Academic Appointment to Continuing or Fixed Term Position

Promotion Panel Chair advises candidate

- 1. Appointment is dependent upon them being assessed as having a combination of qualification(s), achievements and experience equivalent to the level of qualification required for the position.
- 2. of evidence required to demonstrate their achievements and experience for determining equivalence

Candidate provides Promotion Panel Chair with appropriate evidence

Appointment Panel Chair forwards to the Qualification Equivalence Assessment Panel (QEAP@csu.edu.au):

- 1. A brief statement of why the appointment panel considered the candidate may be equivalent to the required level of qualification
- 2. Supporting evidence provided by the applicant

QEAP administration officer reviews request and notifies appropriate QEAP Chair

Chair of the QEAP, will as soon as possible, forward the request and evidence to the panel members for review

QEAP members advise QEAP chair within two business days whether they consider the evidence provided establishes equivalence with the required level of qualification

QEAP Chair reviews panel member recommendations. A determination of "equivalence" is contingent upon 75% of QEAP members (including chair) agreeing equivalence has been established.

QEAP Chair advises Chair of Appointment Panel of the outcome of equivalency accessment.

Where equivalency was established by QEAP, the Chair of the appointment panel advises QEAP administration officer of candidates appointment to position

QEAP administration officer QEAP adminstration officer enters details on the University staff human resource system.