

# Academic Promotion Appeals Procedure

## Section 1 - Overview

(1) These procedures provide guidance on the application of the [Academic Promotion Rule](#), particular to Appeals.

## Section 2 - Procedures

### Grounds for Appeal

(2) Candidates not recommended for promotion may lodge an appeal on the basis there has been a procedural breach substantive enough to result in material disadvantage to them with regards to the committee's decision.

(3) Appeals may be lodged electronically to [HRS-AcademicServices@une.edu.au](mailto:HRS-AcademicServices@une.edu.au) on the formal appeals template/s provided via the Academic Promotions section of the Human Resource Services Directorate web site (<https://www.une.edu.au/staff-current/development/academic-career-path/academic-promotions>).

### Consideration by Committee

(4) The Promotion Appeals Committee membership will be in accordance with the Academic Enterprise Agreement.

(5) The Promotion Appeals Committee will be provided with the following documentation for its consideration:

- a. [Academic Promotion Rule](#) and its associated [Academic Promotion Procedures](#);
- b. candidate's appeal submission;
- c. application documentation provided to the Committee and observers; and
- d. feedback from the Committee as provided to the candidate

(6) The Promotion Appeals Committee may obtain and consider any material, additional to that provided as listed above, which may be considered relevant to their deliberations.

(7) The Promotion Appeals Committee will consider all appeals. The Promotion Appeals Committee can decide:

- a. a) that no relevant breach of procedure has occurred and recommend to the Vice-Chancellor and Chief Executive Officer that the appeal be dismissed; or
- b. b) that a relevant breach of procedure has occurred and recommend to the Vice-Chancellor and Chief Executive Officer that the appeal be upheld.

(8) A report from the Promotion Appeals Committee with recommendations will be provided to the Vice-Chancellor and Chief Executive Officer.

### Appeal Outcome

(9) Where the Vice-Chancellor and Chief Executive Officer accepts the recommendation of the Promotion Appeals Committee that an appeal be upheld, then the application is referred to a Promotion Reassessment Committee.

(10) Where the Vice-Chancellor and Chief Executive Officer accepts the recommendation of the Promotion Appeals Committee that an appeal be dismissed, the appellant must consider this decision final.

(11) The appellant will be advised of the outcome of the deliberations of the Promotion Appeals Committee.

(12) Where an appeal has been upheld, the Vice-Chancellor and Chief Executive Officer may provide instruction for consideration of the Promotion Reassessment Committee.

## **Promotion Reassessment**

(13) The Promotion Reassessment Committee appointed by the Vice-Chancellor and Chief Executive Officer will be comprised of four (4) Professors or Associate Professors drawn from a range of Schools. The Promotion Reassessment Committee will be chaired by a Professor.

(14) An NTEU observer and an equity observer will be present at all meetings of the Promotion Reassessment Committee.

(15) If possible, two of the members will have served on a previous promotion committee. Promotion Reassessment Committee members must not have been involved in any aspect of the cases to be reviewed.

(16) The Promotion Reassessment Committee will be provided with the following documentation:

- a. [Academic Promotion Rule](#) and associated Procedures;
- b. application documentation provided to the Committee and observers; and
- c. Instruction from the Vice-Chancellor and Chief Executive Officer if provided.

(17) A candidate will be recommended to the Vice-Chancellor and Chief Executive Officer for promotion by the Promotion Reassessment Committee where their application receives support of two-thirds of the Committee membership.

(18) A report from the Promotion Reassessment Committee with recommendations will be provided to the Vice-Chancellor and Chief Executive Officer for approval.

(19) Candidates will be advised in writing of the outcome of the deliberations of the Promotion Reassessment Committee.

(20) There will be no appeal beyond the Vice-Chancellor and Chief Executive Officer's decision regarding the recommendation from a Promotion Reassessment Committee.

## **Section 3 - Definitions**

For the purposes of this policy the following definitions apply:

(21) Academic Enterprise Agreement means the [UNE Academic and ELC Teaching Staff Collective Agreement 2014-2017](#) as extended or varied from time to time, and is taken to include any Enterprise Agreement that replaces or varies one or more of these documents.

(22) Academic Staff means employees covered under the [UNE Academic and ELC Teaching Staff Collective Agreement 2014-2017](#) or the replacement Enterprise Agreement, with the exception of English Language Teaching Staff.

(23) Head of School means Director of Centre, Head of Cost Centre or equivalent.

(24) School means School and other organisational units such as Oorala, Learning and Teaching Transformation and

UNE research centres.

(25) Where the word "normally" is used, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Policy Administrator acting reasonably.

## Status and Details

<b>Status</b>	Historic
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## Glossary Terms and Definitions

**"School"** - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.