

## Guidelines for Preparing the Case for Conferral to Associate Professor (Level D) for Academic Title Holders

### Introduction

The University of Queensland (UQ) recognises the vital role of Academic Title Holders (ATH) in contributing to the current and future success of UQ's delivery of excellence in education and research. The leadership and commitment of these health professionals warrants appropriate recognition at the highest level.

### Pathways for conferral to Associate Professor

An ATH is able to choose to apply for promotion through the ATH pathway. Those clinicians whose careers are more aligned with that of the traditional academic scholar are still able to apply through the [Promotion of Academic Staff – Procedure \[5.41.04\]](#).

The ATH pathway is also available for UQ clinical academic health professional appointees, including conjoint or seconded staff, who hold a fractional appointment up to 0.3 FTE (individual eligibility advice can be attained via contacting: [med.academictitles@uq.edu.au](mailto:med.academictitles@uq.edu.au)).

An ATH or eligible fractional clinical academic wishing to apply for promotion must discuss their intention with their Organisational Unit Head (and Head, of the relevant Mayne Academy if the applicant is from the Medical School).

Applicants who elect the traditional academic pathway for promotion will need to comply with the requirements of the [Promotion of Academic Staff – Procedure \[5.41.04\]](#). Applicants through the ATH pathway need to comply with the [Academic Titles for Health Professionals – Policy and Procedure \[5.20.05\]](#). Applicants should review the above policies, including the related academic performance criteria, prior to meeting with their Organisational Unit Head or Head, Clinical Unit and Head of Mayne Academy (for Medical School Applicants).

### Application requirements

Application workflows for Level D are provided at Appendix A (Medical School) & Appendix B (School of Biomedical Sciences, School of Public Health, Research Centres).

Post endorsement to proceed from their Organisational Unit Head (and Mayne Academy Head for Medical School applicants), applicants will need to prepare the following for online submission:

1. A **Case for Conferral** (2-3 page cover letter) addressing the criteria and outlining their unique value and future strategic contribution to the University, their discipline, sector and community
2. A Curriculum Vitae/Academic Portfolio in a specific format
3. Nomination of three eminent referees.

The applicant's submission will be forwarded to the relevant Organisational Unit Head for review (e.g. Head of School, Head of Clinical School, Research Centre Director, Dean, Medical School). After the application is completed in full and accepted the applicant will be required to attend an interview with a University committee, as further explained below.

## 1. Case for Conferral

As a starting point, applicants should:

- Update their Curriculum Vitae/Academic Portfolios (see further information below)
- Reflect on the general UQ [Guidelines for Evidencing Academic Achievement](#) and the Criteria for Academic Performance for Level D (as listed below) from the [Academic Titles for Health Professionals – Policy and Procedure \[5.20.05\]](#)
- Write an overview of their achievements since their last promotion or appointment at UQ as a Level C ATH. Applicants may wish to focus on two or three major stand-out achievements which have consolidated their position as a leader in their field.

### UQ Criteria for Academic Performance - Level D Academic Title Holders

*The Associate Professor will have a significant reputation for excellence in their professional area and make a commensurate contribution to the work and strategic advancement of the University and its students. In addition to the requirements at Level C, they are expected to demonstrate leadership in fostering or facilitating clinical excellence in the academic domains, recognising there may be higher contributions in some domains that compensate for lesser achievements in other areas.*

*In **teaching**, they will be recognised as excellent clinicians and teachers, leading advancements in clinical education in either their discipline, institution, specialist college or parts of the health industry. They will have a sustained record of successfully supervising junior doctors to completion within advanced or specialty training programs as Principal Supervisor and/or successfully supervising students formally enrolled in higher research degree programs.*

*In **research**, they will demonstrate evidence of quality and impact through publications in internationally recognised academic journals, by playing a leadership role in successful initiatives for research funding, and by developing collaborations with local and national partners. As a recognised authority in their profession, they will play an enabling role in supporting research that impacts on health outcomes and/or health systems.*

*In the domain of **supervision and researcher development**, they will have a sustained track record of supervising trainees to completion of specialty training and/or supervision of higher degree by research students. They will lead the development of their supervisee's skills, competencies and future career opportunities*

*In the domain of **citizenship and service** to their discipline, the University and the community, they will be recognised at a State level and nationally for their contribution to the profession by way of membership of influential government committees or industry advisory panels, emerging leadership roles in professional societies and/or playing key roles in setting policy or professional practice standards. They will consistently embody the UQ Values and foster these values in others through effective supervision and mentoring.*

The Case for Conferral to Associate Professor is an applicant's opportunity to provide an organised, well balanced, concise career summary that clearly demonstrates to the Committee their case for promotion and potential for future achievement and contribution. The Case for Conferral should be written as a career narrative within a covering letter. The following is a guide to the cover letter construction.

The case for promotion to Associate Professor should be no more than three pages. The Committee does not require an activity statement but rather a description of who the applicant is as a clinical leader and a contributor to UQ. Applicants should clearly articulate their plans and ambitions as a Level D Academic Title Holder in terms of the University, their discipline and the community. The narrative should be an authentic, evidenced based and engaging summary. It must be concise, honest, self-reflective and influential. It should encapsulate the applicant's greatest career contributions.

It is recommended that the narrative includes:

- The applicant's vision and plans for their role in their discipline, considering how the various components of their career are brought together in a compelling and logical account of their career trajectory, their outstanding achievements to date and the outcomes and impact of their work.
- The narrative will need to include a response to the Criteria for Academic Performance for Level D (as listed above) from the [Academic Health Titles for Health Professionals – Policy and Procedure \[5.20.05\]](#). Applicants will need to provide evidence of their:

- Reputation for excellence in their professional area
- Prominent leadership role to foster and facilitate clinical excellence in:
  - teaching
  - research
  - supervision and research development
  - citizenship and service.
- Contributions to the University and its students.

Applicants are required to address the 4 criteria areas, *recognising there may be higher contributions in some domains that compensate for lesser achievements in other areas.*

- Examples of evidence can be found in [Guidelines for Evidencing Academic Achievement](#) and may include:
  - Clinical Innovation (e.g. development of new clinical techniques, design of evidence based clinical practice guidelines or other initiatives that improve clinical outcomes or processes, including evidence of dissemination and adoption).
  - Outstanding contributions to the University's work with the community and alumni.
  - Leadership roles in the clinical environment, the discipline, the relevant college or other educational or training entities.
  - The award of eminent and pre-eminent status for Medical Officers by Queensland Health.
  - Significant contributions to the formulation of health care policy or professional practice standards at State, National or International level.
  - Being recognised as an authority in health service improvement (e.g. health service reviewer, significant contributions to commissions into health services or medical practice).
  - Participating in major funding initiatives for research or infrastructure projects e.g.: Hospital redevelopment, establishment of research facilities.
  - By contributing to the strategic advancement of the University (e.g. fostering strategic partnerships between the University and industry, government and other stakeholders to deliver ongoing benefits to the University (e.g. philanthropic contributions)).
  - Evidence of a significant role in encouraging and leading research or scholarship within the clinical environment.
- Performance Relative to Opportunity: The University is committed to providing an equal opportunity environment in the promotion process through the principle of 'performance relative to opportunity' refer to the [Criteria for Academic Performance – Policy \[5.70.17\]](#). Applicants should include the following in their career narrative if they would like the Committee to assess their achievements relative to opportunity:
  - a positive acknowledgement of what has been achieved given the available opportunities
  - any relevant information about fractional employment arrangement, periods of absence and/or personal circumstances as part of their career narrative.

- **Conclusion:** The conclusion to the letter should leave a lasting impression of the applicant as a forward-thinking accomplished and outstanding clinical leader that exemplifies the UQ values of Creativity, Excellence, Truth, Integrity, Courage, and Respect & Inclusivity.
- **Feedback:** It is recommended that applicants seek feedback from a variety of sources on their draft Case for Conferral (e.g. Head of School, Head of Clinical Unit, a collaborator, Professor from a relevant discipline).

## 2. Curriculum Vitae/Academic Portfolio

Although the format of a business Curriculum Vitae (CV) will vary considerably depending on the type of position and industry/sector, academic Portfolios/CVs are typically consistent in their content, layout and orientation. While the sequence and length may vary according to the type and level of academic position applicants are seeking, this example contains most of the primary points of emphasis. It is advisable the applicants have their supervisor or another mentor from their field review their CV/Academic Portfolio prior to submission.

Curriculum Vitae/ Academic Portfolio Item	Description/Guidance
Personal Details	Name, Email, Telephone, Address
ORCID ID Number	ORCID is an Open Researcher and Contributor ID and is a practical, digital means of reliably connecting research activity and distinguishing researchers within the global research community. Adopting ORCID as a unique identifier benefits all involved in scholarly communication. The UQ Library has some helpful guides to assist with creating an ORCID ID and building a profile <a href="#">Click here</a> .
Education	List any qualification attained, where it was attained and when.
Career Overview	List all current and non-current positions held, please include the organisation the position was with and the dates in the position, ordered with the most recent position first. A brief summary of achievements in each of the major roles would be included.
Awards/Distinctions/ Research Fellowships/ Certificates	List awards, certificates and research fellowships in this section, ordered by most recent and with annualised award amounts listed in brackets. Some candidates will also choose to list major fellowships that they were offered but declined.
Publications	<p>Please list in temporal order. Shorter lists of publications and more extensive and varied publication histories should be organised by appropriate subsections (e.g. 'Peer reviewed publications', 'Book reviews'). Conference presentations and posters etc. can be listed separately under the heading 'Presentations and Abstracts' as noted below.</p> <p>The sequence for peer-reviewed publications might depend on what an applicant has available (e.g. single or lead authored could be listed first, or ordered from most-to-least recent). Typically this list is limited to those items accepted for publication.</p> <p>If an applicant's list is limited, or if the nature of their projects produced a crush of submissions toward the end of their program, list items for which there is a 'revise and re-submit' or which are 'under review'. Manuscripts in progress should generally not be listed here, but can be mentioned in cover letters, research statements, and where relevant at interview. If a list is quite extensive, consider offering it near the end of the CV/Academic Portfolio.</p>

Grants	Please list in temporal order. List any grants awarded including information such as the year awarded, the name of the funding organisation, the project name, the amount awarded and the applicant role (e.g. Chief Investigator).
Research Interests/Research Profile/Research Experience	<p>Applicants should provide an 'abstract', no more than a paragraph, which outlines their current and prospective lines of research. This section is meant to quickly convey how the applicant's area of research fits the position at hand, its significance to the discipline and that they have plans in place for continued research contributions that either extend from or move beyond their dissertation topic. Researchers in more technically oriented fields might also wish to specify the primary techniques, approaches, languages or instrumentation they use in the conduct of their research.</p> <p>Also list all research 'positions' held, including doctoral thesis/postdoctoral research, and any industrial or other experience that had a relevant research component.</p>
Teaching Experience and Expertise	This list should include all 'Courses Taught' and/or 'Teaching Assistantships', and for some types of institutions might best precede 'research experience'. For academic positions, list the course name, when and where it was taught, a course number, and preferably some quick content information about the course. Amplify teaching experiences that speak to the Disciplines' needs. Highlight general teaching aptitudes by noting awards or evaluations that help to establish the applicants' pedagogical skills. Teaching includes undergraduate, postgraduate, supervision of research higher degrees.
Presentations and Abstracts	Presentations and Abstracts can be listed here as a simple bulleted list.
Community Engagement/Administrative Activity	Using a bulleted list, applicants should try to represent how they have been active in the administrative life of their community, university, and department. This can include present and past activities.
Memberships	List any memberships.

### 3. *Nomination of Referees*

The applicant will need to nominate three (3) eminent referees. When completing the online application form, it is the applicants' responsibility to provide up-to-date contact details including the title, name, organisation and email address of the referees. The nominated referees should be recognised as leaders in the field, able to comment on the National or International quality and impact of the applicant's clinical leadership and contribution to their discipline, the University and or community. Nominations should include referees from Australia and overseas.

Applicants must not nominate their current UQ Organisational Unit Head (or relevant Mayne Academy Head), current members of the Promotions Committee or referees with whom they have a personal, business or professional conflict of interest (actual or potential).

Where an applicant wishes to nominate a referee where a conflict of interest may exist (including nomination of a PhD or postdoctoral supervisor) the applicant must declare the conflict to the Committee and explain why they wish to nominate that referee.

### **ATH Conferral and Promotions Committee**

A University selection committee is delegated the responsibility of evaluating applications for conferral of the title of Associate Professor. The Committee makes recommendations to the Provost for final approval of title conferral. The Committee will normally consider applications three times each year. An interview with the applicant is conducted by the Committee.

The membership can include:

- Associate Dean, from the applicants' Faculty/Institute (Chair)
- President, Academic Board or nominee
- Head of School/Institute Director or nominee from applicant's Faculty
- One Level D or E ATH, nominated by the Chair
- One Level D or E Clinical Academic, nominated by the Chair.

The title will be conferred for up to five years and the applicant can reapply as per the current procedure.

### Application Submission Process

UQ now utilises the HR platform 'Workday' to lodge applications for ATHs and to manage some elements of promotions. All applicants will be asked to **complete a questionnaire, upload a copy of their current CV, their case for conferral and a copy of their current AHPRA** documentation. It is possible to save and revisit applications prior to final submission.

- A. Applicants without a UQ account should visit the [UQ Title Holder Opportunities](#) site to lodge an **'Academic Title Holder (Level D) – Faculty of Medicine'** application. They will be prompted to create an applicant account.
- B. Applicants with a current UQ account, will have an existing **Workday account** that they should log into with their UQ credentials, via dual authentication process, to submit an internal application. If an applicant does not know their staff login credentials, they can visit the UQ [ITS Support webpage](#) for troubleshooting assistance.

Once an internal applicant has accessed their workday account, they should use the **careers board** to apply for the ongoing open *Academic Title Holder Professor (Level D) – Faculty of Medicine* opportunity.

See the process steps listed below:

- Click on the **Menu** (top left corner)
- Click on **My Jobs Hub**
- Click on **Browse Jobs**
- You can reach the Academic Title posts via either the **Job Family** (Academic Title Holder) or the **Job Category** (Unpaid). Tick in box.
- It will bring up the list of continuous open Academic Title Holder Job Posts (Posts) for all levels under the Faculty of Medicine and the Faculty of Health and Behavioural Sciences
- Note that **Faculty of Medicine** Job Posts are generally the 5 posts toward the bottom of the page
- Look for and select the appropriate level Post, click on the heading link for the **'Academic Title Holder (Level D) – Faculty of Medicine'** and read through the information on the page. Start the application by clicking on the **APPLY** button located at the top of the Post.

Ways of accessing Workday with UQ credentials:

- A. Via the [My UQ](#) Dashboard – If Workday does not appear as an option in the dashboard scroll down to 'All apps' on the bottom left and Workday is the very last that will appear. Clicking on the star will save it to favourites for subsequent access.
- B. Via the UQ Workday website: [workday.uq.edu.au](https://workday.uq.edu.au)

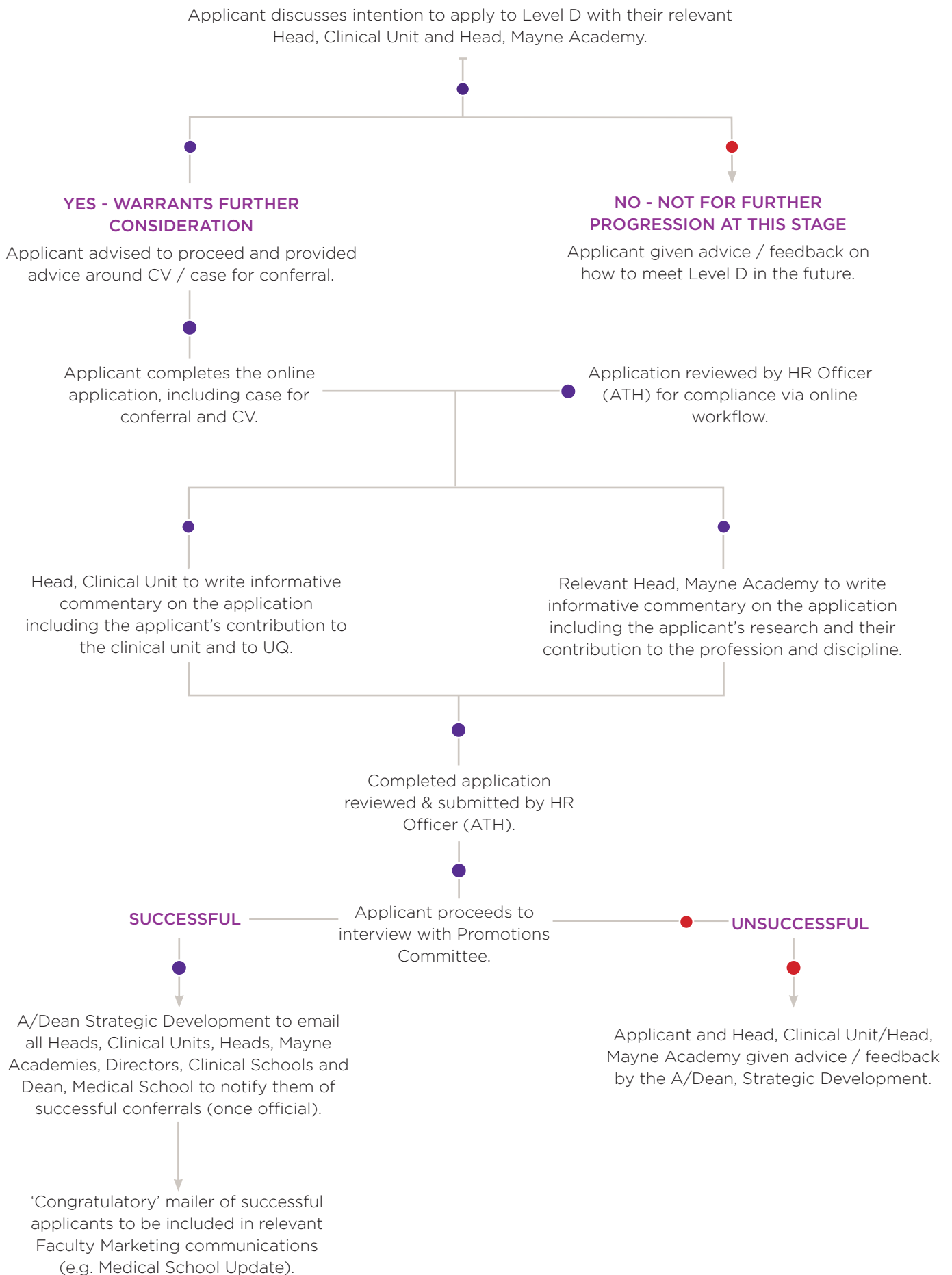
### Enquiries

Enquiries regarding the application process can be directed to:

Phone: +61 7 3346 6006

Email: [med.academictitles@uq.edu.au](mailto:med.academictitles@uq.edu.au)

# Workflow Process – Medical School ATH Applications for Promotion to Level D





# Workflow Process – School of Biomedical Sciences, School of Public Health and Research Centre ATH Applications for Promotion to Level D

Applicant discusses intention to apply to Level D with their relevant direct report.

