



# UNSW Academic Promotions Information and Resources

## Faculty Support for Female Colleagues

The UNSW Business School Equity, Diversity and Inclusion (EDI) team offer a range of female academic support and development programs aimed at preparing them for future career advancement at UNSW. Academic staff who can demonstrate sustained excellence in research, education, collegiality, engagement and leadership may be promoted at UNSW.

Programs	Academic Women's Career Advancement Program (AWCAP)	Achieve Program
Target audience	Level C and D academics, including research and education-focused staff	Level B and C early career academics, including research and education-focused staff
Main focus of the program	Support staff in preparing for promotion while also fostering broader career development	Support early-careers in building skills and advancing their development

To learn more about these UNSW Business School EDI programs, please email us directly at BUS EDI: [BUSEDI@unsw.edu.au](mailto:BUSEDI@unsw.edu.au)



## UNSW Academic Promotions

**Key contact:** David Gleeson, Manager - Academic Promotions

Use this QR Code to visit the [UNSW HR Academic Promotion](#) webpage for more information.



## UNSW Academic Promotions Timeline

UNSW Academic Promotions timeline is available on the UNSW Academic Promotions webpage. Please refer back to this webpage frequently and note the dates of importance to you. Dates are subject to change from year to year.

### Dates for Promotion to Senior Lecturer (Level B to Level C)

- **April:** Application to be submitted online
- **June:** Faculty Promotion Committee Meetings

### Dates for Promotion to Associate Professor (Level C to Level D)

- **May:** Application to be submitted online
- **July:** Faculty Promotion Committee Meetings
- **September:** University Promotions Committee

### Dates for Promotion to Professor (Level D to Level E)

- **July:** Application to be submitted online
- **September:** Faculty Promotion Committee Meetings
- **November:** University Promotions Committee

Effective date of all promotions across all levels is **1 January of the following year.**



## Application Dates

- **Level B to Level C**
  - 2025 Applications will open 14 April
- **Level C to Level D**
  - 2025 Applications will open 12 May
- **Level D to Level E**
  - 2025 Applications will open 14 July



## Key information, Forms and Templates

Please note that the Academic Promotions Process is the same for all academics who are employed at UNSW regardless of whether they are a Research only, Balanced or Education Focused Academic.

UNSW also host various Information Sessions & Workshops sessions throughout the year which can be found on the [UNSW Academic Promotions](#) webpage:

Information Sessions are available in February, March and June and run from 9am – 4pm Interview Preparation Sessions are available in May, June, and August and run from 10am – 12pm. Please register for these sessions via the Promotions webpage.

- [Academic Promotions Toolkit](#)

Some broad guidelines on how to present your case and the possible sources of evidence in relation to each of them is set out in this document.

- [Executive Summary Page Academic Promotion](#)

Briefly outline your case for promotion highlighting both quality and impact.

- [Academic Promotions; Career Context Page](#)

The focus of this section is not on professional factors beyond the applicant's control or personal factors that may have adversely impacted the opportunities available; these should still be disclosed in the ROPE statement. Instead, the focus here is on the extent to which opportunities have been available within the context of the applicant's employment.

- [Request for Confidential Referee Report](#)

Referees can provide commentary for each of the areas of academic performance and are also invited to comment on any relevant factors, such as industry experience, values and departmental citizenship relating to your promotional application.

- [Academic Promotion Application - Form B: Research and Education Related Activities](#)

Briefly outline the authorship convention that is used in your discipline or if necessary, explain how contributions are specifically assigned in your particular discipline or field of research.



## Resources



### Academic Promotions Policy

The academic promotions system aims to recognise and reward sustained achievements and contributions to the UNSW Strategy, rather than just to recognise the talent of individual staff. Appointments made on the basis of talent and the level of appointments should align with the standards set in promotions.



### UNSW Academic Promotions Application Form Video



### UNSW Online Application Process Introduction Video



### Academic Expectations Framework

The Academic Expectations Framework (AEF) provides a set of qualitative descriptors that define the activities of UNSW academics across all levels, disciplines and areas of responsibility. The AEF is organised by the three academic areas of responsibility: Education, Research and Collegiality, Engagement & Leadership.

Expectations for each area are outlined for all academic levels as well as examples of evidence that would support achievement of each expectation.



### Assessing Aboriginal and Torres Strait Islander Applicants for Promotion

UNSW strives to be an employer of choice for Aboriginal and Torres Strait Islander peoples. We recognise the unique contributions that Aboriginal and Torres Strait Islander staff bring to the workplace and the additional cultural workload that is common for Indigenous staff. of each expectation.