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| **A Personal Details** |

**Staff Applicant details**

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| Title | | Mr | | Ms | | Mrs | | | | | Dr | | | AsPro | Prof | |
| Family Name    Surname | | |  | | | | |  | | Given name/s | |  | | | |  |
| College/School |  | | | | | |  | | Discipline | | | |  | | |  |
| Campus |  | | | | | |  | |
| Academic Level being applied for | | | | |  | |  | |

**College Dean / Head of School details**

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| Title | Mr | | Ms | Mrs | | | Dr | | AsPro | Prof | |
| Family Name    Surname | |  | | |  | Given name/s | |  | | |  |

**Supervisor details** (where the College Dean / Head of School is not the supervisor)

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| Title | Mr | | Ms | Mrs | | | Dr | | AsPro | Prof | |
| Family Name    Surname | |  | | |  | Given name/s | |  | | |  |

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| **B College Dean / Head of School’s role** |
| The College Dean/Head of School must, in consultation with the applicant’s supervisor (if that is someone else), provide comments on the applicant’s performance in each area chosen for assessment against the applicant’s level, agreed workload allocation and type of appointment. In particular, comments should indicate whether the annual performance goals identified in performance review have been met, and should confirm the accuracy of the staff member’s application.  Assessment of an application should also include consideration of the applicant’s performance relative to opportunity (PRO). PRO may include personal or professional circumstances which have affected the overall time available for academic activities and therefore the quantity or rate of output, opportunity to participate in certain types of academic activities and/or the consistency of activities or output over the period under consideration.  The College Dean/Head of School is required to sign a declaration (at the end of this document) that the information provided in the staff’s application is accurate, that this report is a true account of the applicant’s performance and the application is in accordance with core business areas that are a match for the applicant’s current role.  The College Dean/Head of School then is requested to email an electronic, pdf scanned copy of the College Dean /Head of School Report, Senior Staff Member Report and College Dean/ Head of School Assessor Nominations to the Secretary, Academic Promotions at [academicpromotions@cdu.edu.au](mailto:academicpromotions@cdu.edu.au) by the required annual deadlines. Failure to do so may disadvantage the applicant’s application.   * The College Dean/Head of School and Senior Staff Member reports must be sighted and signed by the applicant before submission to the Secretary. * The College Dean/Head of School Assessor Nominations is **CONFIDENTIAL** and is not to be sighted by the applicant**.** |

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| **C Academic and Professional Contribution** |

The University will recognise and reward demonstrated professional contribution and sustained academic contribution in one or more of the University core business areas through a transparent and consistent process of promotion. Promotion will be awarded on the basis of the quality and impact of contributions to the University’s goals in these areas.

**Vocational Education and Training (VET) academic staff** applicants should address their contribution at the level of the relevant Academic Staff Position Classifiers for Teaching in Vocational Education and Training (Enterprise Agreement 2011 Schedule C). Where a member of staff presents a case claiming a significant contribution to additional core business areas this will be included in the assessment.

**Higher Education academic staff** should address the core business areas of which Teaching & Learning and Research & Scholarship are mandatory. Where a member of Higher Education staff is explicitly employed, as defined by their position description, to work exclusively within one area of core business, their assessment will be based on that provision (reference Clause 66 of the Charles Darwin University and Union Enterprise Agreement 2011).

Evaluation of the case for promotion will be based on evidence of performance, relative to the level being applied to, in the core business areas of (1) Learning and Teaching; (2) Research and Scholarly Activity; (3) Indigenous Related Activity (4) Community Engagement (5) Business Development/Professional/Industry Links in keeping with the Charles Darwin University and Union Enterprise Agreement 2011 and the specific expectations outlined in the Academic Staff Position Classifiers.

In each of the areas of activity, claims about and descriptions of achievement must be supported by evidence, including: external validation of the products or results of work; documentation about the professional preparation and development undertaken; feedback and evaluations from relevant people such as referees, students, supervisors or external partners. Each type of activity is valued, as is each type of evidence. The types of evidence that may be employed are outlined in the Academic Promotions Evidence Matrix. Where an academic appointment specifically precludes or constrains contribution to one of these areas (for example some funded research positions prohibit management roles), the application will be judged against the relevant areas of contribution.

Applicants for **promotion to** **Level E** will be expected to provide evidence of excellence in research/scholarship and/or teaching and supervision that is recognised internationally. At Level E, applicants will also be expected to provide evidence of significant leadership such as: fostering excellence in teaching and encouraging academic staff development; leadership in promoting research and developing research training; leadership in a discipline or programme within the University and within the wider community.

Applicants for promotion at all levels are encouraged to provide evidence of leadership and innovation, whether of a formal or informal kind, that enhances teaching and/or research, external professional and/or community engagement. The University will recognise and reward academics whose teaching and research is interdisciplinary or innovative in ways that may challenge existing disciplinary conventions. The University will also recognise excellence and leadership in clinical or professional practice as being part of the role of an academic in a professional focused programme within a relevant College/School of the University.

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| **D Contributions to Learning and Teaching** |
| For the purposes of Academic Promotion, teaching and learning includes:   * HE or VET course/unit design, development and teaching; * Workplace assessment; * Laboratory, studio-based or workshop teaching; * Supervision of individual students in work placements, clinical placements, or undertaking honours level programs; * Supervision of Higher Degree by Research (HDR) students. |
| **In this area, please rate the candidate as:**  Outstanding  Above standard  Meets standard  Below standard  Unable to assess |
| **Comments** |

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| **E Contributions through Research and Scholarship** |
| For the purposes of Academic Promotion, research and scholarly activity includes:   * Discovery of new knowledge and associated innovation; * Scholarly development of creative works; * Scholarship of teaching and learning; * Scholarly integration or synthesis, and * Knowledge transfer or its application in innovative contexts. |
| **In this area, please rate the candidate as:**  Outstanding  Above standard  Meets standard  Below standard  Unable to assess |
| **Comments** |

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| **F Contributions through Indigenous Related Activity** |
| For the purposes of Academic Promotion, indigenous related activity includes:   * Demonstrated pedagogical versatility (to give effect to heterogeneous learning styles within a culturally defined context); * Cultural competency/proficiency; * Proactive commitment to indigenous student/staff support as demonstrated in professional practice. |
| **In this area, please rate the candidate as:**  Outstanding  Above standard  Meets standard  Below standard  Unable to assess |
| **Comments** |

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| **G Contributions through Community Engagement** |
| For the purposes of Academic Promotion, community engagement includes:   * Significant and valued contributions to a profession, industry partner or to government; * Significant and valued contribution to communities, especially remote, regional and Indigenous communities; and * Significant and valued contribution to CDU equity goals. |
| **In this area, please rate the candidate as:**  Outstanding  Above standard  Meets standard  Below standard  Unable to assess |
| **Comments** |

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| **H Contributions through Business Development, Professional Consulting and Industry Links** |
| For the purposes of Academic Promotion, business development, professional consultancy and industry links includes:   * Entrepreneurial activity of benefit to the University; * Industry research and consultancy; * Development of revenue generating educational programs. |
| **In this area, please rate the candidate as:**  Outstanding  Above standard  Meets standard  Below standard  Unable to assess |
| **Comments** |

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| **I Previous Application** (if applicable) |
| Applicants who have sought promotion in the round immediately preceding the current round should carefully consider, in conjunction with their supervisor, whether their claim for promotion has significantly improved since the last application. Where an applicant in these circumstances chooses to lodge an application, they must ensure that the new application clearly indicates ways in which the claim for promotion has been strengthened since the last application.  The College Dean/Head of School should comment on whether an applicant has successfully addressed any recommendations made by the Academic Promotions Committee in relation to their previous application. |
| **Comments** |

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| **J Professional Development** |
| Please provide a summary assessment of whether the annual performance goals as identified in the applicant’s performance review have been met. |
| **Comments** |

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| **K College Dean/Head of School’s declaration** | | | |
| Where there may be a conflict of interest, such as a close personal relationship, the nature of the relationship **must** be declared. This report will then be considered in such context.  As College Dean/Head of School   * I declare that the information provided by the applicant is accurate. * I declare that the information that I have provided is a true account of the applicant’s performance while employed at their current category/level. * I declare that the weighting of the work profile given (in Section E of the Application Form) is an accurate reflection of the applicant’s academic classification and current position profile.   I  support /  I do not support this application for promotion. | | | |
| Additional Comments: | | | |
| College Dean/Head of School’s signature |  | Date |  |
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| **L Applicant’s declaration** | | | |
| I declare that I have sighted this report. I understand that I may write to the Chair of the Academic Promotions Committee if I wish to respond to the comments made in this report. | | | |
| Applicant’s signature |  | Date |  |
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Responsibilities of the College Dean/Head of School are to email an electronic, pdf scanned copy of the College Dean/Head of School Report, Senior Staff Member Report and College Dean/Head of School Assessor Nominations to the Secretary, Academic Promotions by the required annual deadlines. Failure to do so may disadvantage the applicant’s application.

* The College Dean/Head of School and Senior Staff Member reports must be sighted and signed by the applicant before submission to the Secretary.
* The College Dean/Head of School Assessor Nominations is **CONFIDENTIAL** and is not to be sighted by the applicant**.**

Enclosed with this report are the following documents:

Senior Staff Member Report

CONFIDENTIAL College Dean/Head of School Assessor Nominations (not to be sighted by the applicant)