

# ACADEMIC PROMOTIONS COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

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

## 2 FUNCTIONS AND RESPONSIBILITIES

The 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

The 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

The Committee shall comprise:

Ex-officio members:

- Provost (Chair)
- Deputy Vice-Chancellor (Engagement and Campuses)
- Deputy Vice-Chancellor (Research)

- Pro Vice-Chancellor (Learning and Teaching)

Elected members:

- Two academic staff members at Academic Level C or above, elected by the academic staff, in alternate years.

Gender representation on the Committee's membership is encouraged.

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 staff member
- 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.

## **Indigenous applicants**

Where an application is made by an Indigenous staff member, the Committee will be increased by the inclusion of the Pro Vice-Chancellor (Indigenous Engagement) for assessment of applications only to the level applied for by the Indigenous applicant.

An Indigenous applicant may choose not to have Indigenous representation on the Committee.

## **Additional external member for promotion to Academic Level E**

The Vice-Chancellor and President will appoint one external member to the 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**

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

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

## **6 CHAIR**

The Chair shall be the Provost.

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

## **7 SECRETARY**

The Provost shall nominate the Secretary.

## **8 CONFLICT OF INTEREST**

Committee 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 the 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 Provost.

## **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**

Agendas and associated documentation 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 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Vice-Chancellor and President, along with any information the Vice-Chancellor and President requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Vice-Chancellor and President.

### 14 RELATED DOCUMENTS

[Academic Promotions Policy and Procedure](#)

[Academic Profiles Procedure](#)

### 15 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

### 16 APPROVAL AND REVIEW DETAILS

| Approval and Review                      | Details                              |
|--|--------------------------------------|
| Approval Authority                       | Vice-Chancellor and President        |
| Advisory Committee to Approval Authority | Vice-Chancellor's Advisory Committee |
| Administrator                            | Provost                              |
| Next Review Date                         | 01/04/2022                           |

| 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. |
| Notes                                |  |