Confirmation and Promotions Committee Guideline

Section 1 - Purpose and Scope

(1) This Guideline relates to the Professorial Confirmation and Promotions Committee (PCPC), the Local Confirmation Committees (LCC) and the Local Promotions Committees (LPC), in terms of their coverage, composition and the delivery of responsibilities.

Section 2 - Committee Coverage

(2) All applications for confirmation at Academic Level E and promotion to Academic Level E will be considered by the PCPC.

(3) Applications for confirmation at all other Academic Levels and promotion to Academic Levels C and D will be considered by the relevant Faculty LCC or LPC, incorporating University-level Institutes as noted below:

a. Faculty of Business, Economics and Law
b. Faculty of Engineering, Architecture and Information Technology
    i. Australian Institute for Bioengineering and Nanotechnology
    ii. Collaborative Research Platforms in Pro-Vice-Chancellor (Research Infrastructure) portfolio
c. Faculty of Health, Medicine and Behavioural Sciences
d. Faculty of Humanities, Arts and Social Sciences
    i. Institute for Teaching and Learning Innovation
    ii. Aboriginal and Torres Strait Islander Studies Unit
e. Faculty of Science
    i. Queensland Alliance for Agriculture and Food Innovation
    ii. Institute for Molecular Bioscience

(4) Applications for promotion to Academic Level B will be considered by the relevant Executive Dean or University-level Institute Director.

Section 3 - Committee Composition

Principles

(5) The principles seek to ensure appropriate representation on committees through a balance and combination of:

a. Representation across the Faculty and University-level Institute(s)
b. Experience across academic categories and disciplines
c. Attributes (such as gender) that reflect those of our broader community
d. Where possible, the inclusion of Aboriginal and Torres Strait Islander staff members on the Committee, particularly where applicants who identify as Aboriginal and Torres Strait Islanders will be reviewed.

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(6) Each Faculty will establish an LCC and an LPC. Where volume of applications permits, the Faculty may use the same membership for each.

(7) LCCs and LPCs should be chaired by the Executive Dean where feasible, with any requests to delegate chairing responsibilities (for some or all meetings) subject to approval by the Provost. Delegates would typically be Deputy or Associate Deans. Approval should be sought at the earliest available opportunity for each calendar year.

(8) Membership of a Faculty LCC or LPC may consist of a larger membership pool, with attendance at meetings determined by the Chair.

(9) The Provost, in consultation with the President of the Academic Board, approves LCC and LPC membership or membership pools annually.

(10) Committee members will normally serve for three years, with a second term permitted if agreed by the member and Chair. Where members are selected based on an identified role or management position (e.g., Head of School, Deputy Vice-Chancellor (Academic)), the term will not be limited.

Local Confirmation Committee (LCC)

(11) Each LCC will be chaired by the Executive Dean (or Provost-approved delegate), include an internal and external LCC representative and, in addition, typically include either:

a. a member at Academic Level C and D, two members at Academic Level E, relevant University-level Institute Director (or their delegate), none of whom should be on probation or seeking promotion; or
b. the Heads of School and Institute Directors; or
c. a combination of these compositions.

(12) A quorum will be the Chair, the external LCC Representative, and three other members.

Local Promotions Committee (LPC)

(13) Each LPC will be chaired by the Executive Dean (or Provost-approved delegate), include an internal and external LPC representative and, in addition, typically include either:

a. a member at Academic Level C and D, two members at Academic Level E, relevant University-level Institute Director (or their delegate), none of whom should be on probation or seeking promotion; or
b. the Heads of School and Institute Directors; or
c. a combination of these compositions.

(14) A quorum will be the Chair, the external LPC Representative, and three other members.

Professorial Confirmation and Promotions Committee (PCPC)

(15) The PCPC will be chaired by the Provost as the Vice-Chancellor's nominee, with the remainder of the committee comprising:

a. Deputy Vice-Chancellor (Research and Innovation), or nominee;
b. Deputy Vice-Chancellor (Academic), or nominee;
c. President of the Academic Board;
d. Four members of the professoriate appointed by the Vice-Chancellor on recommendation from the Provost; and
e. Chief Human Resources Officer, or nominee acting as secretary to the Committee.

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(16) The Vice-Chancellor, on recommendation from the Provost, may invite an external member to participate as a full member of the Committee, generally for a term of one year.

(17) A quorum will be the Chair, the President of the Academic Board (or nominee), a Deputy Vice-Chancellor (or nominee), and three other members.

Section 4 - Roles and Responsibilities

(18) With reference to the committee responsibilities outlined in the relevant procedures, the following additional responsibilities apply.

Provost

(19) Together with the President of the Academic Board, the Provost will lead a process to collect feedback from members of LPCs and LCCs at the end of each year. Issues identified will be considered by the Provost and President of the Academic Board and, where appropriate, strategies recommended to address them.

(20) Annual in-person induction sessions led by the Provost and the President of the Academic Board will be conducted for all new LCC and LPC members. This training should include matters such as relative-to-opportunity considerations and expectations for each of the academic categories.

Chair

(21) The LCC Chair is responsible for ensuring that the recommendations at Mid-Term Review are clearly articulated, recorded and communicated to the staff member. Similarly, where extensions are granted, the LCC or PCPC Chair is responsible for ensuring recommendations and justification are clearly articulated.

(22) The Chair will typically request input from the Head/Director. This would typically entail providing a brief summary prior to the interview to provide context regarding the applicant, and answer questions related to discipline norms /expectations. This assists the committee to identify specific areas of clarification to be probed during the interview, as well as relevant contextual factors. The Head/Director will not contribute to the subsequent interview or to the committee's deliberations of that applicant's case for confirmation or promotion.

LCC and LPC Representatives and Deputy LCC and LPC Representatives

(23) The LCC and LPC Representatives are Professorial staff members selected by the Chair. In addition to serving on their Faculty's LCC/LPC, they are required to serve on the LCC/LPC of another nominated Faculty's LCC/LPC.

(24) The Deputy LCC and LPC Representatives are Professorial staff members selected by the Chair. It is expected that the LCC/LPC Representatives will mentor the Deputy LCC/LPC Representatives prior to their succession as the next LCC/LPC Representative. Where required due to issues of availability, the Deputy LCC/LPC may serve on the LCC/LPC of the nominated Faculty. If the Deputy LCC/LPC representative is unavailable, any member from an alternate LCC/LPC may serve as the external representative to ensure scheduled meetings can proceed.

Committee Members

(25) Committee members are required to maintain confidentiality, including the contents of application documents, any disclosures made by the applicant during the interview process, and committee deliberations.

Committee Secretary

(26) The Committee Secretary is responsible for ensuring the administration of the process, including finalising application documents for committee review, and ensuring relevant Workday tasks are completed and outcomes are

provided to staff members in line with required timelines.

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