



Terms of Reference

University Promotion Committees

Location	15/3543PL
Responsible Officer	Chief People Officer
Approval Date	22/03/2024
Approval Authority	Vice-Chancellor

1 Role

The University Promotion Committees consider applications for promotion to Academic levels C, D and E and provides its recommendations to the Vice-Chancellor for approval.

2 Function

The University Promotion Committees shall determine eligibility, assess applicants and rate each one based on the evidence provided in the application and any supporting documentation in accordance with the criteria outlined in the Promotion for Academic Employees Procedure.

3 Authority

The Vice-Chancellor authorises the Committees to perform those responsibilities as outlined in the Terms of Reference.

4 Membership

4.1 Membership

Membership of University Promotion Committees shall be:

4.1.1 Level C Promotion Committee

1. **Chair:** Deputy Vice-Chancellor (Academic Affairs)
2. Provost (or nominee)
3. Deputy Vice-Chancellor (Research and Innovation) or nominee
4. Pro Vice-Chancellor (First Nations Strategy) or nominee
5. A nominee of the Deputy Vice-Chancellor (Research and Innovation) at Level C or above
6. Two nominees of the Deputy Vice-Chancellor (Academic Affairs) at Level C or above
7. A nominee of the Chair of Academic Board, at Level C or above
8. People Portfolio representative as executive officer

4.1.2 Level D Promotion Committee

1. **Chair:** Provost
2. Deputy Vice-Chancellor (Research and Innovation)
3. Deputy Vice-Chancellor (Academic Affairs)
4. Pro Vice-Chancellor (First Nations Strategy)
5. Chair, Academic Board
6. A nominee of the Deputy Vice-Chancellor (Research and Innovation), at Level D or above
7. A nominee of the Deputy Vice-Chancellor (Academic Affairs), at Level D or above
8. Chief People Officer or nominee as executive officer.

4.1.3 Level E Promotion Committee

1. **Chair:** Vice-Chancellor
2. Provost
3. Deputy Vice-Chancellor (Research and Innovation)
4. Deputy Vice-Chancellor (Academic Affairs)
5. Pro Vice-Chancellor (First Nations Strategy)
6. Chair, Academic Board
7. Two external members of the Australian higher education sector at Academic Level E or higher, nominated by the Chair
8. Chief People Officer or nominee as executive officer

At the request of an applicant, an observer of the UniSQ branch of the NTEU may be present for the assessment of their application by the relevant Committee. It is the applicant's decision to provide permission to the observer to access the applicant's promotion documentation.

The Committees may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required.

The Committees will contain an appropriate gender mix.

4.1.4 Equivalent Standing for Promotion Committee

1. Provost or nominee
2. Deputy Vice-Chancellor (Academic Affairs) or nominee
3. Deputy Vice-Chancellor (Research and Innovation) or nominee
4. Chair, Academic Board or nominee
5. Chief People Officer or nominee

4.2 Responsibilities of Committee Members

1. Individuals who have line management responsibilities for applicants need to disclose this to the Committee, and it is at the discretion of the Panel Chair whether that individual may act as a panel member on the Committee, or otherwise.
2. Any Employee who is an applicant will not be a member of the committee of the Level that they are applying for in the current round.

5 Meetings

Frequency and Conduct of Meetings: The University Promotion Committees shall convene as outlined in the Promotion for Academic Employees Procedures

The University Promotion Committees meetings will be conducted in accordance with the Promotion for Academic Employees Procedure.

6 Ethical Practices, Confidentiality and Independence

Members of the Committees are to:

1. Exercise objectivity and integrity in the discharge of their duties and responsibilities;
2. Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
3. Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly in regard to the maintenance of confidentiality and privacy of information;
4. Exercise sound judgment guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
5. Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest; and
6. Disclose to the Committees any matter, which could compromise, or be seen to compromise, the performance of their duties on the Committees or give rise to a perception of a conflict of interest.

7 Review of Terms of Reference

The Terms of Reference will be reviewed by the Chief People Officer.