Academic promotion
Summary of changes

Here is a side-by-side comparison table summarising **the significant changes** between the **2024** and **2025** Academic Promotion Procedures:

Category	2024 Procedure	2025 Procedure
Terminology and structure	Application types referred to as **Standard** and **Focused** Applicant chose which type of application to submit	Renamed to **Combined** and **Focused** Teaching and research academics **must** submit a **Combined** application Research academics **must** submit a **Focused – Research and creativity** application Learning and teaching academics **must** submit a **Focused – Learning and teaching** application Scholarly teaching fellows who wish to apply for promotion to a **Teaching and research academic** profile **must** submit a Combined application
Eligibility requirements	Required one year of service, completed probation, and approved goals set in 'Your growth matters'	Adds a **minimum performance rating of 3** in 'Your growth matters' Applicants are ineligible if they are under a formal performance improvement plan or have breached (or are under investigation for breach of) staff, academic and/or research codes of conduct **Simplified qualification requirements for Levels B and C**
Committee composition	Level B required a formal committee	Level B decisions now made solely by the **Executive Dean**
Application forms and reports required	**One application form** used for all levels. **Multiple leadership reports** required, plus Deputy Dean's report Level B and C required **multiple referees**	**Separate application forms** for Level B, Level C and Levels D and E **One leadership report** required for all Levels. Level B no longer requires a referee; Level C now only requires one external referee
Achievement relative to opportunity (ARO)	Focused on part-time work, carer responsibilities, and health	Expanded to include **natural disasters**, **non-linear careers**, and allows **private disclosure** to Executive Officer
Conflict of interest	Definition of conflict of interest **unclear**	Conflict of interest in relation to academic promotion **clarified**

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Supporting evidence	**Unlimited evidence** provided in a OneDrive folder	**No supporting evidence required for Level B** **Maximum of ten A4 pages for Levels C, D and E** Supporting evidence may only include evidence referenced in the application form **Combined** and **Focused - Research and creativity** applications must include the applicant's current three-year research plan **Combined** and **Focused - Learning and teaching** applications must include current SELT / SFS scores.
Word limits and formatting	Total word limit per application up to **5,950** words Graphs, tables and images **permitted** in application forms	Total word limit per application reduced to **1,000** (Level B); **1,900** (Level C); **2,150** (Levels D and E). Tables, charts and other graphics are **not** to be included in the application form. They may however be referenced in the application and included in full in the supporting evidence document
Submission process	Application and supporting evidence submitted via **OneDrive**	Application and supporting evidence submitted as a **single PDF document** and emailed to od@federation.edu.au
Appeals and feedback	Intention to appeal followed by formal appeal to be submitted within 10 days	Simplified appeals process with a **10-day deadline** to lodge an appeal