

ACADEMIC PROMOTIONS COMMITTEE TERMS OF REFERENCE



CONTENTS

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	REFERRAL OF MATTERS.....	1
4	MEMBERSHIP AND TERMS OF OFFICE	1
	Additional external member for promotion to Academic Levels D and E	2
5	RIGHTS OF AUDIENCE AND DEBATE.....	2
6	CHAIR	2
7	SECRETARY	3
8	CONFLICT OF INTEREST	3
9	MEETINGS	3
10	ACCESS TO RESOURCES	3
11	CONFIDENTIALITY	3
12	AGENDAS AND MINUTES.....	3
13	RELATED DOCUMENTS	3
14	FEEDBACK.....	4
15	APPROVAL AND REVIEW DETAILS.....	4

1 ESTABLISHMENT

The Academic Promotions Committee has been established to provide reports, recommendations and/or advice to the Vice-Chancellor and President.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Receive applications for academic promotion, determine eligibility and assess applications in accordance with the [Academic Promotions Policy and Procedure](#).
- 2.2 Make recommendations regarding academic promotions applications to the Vice-Chancellor and President for final determination.

3 REFERRAL OF MATTERS

This Committee may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

4 MEMBERSHIP AND TERMS OF OFFICE

This Committee shall comprise:

Ex-officio members:

- Vice-President (Academic)
- Vice-President (Research)
- Deputy Vice-President (Indigenous Engagement)
- Deputy Vice-President (Education Strategy and Innovation)

Elected members:

- two academic employees at Academic Level C or above, elected by the academic employees, in alternate years.

All members are expected to represent their full constituency and maintain effective communications between their organisational area and the Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Ex-officio members shall serve for the duration of their appointment.

Elected members shall serve for a term of two years, and fixed-term employees must have a contract that runs for at least the term of office. One elected member may have their term of office extended for one year by decision of the Committee where both elected members are due to be replaced in the same year, in order to provide continuity for the Committee and the process.

The Chair, Academic Board may be appointed as a replacement member of the Committee if a member is unable to participate in any given year. This includes where an elected member wishes to apply for promotion, in which case he/she must stand down from the Committee for that year and the Chair, Academic Board may act as the replacement member.

Committee members must:

- understand and apply equal opportunity principles
- assess a candidate's achievements relative to the opportunities available to the employee
- be satisfied successful candidates have been sustained high performers at the present level of appointment and have the capacity to perform satisfactorily at the level to which promotion is sought
- understand and apply the [Academic Profiles Procedure](#) and any other relevant University governance instruments in the assessment of applications as appropriate
- exercise objectivity and integrity, sound judgement and confidentiality in all Committee business.

Committee members must not act as a referee for an applicant.

Additional external member for promotion to Academic Levels D and E

The Vice-Chancellor and President will appoint one external member to this Committee to evaluate applications for promotion to Levels D and E.

The external member will be at Level E (or equivalent).

5 RIGHTS OF AUDIENCE AND DEBATE

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Rights of audience and debate may participate in meetings, but have no voting rights.

Employees and external stakeholders may request the opportunity to address this Committee at any time. The Chair will consider and determine these requests.

6 CHAIR

The Chair shall be the Vice-President (Academic).

The Chair shall be nominated by and from the present members if the Chair is unable to attend a scheduled meeting.

7 SECRETARY

The Vice-President (Academic) shall nominate the Secretary.

8 CONFLICT OF INTEREST

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from Committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

9 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means; however all interviews conducted by this Committee must occur face-to-face.

Committee meetings shall be held as required in order to perform its functions. Committee meetings will be held in accordance with the [Academic Promotions Policy and Procedure](#) and as business requires.

The Chair shall have the casting vote.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

10 ACCESS TO RESOURCES

Committee members will be provided with access to all resources they reasonably require to fulfil their duties as a committee member by the Office of the Vice-President (Academic).

11 CONFIDENTIALITY

The Committee will maintain confidentiality during the academic promotions process.

At the conclusion of the process, feedback will be provided to applicants by the Chair upon request.

12 AGENDAS AND MINUTES

Agenda papers will be distributed in a timely manner. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all members and include them in the agenda papers for the next meeting.

13 RELATED DOCUMENTS

[Academic Profiles Procedure](#)

[Academic Promotions Policy and Procedure](#)

14 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

15 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Administrator	Vice-President (Academic)
Next Review Date	16/11/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Council 20/06/2003
Amendment Authority and Date	Vice-Chancellor and President 8/05/ 2006; Vice-Chancellor and President 24/04/2006; Vice-Chancellor and President 31/07/2006 (effective 1 January 2007); Vice-Chancellor and President 7/06/2007; Vice-Chancellor and President 22/07/2009; Vice-Chancellor and President 9/05/2011; Vice-Chancellor and President 13/05/2013, Director People and Culture 25/05/2015, Vice-Chancellor and President 11/05/2016, Vice-Chancellor and President 09/05/2017; Vice-Chancellor's Advisory Committee 6/06/2018; Vice-Chancellor and President 13/06/2018; Vice-Chancellor and President 01/04/2020; Vice-Chancellor and President 16/11/2020; Editorial amendment 02/12/2020.
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