Committee will be -convened to hear the appeal.

8. Procedure for Salary Increases within levels

- 8.1. Each year AIB will compete a salary review for all Academic Team members in line with the annual salary review for all AIB employees.

- 8.2. When reviewing salaries AIB considers the Individual staff performance based on the assessment of the annual Performance Review conducted by the relevant Supervisor.

Related Forms:

Job Description
Performance Review Form

Related Policies and Procedures:

Guidelines for Determining the Equivalence of Professional Experience to AQF Levels
Academic Profiles document (included in [Appendix A](#))
Academic Promotion Procedures
Privacy Policy

Responsibility:

Academic Dean

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Appendix A – Academic Profiles

AIB Academic Profiles								
July 2018								
DESCRIPTION			ON APPOINTMENT (min. required)			IN THE ROLE (a combination of the following, as appropriate)		
Title	General duty statement	Qualification	Skills/experience	Communication	Teaching	Scholarship	Administration	
Level A	Lecturer Level A	Contribute to AIB teaching and maintain/develop scholarly, research and professional activities relevant to discipline.	Masters/ doctorate (in relevant discipline)	Teaching experience at Australian institution.	High communication (verbal and written) skills and able to fluently interact with students	Is guided by more senior academics. Is developing expertise in teaching.	Works actively towards doctorate. Publishes from doctorate. Makes active contribution to scholarship.	Undertakes administrative activities relating to teaching tasks.
Level B	Lecturer Level B	Contribute to AIB teaching and maintain/develop scholarly, research and professional activities relevant to discipline.	Doctorate (in relevant discipline)	Experience in discipline area (including teaching experience, experience in research and, where relevant, experience in practice).	High communication (verbal and written) skills and able to fluently interact with students	Contributes to discipline teaching independently. Coordinates/leads activities of other staff (as appropriate).	Makes independent contribution to scholarship (or research). Supervises research candidates. Publishes in high quality publications.	Actively participates in committees and represents the academics at AIB meetings/committees.
Level C	Senior Lecturer	Make significant contribution to AIB teaching AND play major role in scholarship, research, professional activities.	Doctorate (in relevant discipline)	Significant experience in discipline area. Record of scholarly and professional achievement in discipline.	High communication (verbal and written) skills and able to fluently interact with students	Makes significant, wide-ranging contribution to teaching and practice of teaching. Provides leadership in teaching and scholarship of teaching at discipline/ department level.	Makes significant and original high quality contributions to scholarship (or research). Plays major role and provides significant degree of leadership in research.	Contributes significantly to administrative activities of AIB (including meetings/committees). Leads and coordinates academic initiatives.
Level D	Assoc Prof	Make significant contribution to all academic activities AND play significant role within discipline area. May be appointed in recognition of distinction in discipline.	Doctorate (in relevant discipline)	Significant experience in discipline area. Academic excellence; outstanding contribution to teaching, research and profession.	High communication (verbal and written) skills and able to fluently interact with students	Makes original and innovative contributions to teaching and scholarship. Provides sustained leadership in teaching at AIB.	Makes outstanding contribution to scholarship (or research). Plays significant scholarship and/or research leadership role at AIB.	Contributes to leadership at AIB. Leads AIB committees and working parties.
Level E	Professor	Exercise responsibility and provide significant leadership in teaching, research, professional activities, policy development within the discipline and AIB.	Doctorate (in relevant discipline)	Significant experience in discipline area. Academic excellence; outstanding contribution to teaching, research and profession. Recognised as leading authority in a discipline.	High communication (verbal and written) skills and able to fluently interact with students	Makes original and distinguished contributions to teaching and scholarship. Provides leadership and fosters excellence in others.	Makes significant contribution to AIB scholarship and/or research agenda.	Provides leadership and fosters excellence in academic administration and academic management of AIB.
<i>Based on Academic Profile documentation of Flinders University, Uni of Adelaide</i>								