

THE UNIVERSITY OF MELBOURNE

Human Resources Committee
(14 May 2003)

Level C and D (Teaching and Research)

Academic Promotions, Confirmation and Recruitment

Aim

The aim of this document is to highlight the changes in procedures for teaching and research staff for Level C and D promotion to Senior Lecturer and Associate Professor and Reader, recruitment and selection process for Level D appointments and academic confirmation for all continuing appointments.

A draft entry for Personnel Policy and Procedures is attached for the promotions section and the changes to recruitment for Level D.

These changes are as a result of a review of the academic promotion process undertaken by the Academic Promotions Officer (Students and Staff and Academic Promotions Officer) who established a Promotions Review Working Group in 2002

Membership of the Working Group

Convenor	Professor K Lee Dow
Members	Professor James Angus, Professor David Boger, Professor Field Rickards and Professor Ross Williams, (now replaced by Professor Peter Dawkins), Professor Liz Sonenberg, Ms E A Baré Ms J McQuillan

Revised Procedures and Processes

Promotion to Level C – Senior Lecturer

Proposed New Process - Establish individual Faculty Promotions Panels for consideration and decision on promotion to Level C – Senior Lecturer. It is anticipated that all panels will complete consideration of cases at one meeting.

Each panel will be chaired by the Dean and will have at least 5 members who will normally be at the rank of Level D or E. Membership will not be limited to staff at the University of Melbourne and will be approved by the Academic Promotions Officer and the President of the Academic Board. Each Panel will have either one or two external members and will be expected to approach gender balance. The quorum for each Panel will be 4 and will have an EO and NTEU observer (normally from outside the Faculty).

The HR Department will continue to manage and co-ordinate the process and each Panel will be serviced by an HR Consultant.

Current Process - All applications are determined by four Panels, which meet up to three times in August and twice in October.

The faculty groupings are:

1. Architecture, Building and Planning, Engineering and Science
2. Arts, Education and Music
3. Medicine, Dentistry & Health Sciences, ILFR and Veterinary Science
4. Economics & Commerce and Law

Judgements are made by panels of peers and membership is determined by the Academic Promotions Officer and President of the Academic Board. The composition of each panel is:

Chairperson – who is not a staff member from any of the faculties in the group
Deans of the Faculties in the group
Two members from outside the member faculties
Two members of Academic Staff from each participating faculty, who, except in exceptional circumstances, will be of the rank of Reader or above.

A quorum for each Panel is 6, with EO and NTEU observers (who must not be members of a Faculty to which the Panel is relevant).

Promotion to Level D – Associate Professor and Reader

Proposed New Process - The current four panel structure will be maintained but with a streamlined, one step process. Referee reports will be obtained for all cases going forward and it is expected that only one meeting will be necessary.

Each Dean will determine the final list of referees to be contacted (no change will be made to the referees nominated by the applicant). The Dean may, at this time, take the opportunity to provide feedback to the Head of Department and/or the applicant about the strengths of the case however the decision about proceeding rests totally with the applicant. The HR Department will continue to manage and co-ordinate the process.

Current Process – The four Panels meet in August (2 or 3 meetings), determine prima-facie case and then consider which referees will be contacted. The Panel then meets again in October (1 or 2 meetings) to consider the case for promotion. The Panels recommend promotion to the Academic Promotions Officer and the President of the Academic Board. If the Panel does not support prima-facie case, then the application is unsuccessful.

Decisions and Quality Assurance Process

Proposed New Process - The decision to promote to Level C will be made by each Faculty Panel. Recommendations for promotion to Level D will be made to the Academic Promotions Officer and the President of the Academic Board, who will determine them.

At the completion of the round, the Chair of each panel will provide a report to the Academic Promotions Officer and President of the Academic Board. This report will include information about successful and unsuccessful decisions and will be used to monitor overall consistency of decisions. The Academic Promotions Officer will conduct a formal review session with the Chairs of all Panels following completion of each round.

4. Observers for Academic Promotions

Proposed New Process – There may be EO and NTEU observers for each Promotion Panel. The observer will normally be from outside the member faculty. However, in exceptional circumstances, the Academic Promotions Officer may approve, in advance, an observer who is a member from within the faculty. The observer must hold the academic rank at least equivalent to the level being considered for promotion. All observers are bound by rules of confidentiality but may raise matters of process. Conflict of interest must be declared and managed appropriately.

5. Timing

A timetable is set by the HR Department each year. It is designed to ensure fair treatment and ensure that there is no miscarriage of process due to unrealistic time frames being places on applicants. It is proposed that the University will run the Level C process from mid May through to August and the Level D process through to October. Promotion to Level C will be effective from 1 September and Level D from 1 January. Detailed Timetable – Attachment B

6. Recruitment to Level D

Current Process – The original Selection Panel comprises the Dean, the Head and not less than two other people, one of whom must be a professor. It is also common for other additional members to be included who are from the Department or Faculty. In addition, four members of the Academic Promotions Panels and/or senior members of the professoriate participate as part of the selection panel or meet separately with the Dean and the Head to determine whether the preferred applicant meets the criteria consistent with promotion to Level D.

A final recommendation is made directly to the Academic Promotions Officer and the President of the Academic Board.

Proposed New Process - Each selection panel will be chaired by the Dean, with the Head of Department and no less than four other members, with at least two external to the Faculty. All members will be at Level D or E or equivalent standing if external to the University. A final recommendation as to the appropriateness of the appointment to Level D will be made directly to the Academic Promotions Officer and the President of the Academic Board. All other guidelines, policy and procedures will be unchanged.

7. Confirmation

Current Process - Academic confirmation decisions are currently made by the four Academic Probation Panels. The membership is the same for both Academic Promotions and Academic Probation Panels. The Head of Department is also included.

Proposed New Process - Confirmation decisions for all levels will be devolved to Faculty Confirmation Panels, whose membership will mirror the Faculty Promotions Panels, with the addition of the Head of Department who will meet with the panel and provide advice, but will have no voting rights. All other procedures, guidelines and policy will be unchanged.

8. Consultation with NTEU

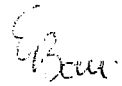
Consultation has taken place with representatives of the NTEU, who have advised that they support these changes.

9. Other Matters

All other policy and procedures, including the appeal processes will remain unchanged.

RECOMMENDATION

It is proposed that the Human Resources committee approve that attached entry for the Personnel Policy and Procedures Manual.



E A Baré
Vice-Principal, Human Resources

8 May 2003