

## 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 sections 1 to 4 and academic promotions in sections 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 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 – Academic Profiles](#)).

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 Human Resources (HR), appointments are made on the recommendation of the Academic Dean and with the formal approval of the Chief Executive Officer (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 or Higher Education Provider.

## **Part B – Academic Promotions**

### **4. Principles**

- 4.1. Promotion to all levels will be based on merit.
- 4.2. Achievements since the last promotion or appointment will be prioritised for consideration.
- 4.3. The principles of equal opportunity, fairness and social justice will be applied in line with AIB policies and appropriate State and Federal legislation.
- 4.4. To be eligible for promotion, applicants must be full-time or part-time continuing staff members at or greater than 0.5 FTE.
- 4.5. All applications will be treated as confidential.
- 4.6. Normally, applications will only be accepted from applicants for whom a period of two years has lapsed since an appointment or promotion at AIB. Applicants may apply to the CEO to seek exemption where less than two years has lapsed. Determinations will be made by the CEO.
- 4.7. Any approved promotion will take effect in July of the same year.
- 4.8. Generally, the promotions round will allow applicants eight weeks to prepare their application.
- 4.9. For every promotion round, a Promotion Committee will be convened consisting of:
  - Chair, Academic Board (Chair of the Committee);
  - Academic Dean;
  - Associate Dean, Teaching & Learning;
  - Associate Dean, Research ;
  - Representative from HR.

Note: the normal rules of conflict of interest apply. Additionally, a quorum of a minimum of 3 members is required. Where members need to leave due to conflict of interest and the minimum quorum is not met, a suitable alternate person(s) will be selected to replace the Promotion Committee member.
- 4.10. 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.

- 4.11. There would normally be a promotion round each year. However, the CEO in consultation with the Academic Dean may decide to delay the promotions round for up to one year. These decisions will be based on strategic capabilities, capacities and operational needs of the organisation.

## **5. Criteria for promotion**

- 5.1. 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) Leadership, Service and Professional Engagement.
- Self-evaluation of performance in each area uses three generic descriptors: Satisfactory, High and Excellent. Excellence in Teaching and Learning is a requirement; refer to the Academic Promotion Procedures.

## **6. Role Conversion**

- 6.1. Academics appointed at Level A or B may apply at any time to the Academic Dean for conversion from their current role to the equivalent Teaching Scholar role, or from a Level B (Teaching Scholar) role to the standard Level B role at the equivalent level.

## **7. Decision-making and outcome procedures**

- 7.1. Applications are to be in writing. The Promotions Committee may elect to interview candidates.
- 7.2. Applicants 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 applicants 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 CEO. 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 CEO does not accept that there are grounds for appeal, the decision will be final.

If the CEO believes there are grounds for appeal, a separate promotions appeal committee will be convened to hear the appeal. The Promotions Committee will be re-engaged to correct the procedural issue.

- 7.4. Applicants whose applications for promotion are unsuccessful may submit a new application in the following promotions round i.e. within 12 months of the unsuccessful application.

**Related Forms:**

Job Description  
Performance Review Form

**Related Policies and Procedures:**

Academic Profiles document (included in [Appendix A – Academic Profiles](#))  
Academic Promotion Procedure  
Conflict of Interest Policy and Procedure  
Equivalence of Professional Experience and Academic Qualifications Determination Policy  
Equivalence of Professional Experience and Academic Qualifications Determination Procedure  
Privacy Policy  
Professional Development of Academic Staff Policy  
Research and Scholarship Policy  
Research and Scholarship Procedure  
Research Integrity Breach Management Procedure  
Staff Grievance Procedure

**Responsibility:**

Academic Dean

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## Appendix A – Academic Profiles

December 2024

	<b>DESCRIPTION</b>		<b>ON APPOINTMENT (min. required)</b>			<b>IN THE ROLE (a combination of the following, as appropriate)</b>		
	<i>Title</i>	<i>General duty statement</i>	<i>Qualification</i>	<i>Skills/experience</i>	<i>Communication</i>	<i>Teaching</i>	<i>Research/ Scholarship</i>	<i>Leadership, Service and Professional Engagement</i>
<b>Level A (Teaching Scholar)</b>	<b>Lecturer Level A (Teaching Scholar)</b>	Contribute to AIB teaching and maintain scholarly activity in the discipline/s and in teaching and learning.	Masters/Doctorate (in relevant discipline)	Teaching experience at a higher education institution	High communication (verbal and written) skills and able to fluently interact with students.	Is guided by more senior academics. Well-developed experience in higher education teaching. Contributes to subject design and development.	Actively contributes to scholarship in the discipline and the scholarship of teaching and learning. May be working actively towards doctorate	Undertakes administrative activities relating to teaching tasks. Contributes to working groups and maintains links with external peers and the professions.
<b>Level B (Teaching Scholar)</b>		Contribute to AIB teaching and maintain and contribute to scholarly activity in the discipline/s and in teaching and learning.	Doctorate (in relevant discipline).	Teaching and curriculum development experience at a higher education institution.	High communication (verbal and written) skills and able to fluently interact with students and engage students in facilitated discussion.	Contributes to subject design and development. Contributes to discipline teaching independently. Coordinates/leads activities of other staff (as appropriate).	Actively contributes to scholarship in the discipline and the scholarship of teaching and learning. Has an established record of research in their discipline or educational design and delivery.	Undertakes administrative activities relating to teaching and research tasks. Actively contributes to working groups represents the academics at AIB meetings/committees. Actively nurtures strong links with external peers, industry and the professions.

	<b>DESCRIPTION</b>		<b>ON APPOINTMENT (min. required)</b>			<b>IN THE ROLE (a combination of the following, as appropriate)</b>		
	<b>Title</b>	<b>General duty statement</b>	<b>Qualification</b>	<b>Skills/experience</b>	<b>Communication</b>	<b>Teaching</b>	<b>Research/ Scholarship</b>	<b>Leadership, Service and Professional Engagement</b>
<b>Level B</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 and engage students in facilitated discussion.	Contributes to subject design and development. Contributes to discipline teaching independently. Coordinates/leads activities of other staff (as appropriate).	Makes independent contribution to scholarship and research. Research Active and supervises research candidates. Publishes in high quality publications.	Undertakes administrative activities relating to teaching and research tasks. Actively participates in working groups and committees and represents the academics at AIB meetings/committees. Actively nurtures strong links with external peers, industry and the professions.
<b>Level C</b>	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. Nationally recognised 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 and research with a national profile. Plays major role and provides significant degree of	Contributes significantly to administrative activities of AIB (including meetings/committees). Leads and coordinates academic initiatives. Initiates and promotes strong links with external peers, industry and the professions.

	<b>DESCRIPTION</b>		<b>ON APPOINTMENT (min. required)</b>			<b>IN THE ROLE (a combination of the following, as appropriate)</b>		
	<b>Title</b>	<b>General duty statement</b>	<b>Qualification</b>	<b>Skills/experience</b>	<b>Communication</b>	<b>Teaching</b>	<b>Research/ Scholarship</b>	<b>Leadership, Service and Professional Engagement</b>
							leadership in research. Research Active and supervises research candidates.	
<b>Level D</b>	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; Internationally recognised record of 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 and research with a growing international profile. Plays significant scholarship and research leadership role at AIB. Research Active and supervises	Contributes to leadership at AIB. Leads AIB committees and working parties. Maintains a national leadership profile among external peers, industry and the professions.

	<b>DESCRIPTION</b>		<b>ON APPOINTMENT (min. required)</b>			<b>IN THE ROLE (a combination of the following, as appropriate)</b>		
	<b>Title</b>	<b>General duty statement</b>	<b>Qualification</b>	<b>Skills/experience</b>	<b>Communication</b>	<b>Teaching</b>	<b>Research/ Scholarship</b>	<b>Leadership, Service and Professional Engagement</b>
							Research candidates.	
<b>Level E</b>	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. Internationally recognised 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 with an international profile. Research Active and supervises Research candidates.	Provides leadership and fosters excellence in the academic management of AIB. Has a significant national reputation in the sector including with external peers, industry and the professions.

*Based on Academic Profile documentation of Flinders University, Uni of Adelaide.*