

**Academic Promotion Application Form**

**How to complete this form**

This application form has been designed to assist you in preparing supporting evidence for academic promotion. The committee is looking for sustained performance, based on evidence. Please refer to the AC Academic Promotions Policy in conjunction with this form: <https://www.ac.edu.au/ppm/academic-promotions-policy/>.

**Part 1:** Application details

**Part 2:** Curriculum vitae

**Part 3:** The case for promotion to be completed by the applicant and supervisor – achievements in:

1. teaching
2. research
3. leadership and administration

**Part 4:** Academic goals for next three years

**Part 5:** Statement of relevant personal circumstances

**Part 6:** Sign-off is to be completed by the supervisor and the candidate

**Applicants must:**

* include support documents in electronic format, preferably pdf, and list below e.g. evidence of impact, samples of student evaluations of teaching, samples of publications, etc. You are encouraged to refer to these documents in the application, without the need to repeat the detailed information
* observe maximum word limits, where specified
* not delete any columns or tables
* avoid duplication and use summaries and tables to present information
* use A4 pages, not altering margins, fonts or font size defaults

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| **PART 1: APPLICATION DETAILS**  |
| Promotion Sought: Lecturer Senior Lecturer Associate Professor Professor |  |  |  |  |  |  |
| **Department:**  |
| **Employment:**  Full Time Part Time Sessional |
| **Month and year of appointment to current level**  |
| **Focus Area:** Research Learning & TeachingLeadership & Administration |

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| **PART 2: CURRICULUM VITAE**  |

### 1. Title and name

| Title | First and other names | Last name |
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### 2. Position and supervisory responsibilities relevant to the course of study

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| Current position | Supervisory and/or leadership responsibilities |
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### 3. Completed academic qualifications

| Full name of award | Subject/major area | Full name of awarding institution and year of award*(if an overseas institution, also include the country and verification of legitimacy of the award and the institution)* |
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### 4. Teaching Experience (previous seven years)

| Teaching period*(from most recent)* | Field of study area/course title | Name of organisation/ institution and, if an overseas institution, the country |
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### 5. Relevant employment/experience

Note: Provide a brief history of the employment and/or other experience (if different to 4 above) which is relevant to the current higher education role and field of education.

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| Employment period | Name of employer | Position title | Relevant duties |
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### 6. Other relevant information (including professional and/or honorary memberships, directorships, key research publications)

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### 7. Research supervision experience

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### 8. Research experience and outputs

Include peer reviewed publications categorised by: number of articles in scholarly journals; conference papers; books; book chapters; number and value of peer reviewed grants; and other outputs (such as patents).

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### 9. Professional awards and distinctions

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| **PART 3: THE CASE FOR PROMOTION** |
| **Summarise your case for promotion including a rationale for the choice of your focus area (research, learning & teaching, or leadership & administration) *(maximum one paragraph).*** |
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**With reference to the specific criteria in the AC Academic Promotions Policy (both the criteria relevant to the selected focus area and the level of promotion being sought), provide narrative and evidence in support of your application:**

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| **Learning & Teaching** |
| **Outline your achievements in learning & teaching, and indicate how they meet the criteria for promotion e.g. approaches to the support of learning and teaching; development of curricula and resources; innovative approaches to assessment, feedback and learning support; scholarly activities and service that has enhanced learning and teaching, etc. *(maximum one page).***  |
| Criteria | Narrative | Evidence |
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| **Research** |
| **Outline your achievements in research, and indicate how they meet the criteria for promotion e.g. quality and significance of publications, grants, research funding, research supervision, etc. *(maximum one page).***  |
| Criteria | Narrative | Evidence |
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| **Leadership & Administration**  |
| **Outline your achievements in leadership and administration, and indicate how they meet the criteria for promotion. These could be to AC, to the discipline/profession, the Church or wider society, provided they are related to your academic work *(maximum one page).***  |
| Criteria | Narrative | Evidence |
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| **Supervisor’s Report on Applicant’s contribution.** |
| **Outline the applicant’s contribution to AC (comments should address the applicant’s primary focus area, but can also reference other areas). Indicate whether the applicant has been a sustained high performer at or above the expected level of performance for the applicant’s current level. Also comment on the applicant’s capacity to perform satisfactorily at the level to which promotion is sought *(maximum one page).*** |
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| **PART 4: ACADEMIC GOALS FOR NEXT THREE YEARS** |
| **Indicate your plans for maintaining high performance in learning & teaching; research; or leadership and administration *(maximum one paragraph).*** |
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| **PART 5: RELEVANT PERSONAL CIRCUMSTANCES (Achievement Relative to Opportunity)** |
| **Are there any special circumstances (such as long term illness, carer responsibilities, disability, etc.) which you would like the Committee to consider when evaluating your achievements?** |
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| **PART 6: SIGN OFF** |
| **TO BE COMPLETED BY SUPERVISOR** |
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| **Title and Full Name:**  |
| **Signature:**  | **Date:** / / |

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| **TO BE COMPLETED BY APPLICANT** |
| **Have you read the supervisor’s reports comments?**  | [ ]  **Yes** (required) |
|  **Privacy Statement & Declaration**  |
| **I consent to the information contained within this application being used and disclosed as outlined in the AC Academic Promotions Policy.**

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| **Title and Full Name:**  |
| **Signature:**  | **Date:** / / |

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