Academic Promotion

Approvals

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| *Academics hold a substantive academic position (‘appointment type’) as either a Teaching and Research academic or a Teaching academic or a Research academic and the academic promotion guidelines provide detailed information about the academic promotion process and criteria for promotion aligned to your role. In exceptional circumstances you may seek approval to vary an aspect of the process using this form and emailing it to the senior academic leader indicated.* |

Name of Applicant for Promotion:

Title

Name

Academic Unit / Research Institute / Unit

Applying for Promotion to Level:

|  |  |
| --- | --- |
|  | Level B |
|  | Level C |
|  | Level D |
|  | Level E |

Academic Position ‘Appointment Type’ Held:

|  |  |
| --- | --- |
|  | Teaching academic |
|  | Research academic |
|  | Teaching and Research academic |

|  |  |
| --- | --- |
| Instructions: | |
| *Please email this completed form to the person indicated below and cc* [UniSA-AcademicPromotion@unisa.edu.au](mailto:UniSA-AcademicPromotion@unisa.edu.au). *A response will be received via email to indicate if they approve your request or require further information. This form and the email should be saved as a PDF and loaded into the relevant section of the online application form.* | |
| [To reapply](#_Reasons_for_Reapplying:) (if unsuccessful in 2019) | *Provost & Chief Academic Officer, for applications to Level B or C*  *Vice Chancellor for applications to Level D or E* |
| [To vary weightings](#_Weightings:) |
| [To apply outside of academic substantive position](#_Applying_for_Promotion) |
| [To submit a late summative peer review of teaching](#_Submitting_a_late) | *Provost and Chief Academic Officer for all levels* |

|  |  |
| --- | --- |
| Approval | |
| *Provost & Chief Academic Officer, for applications to Level B or C*  *Vice Chancellor for applications to Level D or E* | |
|  | I approve the request(s) outlined below |
|  | I do not the approve the request(s) outlined below |
|  | Further information required |

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| Reapplying for promotion: |
| *If you have been unsuccessful in your application for promotion in the previous year, you are not eligible to apply for promotion in the next round (i.e. you need to wait a year) unless you have the prior written approval. See page 1 of the academic promotion guidelines.* |

***Details of new contribution(s) since last year’s application:***

**Teaching and Learning** (*optional for research academic applicants)*

**Research** (*optional for teaching academic applicants)*

**Engagement**

**Leadership** *(if applicable)*

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| Variation to weightings: |
| *Academics hold a substantive academic position (‘appointment type’) either as a Teaching and Research academic or Teaching academic or Research academic and the weightings you choose are based on that role. However, in exceptional circumstances, a promotion panel may accept a higher weighting from you for engagement and a subsequent change to the teaching or research weighting (where applicable). See page 9 of the academic promotion guidelines.* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Normal band of weightings* | *Teaching and Research Academic appointments* | *Research Academic appointments* | *Teaching Academic appointments* | |
| ***Teaching*** | *30-50%* | *0-20%* | *60-90%* | |
| ***Research*** | *30-50%* | *60-90%* | *0-20%* | |
| ***Engagement*** | *10-30%* | *10-30%* | *10-30%* | |
|  | | | | |
| I wish to use weightings: | Teaching and Research Academic appointments | Research Academic appointments | | Teaching Academic appointments |
| **Teaching** | % | % | | % |
| **Research** | % | % | | % |
| **Engagement** | % | % | | % |

***Reason(s) for varying the weightings:***

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| --- |
| Applying for promotion outside of substantive academic position held: |
| *Academics hold a substantive academic position (‘appointment type’) either as a Teaching and Research academic or Teaching academic or Research academic and this is the role under which you apply for promotion. However, if your focus has been aligned (for more than 12 months and will remain aligned for a while) to a different type of academic position you may seek permission to apply for promotion using the criteria for the non-substantive role. For example if you have won an NHMRC fellowship you may hold a substantive teaching and research position but be aligned to or be acting in a research academic position. See page 2 of the academic promotion guidelines.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic position held (substantive):** | | **Academic position applying for (acting):** | |
|  | Teaching academic |  | Teaching academic |
|  | Research academic |  | Research academic |
|  | Teaching and Research academic |  | Teaching and Research academic |

***Reason(s) for applying for promotion outside of substantive academic position held:***

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| Submitting a late summative peer review of teaching |
| *Teaching Academics and Teaching and Research Academics need to submit a summative peer review of teaching report (no older than 3 years as at 1 January), as part of the evidence of your teaching quality. You will need to speak with you supervisor as soon as possible if you require a summative peer review of teaching (SPRT) for your application. You need to ensure that your peer review is completed in time for you to attach it to your application. Other than in exceptional circumstances, no late peer reviews will be accepted. See page 12 of the academic promotion guidelines.*  *This form gets loaded in the place of the SPRT in the online academic promotion application.*  *Any other variations to the SPRT please email UniSA-AcademicPromotion@unisa.edu.au* |

***Reason(s) for submitting a late summative peer review of teaching:***