Acknowledgement of Country

- The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which we meet.
- We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country.
- We recognise their valuable contributions to Australian and global society.
Key Policy Changes

- Linear progression through all academic levels to Level E for ATHs
- Low fractional (< 0.3) clinical academic appointments eligible
- Recognises clinical standing and peer recognition, educational contributions to other organisations such as the Colleges and AMC, as well as supervision of specialty trainees as evidence of achievement
- Criteria aligns with the recently updated UQ domains of:
  1. Teaching
  2. Research
  3. Supervision and Researcher Development
  4. Citizenship and Service
- Expect some contribution in all domains, acknowledging that higher achievement in some may compensate for lesser achievement in others
Before you apply

- Familiarise yourself with the ATH Promotion Policy & Procedure & criteria for academic performance
- Consider your readiness and application well in advance
- Review the promotions policy, procedure and website
- Seek advice from your Head mentor - get feedback on your promotion strategy
- REMEMBER it is a UQ promotion process
- NB. Applicants need to wait a minimum of 2 years between applications, whether successful or unsuccessful

Think carefully about the timing

ATH Promotion – Level D - Advice & Instructions
UQ Policy and Procedure for ATH Promotion

Section 1 - Purpose and Scope

1. This Procedure applies to The University of Queensland’s (UQ) or the former UQ’s Academic Title for Health Professionals (ATHP) policy and applies to all persons located in the central and remit of the University’s academic title for health professionals, including programs taught outside Academic title.

2. UQ academic, contract or engaged staff appointed in the Clinical Academic (CA) academic category, who hold a teaching appointment up to 5 FTE with the University, may seek promotion in accordance with this Procedure in an alternative to the Promotion of Academic Staff Procedure.

Section 2 - Process and Key Controls

1. Application is required for an academic title, as well as applications for academic progression within the Academic Levels by Academic Title Holders is assessed in accordance with the policies outlined in section 3 of this Procedure.

2. Applicants are encouraged to submit a complete application through UQEdge. The application will be assessed against the criteria outlined in the Procedure.

Section 3 - Required Elements

1. Applicants for Academic Title Holders should consider the following requirements when preparing their application:

   a. A statement outlining the applicant’s teaching, research, supervision, and citizenship activities during the period of appointment.

   b. A brief biography outlining the applicant’s professional experience and academic achievements.

   c. A list of publications and other relevant documents.

   d. A list of teaching and research activities.

   e. A list of professional service activities.

   f. A list of any other relevant activities.

Section 4 - Policies, Responsibilities and Accountability

1. The Academic Title Holders are responsible for ensuring that their applications are complete and submitted within the specified timeframe.

2. The University’s academic title committee will be responsible for assessing the applications and making recommendations to the University’s Academic Board.

3. The University’s Academic Board will be responsible for approving the final decisions regarding academic title promotion.

4. The University’s academic title committee will be responsible for ensuring that all applications are treated confidentially and that the decision-making process is fair and transparent.

Section 5 - Conclusion

1. This Procedure provides the University of Queensland’s (UQ) or the former UQ’s Academic Title for Health Professionals (ATHP) policy for academic title promotion for academic title Holders.

2. This Procedure is designed to ensure that academic title Holders are promoted in accordance with the University’s academic title policy and to ensure that the decision-making process is fair and transparent.

3. This Procedure is subject to review and amendment as necessary to reflect changes in University policy or practice.

4. This Procedure is approved by the University’s Academic Board.

5. This Procedure is the responsibility of the University’s Academic Title Committee.

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Criteria for Academic Performance

- The four domains apply to all Academic Categories.
- Demonstrating behaviour consistent with UQ Values is a requirement of the Citizenship and Service domain at all levels.
- The Guidelines on Evidencing Academic Achievement provides examples of activities within each domain.
- While there are some common elements to performance expectations, the nature and emphasis of each academic activity within domains can vary across academic disciplines.

UQ Values

<table>
<thead>
<tr>
<th>What we strive for</th>
<th>Central to what we do</th>
</tr>
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<tbody>
<tr>
<td>Creativity</td>
<td>Truth</td>
</tr>
<tr>
<td>We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities.</td>
<td>Trust is central to all we do as an university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.</td>
</tr>
<tr>
<td>Excellence</td>
<td>We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.</td>
</tr>
<tr>
<td>Integrity</td>
<td>How we work together</td>
</tr>
<tr>
<td>We always act with integrity. As stewards of the University’s resources and reputation, we are honest, ethical and principled.</td>
<td></td>
</tr>
<tr>
<td>Courage</td>
<td>Respect and Inclusivity</td>
</tr>
<tr>
<td>We are courageous in our decision making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.</td>
<td></td>
</tr>
<tr>
<td>Note that the Values are not weighted</td>
<td></td>
</tr>
<tr>
<td>An ignorance of one value (e.g. Respect) cannot be in service of another (e.g. Excellence)</td>
<td></td>
</tr>
</tbody>
</table>
Applicant discusses intention to apply to Level D with their relevant Head, Clinical Unit and Head, Mayne Academy. 

Yes

Applicant advised to proceed and provided advice around CV / case for conferral.

No

Not for further progression at this stage. Applicant given advice / feedback on how to meet Level D in the future.

Applicant completes the online application, including case for conferral and CV.

Applicant reviewed by HR Officer (ATH) for compliance via online workflow.

Head, Clinical Unit to write informative commentary on application, including the applicant’s contribution to the clinical unit and UQ.

Relevant Head, Mayne Academy to write informative commentary on the application, including the applicant’s research and their contribution to the profession and discipline.

Completed application reviewed and submitted by HR Officer (ATH).

Promotions Committee Workflow Example
(Medical School ATH Application for Promotion to Level D)

Applicant proceeds to interview with Promotions Committee.

Unsuccessful

Applicant and Head, Clinical Unit / Head, Mayne Academy given advice / feedback by Associate Dean, Strategic Development.

Successful

Associate Dean, Strategic Development to email Heads of Clinical Units and Mayne Academies, Directors of Clinical Schools and Dean, Medical School to notify them of the successful conferrals (once official).

‘Congratulatory’ mailer of successful applicants to be included in relevant Faculty Marketing communications (e.g. Medical School Update).
Case for Conferral Advice for Applicants (2-3 page cover letter)

- Applicants should consider their contributions in light of UQ’s Strategic Plan and the UQ Values.
- The Committee will be looking for a clear, well thought out and well written application (make it easy for the Committee to find the evidence to show they have met each of the relevant domains of the performance criteria).
- Cases for conferral need to demonstrate impact and a clear trajectory and goals (beyond the applicant’s potential promotion).
- The Committee will consider application relative to opportunity factors and impact:
  - Discipline norms
  - Employment status (fractional appointment)
  - Periods of extended leave, e.g., carer’s leave
  - Personal circumstances (if known).
- Remember that the onus is on the applicant to make their case.

CV/Academic Portfolio Advice for Applicants

- CVs should be updated and follow the content guidance provided (including how to best display publications given their particular discipline and contributions to it – noting the Case for Conferral may highlight some of these).
- Under developed CVs send the message that the applicants do not understand the application process requirements.
Applying for an Academic Title

Online applications include:
- Requested Title Level (see eligibility level criteria)
- Qualifications
- Employment details
- Current contributions to Research and Teaching at UQ
- Other UQ engagement
- CV (via preferred template)
- ORCID Account

Further Information:
https://medicine.uq.edu.au/academic-title-holders

Contact: Joanne Cignoli
med.academictitles@uq.edu.au

Interview Advice for Applicants

- Should expect that each domain will be explored (e.g. Teaching, Research, Supervision & Researcher Development, and Citizenship & Service).
- The need to articulate their National or International reputation.
- Know the benefits to the applicant and University of a successful promotion.
- Have an understanding of, and alignment with, the UQ values (e.g. Creativity, Excellence, Truth, Integrity, Courage, and Respect & Inclusivity) as these guide our behaviour and are the foundation for UQ's culture.
What happens at the interview?

Applicants are required to:

- Often state their case for promotion through a 5 minute précis (no slides) – Levels D and E
- Explain their achievements and impact in easily understood terms
- Highlight key areas and themes that underpin their work; how/where they sit in the big picture
- Provide clarification on any performance relative to opportunity factors and their effect
- Respond to questions seeking clarification or additional information regarding their application.

General Observation and Advice for Applicants

- Each application is reviewed and discussed in detail.
- Each application is assessed on its merit (no formula and no quota applied).
- There is no need for applicants to be paranoid or defensive about the process - the committee is not trying to find ways not to promote applicants.
- All domains are important.
- The importance of the citizenship & service domain should not be underestimated.
- Remember it is a UQ promotion – therefore applicants should know what is happening in UQ.
- Applicants should consider their contributions in light of UQ’s Strategic Plan and the UQ Values.
I want to know more…

• Applying for Academic Title Holder status (ATH information)
• Boosting your online profile (UQ Researchers)
• Finding research funding opportunities (UQ Pivot-RP)
• Advertising student research projects (Student Research Portal)
• Recruiting and supervising HDR students (Grad School)
• Philanthropy and donations (Advancement)
• Ethics, compliance and integrity (Ethics office)
• Publishing and demonstrating impact (UQ Library)
• Managing research data (UQ Library)
• UQ facilities (Research Infrastructure)
• Translational pathways (UniQuest)
• Early- and Mid-Career Research networks (EMCRs)
• Research management support (read more)
• Statistical analysis and project support (RASSS/QCIF)

Questions
Advice

Plan ahead.
Be proactive in ensuring you cover all areas.

Assess the complete picture.
Any (important) pieces missing?
Timing matters.
Sometimes wise to wait. Listen to advice.

Upward trajectory?
Not a lifetime achievement award.
The role of Professor at The University of Queensland (UQ) signifies an international reputation for academic excellence and leadership and a promise for significant future leadership.

Since last promotion?
Achievement since last appointment / promotion.
Teaching, research, supervision and researcher development, and citizenship and service.

Key words: Leadership. Outstanding.

First impressions matter – Craft your Case of Conferral for Promotion to perfection.
Must be understood by a broad audience.
Service.  
But what type?

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<th>School</th>
<th>Faculty</th>
<th>University</th>
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<td>Self-serving</td>
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<td></td>
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<tr>
<td>Selfless</td>
<td>✔️</td>
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Relative to opportunity

Applications are considered relative to opportunity. For example,

- Discipline norms
- Employment status (full-time, part-time)
- Clinical responsibilities
- Periods of extended leave, e.g., carer’s leave
- Personal circumstances (if disclosed)
- Workplace location (e.g., remote sites)
- Impact of weather events (e.g., floods)
- Impact of COVID-19

Focus on the impact/s the situation has had on your opportunities related to performance
Advice

• Familiarise yourself with the criteria of academic performance.
• Write about the impact of your work, not just what you did.
• Get feedback on your promotion strategy and readiness.
• Seek advice from your HoS / ID / mentor.
• Think carefully about the timing.
• Consider your contributions considering UQ’s Strategic Plan and the UQ Values.
• Make it easy for the Committee to find the evidence that you have met each of the relevant domains of the performance criteria.
• Seek feedback on your application before submitting.
• Request a mock interview in your Unit.
• Make sure your CV is up-to-date.

Thank you

Professor Darrell Crawford
Associate Dean, Strategic Development
Faculty of Medicine

Professor Craig Franklin
President, Academic Board
UQ Office of the President of the Board