Application Form

Refer to the Applicant Guidelines for additional information

Follow the instructions provided

Adhere to content limits – **excessive content will be redacted**

CV (aligned to academic activity areas) should demonstrate evidence of overall career trajectory

Official reports (teaching, research & teaching peer review attached by Academic Promotion Team)

Supervisor and Centre Director Reports are separate to Application

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Application Presentation

Your case for promotion should be

- Well structured
- Easy to read and understand
- Concise
- Uses common language

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Verifying Evidence

Evidencing Claims

Applicant's Responsibility - to provide your supervisor with sufficient evidence (documentary or otherwise) to support your claims.

Supervisor's Responsibility - to verifying the claims you have made within your application for promotion.

- Achievements must not be cited more than once
- All claims/assertions must be supported by suitable evidence
- Gaps in supporting evidence

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Selecting Evaluators

Evaluators

Must be AT or ABOVE the promotion level sought

Level Sought	Applicant Suggestions	Supervisor Nomination	Committee Requirement
B	3	3 + option of 1 additional*	2 - Preferably national/international standing
C	5	5 + option of 1 additional *	2 preferably 3 - Must be national/international standing Minimum 2 external to University
D	5	5 + option of 1 additional *	3 – Must be of national/ international standing All external, unless committee chair agrees to internal. **
E	5	5 + option of 1 additional *	3 – Must be of international standing in discipline. Must be external to the University.
Notes	Nomination of names for evaluator exclusion retained	*Must be either a senior member of relevant industry/profession OR an Elder / other leading member of an Indigenous Australian community	** Internal must be an acknowledged international authority in discipline.

Evaluator Selection

- Applicants must provide supervisor with a recommendation of suitable evaluators
- It is the supervisor's responsibility to make the final evaluator selection ensuring, as far as possible, they are able to provide an *objective evaluation* of the applicant's achievements.

The supervisor

- may consult members of the applicant's discipline/closely related discipline

- may select an alternative evaluator to the applicant's recommendation

- cannot nominate an evaluator who was identified for exclusion by the applicant.

The supervisor's final selection of evaluators remains confidential (i.e. not shared with the applicant).
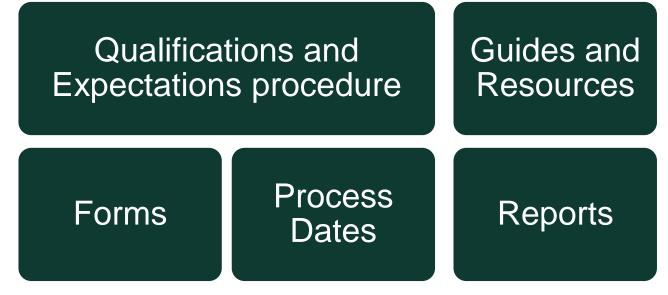
Key Dates

Key Dates for 2022

Key Dates	
30 April	Last date to request teaching data (SES) Expressions of interest close
30 June	Supervisor submits evaluator selection via online form
31 July	Applicant submits Application to Supervisor/s and if appropriate, Research Centre Director
24 August	Supervisor/s & Research Centre Director return report/s to applicant
31 August, 5pm	Applications close: Email to academicpromotions@csu.edu.au
Late October / Early November	Promotion and Professorial Promotion Committees meet Applicants advised of outcome
November	Successful applicants formally announced
December	Applicant feedback completed Promotion effective mid December

Finding the information you need

Academic promotion procedure and guidelines

Qualifications and Expectations procedure

Guides and Resources

Forms

Process Dates

Reports

https://www.csu.edu.au/division/people-culture/current-staff/my-employment/academic-promotions

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Appendix - Evidencing Claims

Teaching Activity

- Teaching

- Curriculum design, development and review

- Quality assurance of curriculum delivery and assessment

- Publishing learning materials and textbooks

- Scholarship of learning and teaching

- Professional development in learning and teaching

- Improving teaching practice (inc. mentoring/peer review)

- Designing, organising, managing workplace learning activities

- Student transition support activities

- See Guide to Evidence in Promotion for further examples of achievements and evidence

Professional Engagement Activity

- Maintaining professional registration

- Innovation in professional practice

- Providing professional development for other professionals

- Participating in professional bodies" standard setting

- Designing, organising, managing and supervising workplace learning activities

- Participating in networking and events to maintain/improve professional practice

- Mentoring and supervising other professionals

See Guide to Evidence in Promotion for further examples of achievements and evidence

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Academic Citizenship

- Leading or participating in University committees/working groups

- Leading or participating in project to improve academic quality, academic productivity or student's learning experience

- Career mentoring of staff or students

- Engagement and outreach to the wider community (student recruitment, knowledge sharing, build partnerships etc)

See Guide to Evidence in Promotion for further examples of achievements and evidence

Research Activity,

- Planning, organising and carrying out research

- Publishing or disseminating research findings

- Exhibiting or performing creative works with critical commentary, evidence of reflection

- Mentoring other researchers

- Supervising or examining research of HDR candidates or research component of courseworks

- Improving research practice

- Quality assurance of research

See Research Productivity Index Guide for further advice on achievements and evidence

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Research Activity

https://library.csu.edu.au/for-researchers/manage-fund/research-impact-and-engagement

https://libguides.csu.edu.au/impact

Research Productivity Index – RPI – RPI documentation