

## CRITERIA FOR PROMOTION

The criteria for promotion are teaching, research and scholarship and service. The criteria outlining levels of attainment and examples of achievement required for promotion to each level are provided below. **The examples of achievement under each criterion for promotion to each level are cumulative.** That is, the examples of achievements relevant to promotion from Level A to Level B also apply to promotion from Level B to C and so on. However, some examples have been repeated at higher academic levels for clarity and guidance.

An applicant for promotion is **not** expected to demonstrate achievement in **all** of the examples provided for the level of promotion being sought. Furthermore, these examples do not represent an exhaustive list of achievement for each level and the nature of achievement may vary based on disciplinary norms.

Applicants for promotion will be assessed on their relative overall merit in respect of the criteria for the relevant level below. The expectations outlined below demonstrate accomplishment for each of the three criteria at the level required to be recommended for promotion.

## **Teaching**

<b>Promotion to Level B</b>	<b>Promotion to Level C</b>
<p>An applicant must be able to demonstrate a very sound level of competence in teaching and related activities and evidence of a scholarly approach to teaching. Such demonstration could involve presentation of a teaching portfolio.</p>	<p>An applicant must be able to demonstrate a high level of competence in teaching and related activities and evidence of a scholarly approach to teaching. Such demonstration could involve presentation of a teaching portfolio.</p>
<p>Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Preparation and delivery of a range of learning experiences.</li> <li>• Supervision of programs of study for final year undergraduate students.</li> <li>• Associate supervision of project work of honours or post graduate coursework students.</li> <li>• Consultation with students.</li> <li>• Conduct of both formative and summative assessment.</li> <li>• Contribution to improved teaching and learning, including the introduction of new or improved teaching and learning processes.</li> <li>• Effective participation in teaching teams.</li> <li>• Contribution to the quality assurance and improvement of academic programs.</li> <li>• Participation in the design and implementation of existing courses.</li> <li>• Effective participation in the implementation of the Faculty Teaching and Learning Strategy.</li> <li>• A record of at least 'average' reports from formal student evaluations of teaching.</li> <li>• Progress toward appropriate tertiary qualifications in higher education teaching.</li> <li>• Scholarly teaching including: <ul style="list-style-type: none"> <li>▪ the implementation of novel approaches to integrating scholarly development into teaching programs</li> <li>▪ contribution to the formation of productive cross disciplinary linkages.</li> </ul> </li> </ul>	<p>Evidence of achievement for promotion to Level B; <b>and</b></p> <p>Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Supervision of programs of study for final year undergraduate or honours, or post graduate students engaged in course work.</li> <li>• Supervision of honours or post graduate research projects and students.</li> <li>• Teaching which can be regarded as innovative rather than just the application of techniques.</li> <li>• Innovative contribution to the methodology of teaching and learning.</li> <li>• Promoting student development and welfare, such as participating in a student mentoring scheme.</li> <li>• Contribution to the substantial improvement of existing award units and the introduction of new units.</li> <li>• Initiation and development of subject material.</li> <li>• Contribution to the design of new and existing courses, subject areas, majors, years or units.</li> <li>• Mentoring for the purpose of developing teaching competence in others.</li> <li>• Formal evaluations consistently at an 'above average' standard by current or past course participants and senior colleagues and evaluations of teaching materials for use in universities.</li> <li>• Evidence of quality outcomes in post graduate supervision such as SEPS, timely completions, etc.</li> <li>• Appropriate tertiary qualifications in higher education teaching, or significant progress towards such qualifications.</li> <li>• Scholarly teaching including: <ul style="list-style-type: none"> <li>▪ the development of novel approaches to integrating scholarly development into teaching programs</li> <li>▪ contribution to the formation of productive cross disciplinary linkages.</li> </ul> </li> </ul>

## Teaching

Promotion to Level D	Promotion to Level E
<p>An applicant must be able to demonstrate leadership and an outstanding contribution to teaching and scholarly teaching. Such demonstration could involve presentation of a teaching portfolio.</p>	<p>An applicant must be able to demonstrate leadership and authority in teaching. There must also be evidence of national and/or international prominence as a University teacher within the discipline area. Such demonstration could involve presentation of a teaching portfolio.</p>
<p>Evidence of achievement for promotion to Level C; <b>and</b>            Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Teaching innovation and effectiveness, for example, by providing a stimulating and exciting learning environment for students at undergraduate or postgraduate level, or by the achievements of student groups.</li> <li>• Transfer of knowledge, concepts, understanding and skill to colleagues, clients, groups and individuals with the aim of assisting in the achievement of established teaching and educational goals.</li> <li>• Design and delivery of new education programs and approaches including those which enhance articulation and access including off-shore teaching, inter- and intra-university collaboration, etc.</li> <li>• Involvement in initiating, developing, accrediting or otherwise contributing to the design of new and existing courses, subject areas, majors, years or units. This evidence may include information on innovations which have resulted from action taken in these areas. Include also work undertaken in preparing course accreditation documentation and in professional body accreditation processes as well as any activity related to course, subject area, major, year or unit promotion.</li> <li>• Supervision of the program of study of honours students and of post graduate students engaged in course work.</li> <li>• Leadership of and effective participation in teaching teams</li> <li>• High level contribution to the quality assurance and improvement of academic programs.</li> <li>• Notable achievement in regard to leadership and instruction of University students or staff and innovations in and leadership of teaching in a discipline. Such independent evidence may include:               <ul style="list-style-type: none"> <li>▪ formal evaluations consistently at an 'above average' or 'outstanding' standard by current or past course participants and senior colleagues and evaluations of teaching materials for use in universities</li> <li>▪ receipt of or nomination for prestigious teaching or supervision awards</li> <li>▪ appropriate tertiary qualifications in higher education teaching.</li> </ul> </li> </ul>	<p>Evidence of achievement for promotion to Level D; <b>and</b>            Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Leadership of and effective participation in teaching teams.</li> <li>• Leadership in the development and implementation of the Faculty Teaching and Learning Strategy.</li> <li>• Leadership and/or significant involvement in initiating, developing, accrediting or otherwise contributing to the design of new and existing courses, subject areas, majors, years or units. This evidence may include information on innovations which have resulted from action taken in these areas. Include also work undertaken in preparing course accreditation documentation and in professional body accreditation processes as well as any activity related to course, subject area, major, year or unit promotion.</li> <li>• Outstanding achievement in regard to leadership and instruction of University students or staff and innovations in and leadership of teaching in a discipline. Such independent evidence may include:               <ul style="list-style-type: none"> <li>▪ formal evaluations consistently at an 'excellent' or 'outstanding' standard by current or past course participants and senior colleagues and evaluations of teaching materials for use in universities.</li> <li>▪ receipt of or nomination for prestigious teaching or supervision awards</li> <li>▪ appropriate tertiary qualifications in higher education teaching.</li> </ul> </li> </ul>

## **Research and scholarship**

<b>Promotion to Level B</b>	<b>Promotion to Level C</b>
An applicant must be able to provide evidence of conduct of research and scholarship at an appropriate level.	An applicant is expected to demonstrate a high level competence in research and scholarship.
<p>Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"><li>• Research in or related to the discipline area(s) of the applicant.</li><li>• Publications (eg articles in refereed journals; professional journals; edited books; patents - provisional and/or innovative - etc), presentations which indicate a contribution to the area of expertise.</li><li>• Contribution to departmental and university team research.</li><li>• Collaborative research with other organisations/educational institutions.</li><li>• The practice and/or critique of creative works and design, including their public exhibition.</li><li>• Successful grant applications including internal grants.</li><li>• Research into tertiary education and/or continuing education from the perspective of the applicant's discipline</li><li>• Relevance of research and scholarship to QUT's mission and goals.</li><li>• Contribution to QUT's research culture including collaborative work with other QUT staff in research programs.</li><li>• Applied research to serve a useful social or commercial purpose (regardless of whether the work is publishable in its own right or subject to commercial in confidence limitations).</li></ul>	<p>Evidence of achievement for promotion to Level B; <b>and</b></p> <p>Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"><li>• National recognition of the quality and impact of the research and scholarship undertaken including:<ul style="list-style-type: none"><li>▪ Major authorship of publications</li><li>▪ Thesis examination</li><li>▪ Invitations to address national conferences/ seminars</li><li>▪ The award of prizes</li><li>▪ Member of editorial boards</li><li>▪ Citations</li><li>▪ External research funding</li></ul></li><li>• Publications (eg articles in refereed journals; professional journals; edited books; patents - provisional and/or innovative - etc), presentations which indicate a significant contribution to the area of expertise.</li><li>• Leadership in QUT's research culture including<ul style="list-style-type: none"><li>▪ involvement or inclusion of other QUT staff to research programs,</li><li>▪ research mentoring.</li></ul></li></ul>

## Research and scholarship

Promotion to Level D	Promotion to Level E
<p>An applicant must be able to demonstrate a significant record of research and scholarship.</p>	<p>An applicant must be able to demonstrate leadership and authority in research and scholarship.</p>
<p>Evidence of achievement for promotion to Level C; <b>and</b> Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Broad national recognition of the quality and impact of the research and scholarship undertaken <ul style="list-style-type: none"> <li>▪ A significant role in successfully completed research projects including, where appropriate, leadership of research teams.</li> <li>▪ Competitive external research funding</li> <li>▪ Continuing and significant contributions to the body of knowledge by research and/or by critical analysis of existing knowledge, resulting in published articles in refereed journals, professional reports, books and other publications from established publishing houses.</li> <li>▪ The award of significant prizes, fellowships or honours by external bodies in recognition of scholarship or research.</li> <li>▪ Contributions to the scholarship of teaching, for example, publication of papers and books, the development of widely recognised teaching and/or assessment methods.</li> <li>▪ Significant originality and creativity evidenced in creative works and design; patents - provisional and/or innovative - products or industrial and other processes.</li> </ul> </li> <li>• Leadership in the development of QUT's research culture including: <ul style="list-style-type: none"> <li>▪ involvement or inclusion of other QUT staff to research programs</li> <li>▪ research mentoring.</li> </ul> </li> </ul>	<p>Evidence of achievement for promotion to Level D; <b>and</b> Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Substantial national and international recognition of the quality and impact of the research and scholarship including: <ul style="list-style-type: none"> <li>▪ Continuing and major contributions to the body of knowledge by research and/or by critical analysis of existing knowledge, resulting in published articles in refereed journals, professional reports, books and other publications from established publishing houses.</li> <li>▪ Significant research commercialisation activities</li> <li>▪ Nationally or internationally recognised contributions to the scholarship of teaching, for example, publication of seminal papers and books, the development of widely recognised teaching and/or assessment methods.</li> <li>▪ The award of major prizes, fellowships or honours by external bodies in recognition of scholarship, research or creative endeavour, including higher doctorates.</li> <li>▪ Panel memberships such as ARC, NHMRC, etc.</li> <li>▪ Editorships.</li> <li>▪ A major role in successfully completed research projects including leadership of research teams.</li> <li>▪ A history of successful competitive research grants received and research successfully carried out; leadership of research teams.</li> </ul> </li> </ul>

## Service

Promotion to Level B	Promotion to Level C
<p>An applicant must be able to demonstrate regular participation and competence in service roles.</p>	<p>An applicant must be able to demonstrate a high level of participation and competence in service roles.</p>
<p>Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Contribution to administration, policy development and/or membership of School, Faculty or University committees.</li> <li>• Membership of relevant professional bodies or community groups or participation in professional practice or in the development and delivery of continuing education programs for the profession.</li> <li>• Contribution to the development of the Faculty/School strategic/ operational plans including social justice objectives.</li> <li>• Involvement in consulting work with the community, industry and government conducted through the University.</li> <li>• A range of administrative functions connected with units taught in the School.</li> <li>• Contributions to cross faculty and cross sectoral cooperation in pursuit of University objectives.</li> <li>• Trade Union service, including local, state and federal involvement</li> </ul> <p><b>Note:</b> Activities associated with private practice as defined in the MOPP D/7.1 will not be considered as evidence of service (or any other criterion) for the purpose of promotion.</p>	<p>Evidence of achievement for promotion to Level B; <b>and</b></p> <p>Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Public or professional standing or recognition.</li> <li>• Developing and maintaining relevant links with the community, industry and government.</li> <li>• Development and delivery of continuing education programs for the profession.</li> <li>• Participation in professional bodies and learned societies.</li> <li>• Involvement in the wider community and contribution to external boards, committees, commissions or similar bodies of relevance to the University.</li> <li>• A range of administrative functions connected with units and/or courses taught in the School.</li> <li>• Involvement in or responsibility for management or administrative activities within a Faculty, School or area.</li> <li>• Contribution to the development of the University's strategic and top level plans and to Faculty or School operational plans</li> </ul> <p><b>Note:</b> Activities associated with private practice as defined in the MOPP D/7.1 will not be considered as evidence of service (or any other criterion) for the purpose of promotion.</p>

## Service

Promotion to Level D	Promotion to Level E
<p>An applicant must be able to demonstrate leadership and significant involvement in service roles. Activities in this area should contribute to and enhance the University's mission and goals.</p>	<p>An applicant must be able to demonstrate an outstanding level of leadership in significant service roles. Activities in this area should contribute to and enhance the University's mission and goals.</p>
<p>Evidence of achievement for promotion to Level C; <b>and</b>            Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Leadership of significant consulting projects by commission or invitation. Consulting projects must be conducted through the University.</li> <li>• Service on public boards, committees of inquiry, regional authorities, boards and committees of professional associations or government.</li> <li>• Significant involvement or leadership of discipline, professional and community activities.</li> <li>• Contribution to the effective management of a School or discipline group so that it contributes to and enhances the University's goals and objectives.</li> <li>• Course coordination</li> <li>• Significant work in the formulation and implementation of plans to develop a School or discipline group.</li> <li>• Leadership in the development and delivery of continuing education programs for the profession.</li> <li>• Design and delivery of staff development programs in support of University, Faculty and/or School goals.</li> </ul> <p>Note: Activities associated with private practice as defined in the MOPP D/7.1 will not be considered as evidence of service (or any other criterion) for the purpose of promotion.</p>	<p>Evidence of achievement for promotion to Level D; <b>and</b>            Achievements in a number of areas which may include, but will not be limited to, the following examples:</p> <ul style="list-style-type: none"> <li>• Membership of accreditation, review and other examining bodies, especially national or international bodies.</li> <li>• Leadership of major consulting projects by commission or invitation. Consulting projects must be conducted through the University.</li> <li>• High level service on public boards, committees of inquiry, regional authorities, boards and committees of professional associations or government.</li> <li>• Leadership of discipline and professional activities at the national level and nationally significant community activities.</li> <li>• Academic leadership to the School or discipline group which contributes to and enhances the University's goals and objectives.</li> <li>• Formulation and implementation of plans to develop a School or discipline area.</li> <li>• Contribution to the development of the University's strategic and top level plans and to Faculty operational plans.</li> <li>• Design and delivery of University staff development programs in support of the University's goals and objectives.</li> </ul> <p>Note: Activities associated with private practice as defined in the MOPP D/7.1 will not be considered as evidence of service (or any other criterion) for the purpose of promotion.</p>