

Transition arrangements for 2018 academic promotions

Frequently asked questions (FAQs)

These FAQs have been formulated to answer some of the questions you may have in relation to the transition arrangements for academic promotions in 2018 during the implementation of the *management and organisational structure for the delivery of Higher Education and Vocational Education and Training and research in the Academic Portfolio*.

The answers to each question below have been separated in two columns to address answers related to applications for promotion to Academic Levels C, D and E (column 1) and the answers related to applications for promotion to Academic Level B (column 2).

Question	Answer	
	Academic Level C, D and E	Academic Level B
When will applications be called for?	The University will call for applications during June.	The July call for applications will go out during the month of June.
How will I know that applications have been called for?	The call for applications will be placed on FedNews.	The call for applications will be placed on FedNews.
When will applications close?	Applications close at 5.00pm on 31 August 2018.	Applications close at 5.00pm on 30 September 2018.
Who will be responsible for writing the evaluative report?	<p><i>Section 6 of the Application Template</i> is the written evaluation report that is required to be completed by the Executive Dean. Given that the new organisational structure and schools become operative on 25 June 2018, applicants can request the following Dean and (Acting) Deans of Schools to complete <i>Section 6</i>:</p>	
	Applicant's current faculty	Dean and (Acting) Dean to write evaluative report
	Federation Business School	Associate Professor Bob O'Shea
	Faculty of Education and Arts	Professor John McDonald
	Faculty of Health	<ul style="list-style-type: none"> Professor Mary Cruickshank for applicants from nursing, midwifery and healthcare disciplines; and Associate Professor Dara Twomey for applicants from health sciences.
	Faculty of Science and Technology	Associate Professor Jason Giri

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Who will be on the Academic Promotions committee?	<p>The composition of the promotions committee is as follows:</p> <p>Academic Promotion Committee considering applications to Academic Level C:</p> <ul style="list-style-type: none"> • Deputy Vice-Chancellor (Academic) (or nominee) as chair; • Deputy Vice-Chancellor (Research and Innovation) (or nominee); • an external academic at Academic Level D or above; • a member of FedUni's professoriate; and • four academic staff at Level C or above elected from within the University. <p>Academic Promotion Committee considering applications to Academic Level D and E:</p> <ul style="list-style-type: none"> • Deputy Vice-Chancellor (Academic) (or nominee) as chair; • Deputy Vice-Chancellor (Research and Innovation) (or nominee); • two members of FedUni's professoriate; and • two senior academics external to the University. <p>An NTEU procedural observer will also observe the proceedings of the Academic Promotion committees.</p>	<p>The composition of the promotions committee is as follows:</p> <ul style="list-style-type: none"> • Dean of school (or nominee) as chair; • a member of FedUni professoriate; and • two senior academic staff at Academic Level C or above elected from pool of elected representatives. One representative should be from the same school as the applicant. <p>An NTEU procedural observer will also observe the proceedings of the Academic Promotion committee.</p>
How and when will staff from within the University be elected to participate in the Academic Promotion committee considering applications to Academic Level C?	<p>Current Faculty elected representatives' positions will expire in July 2018.</p> <p>Each new school will be required to hold an election for positions on the University promotion committee in accordance with the <i>University's Regulation 7.1 – Election Procedures</i>. Human Resources will advise the Dean/(Acting) Dean of the process to ensure elections are completed in a timely manner. It is envisaged that elections will be held during July and/or August 2018.</p>	<p>Current Faculty elected representatives' positions will expire in July 2018.</p> <p>Each new school will be required to hold an election for positions on the University promotion committee in accordance with the <i>University's Regulation 7.1 – Election Procedures</i>. Human Resources will advise the Dean/(Acting) Dean of the process to ensure elections are completed in a timely manner. It is envisaged that elections will be held during July and/or August 2018.</p>

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When will the Applicant Information Sessions be conducted?	<p>Human Resources will hold two applicant information sessions for applicants to Academic Levels C, D and E as follows:</p> <ul style="list-style-type: none"> Thursday, 21 June 2018 Time: 2:00 pm – 4:00 pm Venues: Mt Helen: F200 Gippsland: 4W107 Berwick: 903_1133 Thursday, 28 June 2018 Time: 1:00 pm – 3:00 pm Venues: Mt Helen: C003 Gippsland: 4W107 Berwick: 903_1133 	<p>Human Resources will hold two applicant information sessions for applicants to Academic Level B as follows:</p> <ul style="list-style-type: none"> Thursday, 14 June 2018 Time: 10:00 am – 12:00 pm Venues: Mt Helen: C003 Gippsland: 4W107 Berwick: 901_140 Thursday, 19 July 2018 Time: 1:00 pm – 3:00 pm Venues: Mt Helen: H120 Gippsland: 2W263 Berwick: 903_1133
Will the <i>Academic Promotions Policy</i> and <i>Procedure</i> be revised prior to this year's academic promotions?	The <i>Policy, Procedure</i> and <i>Application Templates</i> will be updated to align with the new management and organisational structure, e.g. evaluative reports to be written by deans of schools rather than executive deans, and school representation on Academic Promotion committee rather than faculty representation.	The <i>Policy, Procedure</i> and <i>Application Templates</i> will be updated to align with the new management and organisational structure, e.g. school representation on Academic Promotion committee rather than faculty representation.

You are encouraged to contact the Executive Officer, Karen Willey on 5327 9366 with any questions you may have.

Human Resources
7 June 2018