

Confirmation and Promotions (Academic Staff) Policy

Section 1 - Purpose and Scope

(1) The University of Queensland (UQ or the University) is committed to ensuring a robust career and performance development approach exists for academic staff which provides a foundation for the achievement of academic excellence.

(2) This Policy identifies the underpinning principles of the academic confirmation and promotions process that demonstrate academic staff have met the expectations of academic excellence for the relevant academic level and category as detailed in the criteria for academic performance.

Scope

Confirmation

(3) This Policy applies to all academic staff employed on a continuing basis who are subject to a three-year probation period.

Promotion

(4) This Policy applies to all academic staff applying for promotion: all academic levels and categories; conjoint staff and academic secondees where UQ is the lead employer; and health professional academic title holders (non-clinical pathway).

Section 2 - Principles and Key Requirements

(5) The University is committed to academic confirmation and promotion process principles which:

- a. Support the University's objectives with regard to excellence of academic contribution;
- b. Acknowledge the University's commitment to providing an equal opportunity environment, incorporating the principles of performance relative to opportunity;
- c. Make decisions based on merit without constraint by quota;
- d. Assess performance in line with the duties and responsibilities relevant to academic category and classification, having regard for specific discipline requirements as relevant;
- e. Have appropriate regard for actual, potential or perceived conflicts of interest;
- f. Maintain confidentiality of applicant information and committee deliberations;
- g. Acknowledge UQ's commitment to the protection of academic freedom.

Section 3 - Roles, Responsibilities and Accountabilities

Local Confirmation and Promotions Committee (LCPC)

(6) The relevant LCPC is responsible for making recommendations to the Chair regarding confirmation for staff at Academic Level A-D and applications for promotion to Academic Levels C and D.

Professorial Confirmation and Promotions Committee (PCPC)

(7) The PCPC is responsible for making recommendations to the Chair regarding confirmation for staff at Academic Level E.

(8) The PCPC is responsible for making recommendations regarding Professorial promotion applications and providing these recommendations to the Vice-Chancellor for approval.

Vice-Chancellor

(9) The Vice-Chancellor is responsible for approving recommendations for promotion to Level E.

Provost

(10) The Provost will chair and hold decision making responsibility for confirmation decisions within the Professorial Confirmation and Promotions Committee (PCPC), ensuring appropriate delivery of these processes. The Provost will also act as an escalation point for relevant matters that arise within the Local Confirmation and Promotions Committees as appropriate.

(11) The Provost will be responsible for approving the membership of each LCPC on an annual basis on receipt by each LCPC Chairperson.

Faculty Executive Dean

(12) The Faculty Executive Dean will chair and hold decision making responsibility for confirmation and promotion applications considered by the relevant Local Confirmation and Promotions Committee (LCPC). The Faculty Executive Dean will also consider promotion applications for Level A to B.

Institute Director

(13) The Institute Director will approve promotion for candidates applying for promotion from Level A to B from within their own Institute, and supply recommendations for confirmation and promotion as required.

Head of School

(14) The Head of School will supply recommendations for confirmation and promotion as required.

Chief Human Resources Officer

(15) The Chief Human Resources Officer (CHRO) (or nominee) calls for academic confirmation submissions and ensures that the applied principles and stakeholder responsibilities are enacted in an effective and consistent manner. The CHRO (or nominee) is responsible for the initial assessment of appeal requests prior to consideration by the Authorised Officer.

Section 4 - Monitoring, Review and Assurance

(16) The Academic Confirmation and Promotions Advisory Committee (ACaPAC) makes recommendations on University Policy relating to academic confirmation and promotion.

(17) The Chief Human Resources Officer (or delegated authority) is responsible for the monitoring and review of this Policy and associated procedure and process, assuring its operational effectiveness.

Section 5 - Recording and Reporting

Promotions

Report	Produced by	Provided to
Successful academic promotion outcomes for Levels B - E.	Human Resources Division and Marketing and Communication	Placed on University website
Successful and unsuccessful promotion applications (Level A-D) across all Faculties and Institutes, including demographic data for key reporting areas.	Human Resources Division and LCPC secretariat	Provost and President of the Academic Board
Report confirming successful and unsuccessful promotion applications (Level E) across all Faculties and Institutes including demographic data for key reporting areas.	Human Resources Division and PCPC secretariat	University Senate

Status and Details

Status	Historic
Effective Date	14th March 2022
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Policy Owner	Phil Vaughan Chief Human Resources Officer
Enquiries Contact	Human Resources Division