



**EXCELSIA**  
**COLLEGE**  
Sydney - Australia

**Document Name**

**ACADEMIC STAFF PROMOTION POLICY AND PROCEDURE**

**Document Number**

**PO-STA-25**

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## Purpose and Scope

Excelsia College is committed under the principles and requirements of the Educational Services (Post-Secondary Education) Modern Award to remunerate employees according to the primary functions and skill requirements of their roles, consistent with the requirements of the Higher Education Standards Framework.

Excelsia College will advise employees in writing of their classification level at the start and during their employment in case of any changes.

This policy provides criteria and procedures for the classification of Excelsia College academic staff and for their promotion from one classification to another, complying with the Educational Services (Post-Secondary Education) Modern Award. Appropriate classification, together with recognition of excellence in contribution through opportunity for promotion to a higher level of classification, provides means of acknowledging and encouraging the scholarship of staff, within and beyond the College.

## Policy

- Excelsia College seeks to attract, retain and develop high quality academic staff to implement its educational policy and achieve its goals. An integral part of this commitment is to promote those members of academic staff who show outstanding qualities in the performance of their functions.
- Academic promotion at the College is based on merit. To be promoted, applicants in all academic categories, must be able to demonstrate that they have demonstrated the skill base specified for the academic level to which they seek promotion, and that this skill base is required for their role.
- Promotion is dependent on demonstrated ability and achievement since the applicant's appointment to their current position.
- Decisions are based on individual merit with reference to STA-F80 Academic Classification Levels, and Equal Employment Opportunity in accordance with relevant legislation.

## Definitions

**Academic Classification Levels** – These classification standards describe broad categories of responsibility attached to academic staff of Excelsia College at different levels. The standards are inclusive but not exhaustive of all tasks involved in academic employment at Excelsia College. These descriptions are designed to be compliant with the Education Services (Post-Secondary Education) Award 2010. Refer to STA-F80 Academic Classification Levels.

## Responsibility

The following people have a responsibility in relation to this procedure:

- Chief Executive
- Chief Academic Officer
- Director of People and Culture

## Eligibility

- Any full-time or part-time member of the academic staff with a continuing appointment may apply for promotion, provided that the staff member has served at least one academic year since appointment. Any period of leave without pay or secondment to another institution cannot be included in the one-year period. Exceptions to the one-year rule will be at the discretion of the Chief Executive.

- Academic staff employed on the basis of a fixed-term contract are also eligible to apply, but promotion of a person who is employed on a non-renewable contract does not vary the length of the contract.
- Academic staff who take a period of more than six months' leave without pay are not normally eligible to apply for promotion in the calendar year that the leave commences.
- Academic staff employed on a casual basis are not eligible to apply for promotion.
- An academic staff member may not normally apply for promotion in consecutive years. This provision may only be varied if the Chief Executive considers a case to be exceptional.

## Procedure

1. Following the requirements of the Modern Award, Excelsia College classifies its academic staff according to STA-F80 Academic Classification Levels. There are three main levels named:
  - a. Level A
  - b. Level B
  - c. Level C.

When a new employee is hired, they are classified under one of these levels and informed through the College letter of appointment.

After a year of employment, academic staff may apply in writing to the Chief Academic Officer to be recognised at a higher level on the basis of the "Specific Duties" (see below) of their current role, or in applying for promotion to another available role through the College's *Recruitment of Permanent Staff Policy and Procedure* (PO-STA-24).

The written application will address the "Specific Duties" of the role to which the staff member seeks promotion.

2. The application will be considered by the Chief Academic Officer and the Director of People and Culture regarding eligibility and merit.
3. Each application will then be discussed with the Chief Executive for decision.
4. A report will be provided by the Chief Academic Officer to the Academic Board at its next meeting. Once staff promotion has been confirmed, the Director of People and Culture prepares a letter for each staff member, signed by the Chief Executive. Staff are advised of the changes in their classification level by their Head of Department through the letter.
5. The Director of People and Culture provides a copy of these letters to the Account for adjustment in the payroll system.
6. All signed letters are filed in the personnel file by the Director of People and Culture.

## References and Related Documents

<https://ppl.app.uq.edu.au/content/5.80.12-promotion-academic-staff-levels-d>

Modern Award - [http://www.fwa.gov.au/documents/modern\\_awards/award/MA000075/default.htm](http://www.fwa.gov.au/documents/modern_awards/award/MA000075/default.htm)

STA-F80 Academic Classification Levels

PO-STA-24 Recruitment of Permanent Staff Policy and Procedure