Please read the [Promotion of Academic and Research Only Staff Policy](#) and [Promotion of Academic Staff Procedures](#) and [Promotion of Research Only Academic Staff Procedures](#) before completing this form.

### STAFF MEMBER DETAILS

<table>
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<tr>
<th>Staff Number/Employee ID</th>
<th>Contact Number (mobile)</th>
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<th>Last Name</th>
<th>First (or chosen) Name</th>
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**School/Dept/Centre:**

- [ ] Continuing on Probation
- [ ] Continuing
- [ ] Fixed Term
- [ ] % Part Time

**Current Academic Level:**

- [ ] Associate Lecturer
- [ ] Scholarly Teaching Fellow (Level A)
- [ ] Research Fellow 1
- [ ] Lecturer
- [ ] Scholarly Teaching Fellow (Level B)
- [ ] Research Fellow 2
- [ ] Senior Lecturer
- [ ] Senior Research Fellow
- [ ] Associate Professor

**Current Work Profile:**

- [% Teaching](#)
- [% Research](#)
- [% Scholarship](#)
- [% Service & Engagement](#)

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<tr>
<th>Date of Appointment</th>
<th>Date of Last Promotion</th>
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</table>

**Application for Promotion to:**

- [ ] Lecturer
- [ ] Research Fellow 2
- [ ] Senior Lecturer
- [ ] Senior Research Fellow
- [ ] Associate Professor
- [ ] Principal Research Fellow
- [ ] Professor

Have you applied for promotion to this level previously?

- [ ] Yes in ________(year)
- [ ] No

**Application for Promotion being made (select appropriate box):**

- [ ] Outstanding Performance in [ ] Research [ ] Teaching [ ] Scholarship [ ] Service & Engagement
- [ ] Meritorious Performance in Teaching, Research and Service & Engagement
- [ ] Meritorious Performance in Teaching, Scholarship and Service & Engagement

List any equity/diversity considerations that the Committee should be aware of:
Full details of referees supplied as requested below. Referees should have confirmed they are willing to provide written references on your behalf before being listed below. Referees comments will be requested by HR, if required. Note: You will need to provide at least 1 referee in each of the categories of Teaching, Research and Service & Engagement or Teaching, Scholarship and Service & Engagement, depending on your work profile.

(1) Name: [Name]  
To comment on [ ] Teaching  [ ] Research  [ ] Scholarship  [ ] Service & Engagement  
Organisation Name: [Organisation Name]  
Address: [Address]  
Phone number: [Phone number]  
Facsimile Number: [Facsimile Number]  
Email address: [Email address]  
Connection to Referee: ([eg Research Centre Director, Colleague, etc])  
Comments/reason for choosing referee: [Comments/reason for choosing referee]

(2) Name: [Name]  
To comment on [ ] Teaching  [ ] Research  [ ] Scholarship  [ ] Service & Engagement  
Organisation Name: [Organisation Name]  
Address: [Address]  
Phone number: [Phone number]  
Facsimile Number: [Facsimile Number]  
Email address: [Email address]  
Connection to Referee: ([eg Research Centre Director, Colleague, etc])  
Comments/reason for choosing referee: [Comments/reason for choosing referee]

(3) Name: [Name]  
To comment on [ ] Teaching  [ ] Research  [ ] Scholarship  [ ] Service & Engagement  
Organisation Name: [Organisation Name]  
Address: [Address]  
Phone number: [Phone number]  
Facsimile Number: [Facsimile Number]  
Email address: [Email address]  
Connection to Referee: ([eg Research Centre Director, Colleague, etc])  
Comments/reason for choosing referee: [Comments/reason for choosing referee]

Applicants applying for Principal Research Fellow, or on outstanding achievement may nominate an additional referee in the area of emphasis.

(4) Name: [Name]  
To comment on [ ] Teaching  [ ] Research  [ ] Scholarship  [ ] Service & Engagement  
Organisation Name: [Organisation Name]  
Address: [Address]  
Phone number: [Phone number]  
Facsimile Number: [Facsimile Number]  
Email address: [Email address]  
Connection to Referee: ([eg PhD Supervisor, Colleague, etc])  
Comments/reason for choosing referee: [Comments/reason for choosing referee]
Summary of Case for Promotion (maximum of 1 page 10pt font)

| Outline the specific grounds on which your application is based. Summarise the key points relating to your application and demonstrate the ways in which the relevant criteria for the application have been met. Please do not repeat specific information or data contained in your academic portfolio |

Achievements in Learning and Teaching (maximum of 1 page 10pt font*)

*Applicants applying on outstanding achievement in Learning & Teaching may submit up to 3 pages.

| Statement on your achievements and approaches in learning and teaching and evidence of your capacity to implement the ‘Principles to Promote Excellence in Learning and Teaching Practices at Griffith University’. Note any evidence to indicate the quality and impact of your work in learning and teaching, such as support from industry, peer evaluations of teaching, awards and prizes, and invitations to speak about L & T at other institutions. This section may also include evidence of leadership in learning and teaching where relevant to the application. Please do not repeat specific information or data contained in your academic portfolio |

Achievements in Research^ (maximum of 1 page* 10pt font)

^To be completed only by applicants whose profile is Teaching/Research/Service & Engagement or Research Only

*Applicants applying on outstanding achievement in research may submit up to 3 pages.

| Outline your key research themes and current directions. Summarise the key points relating to your research and research activity, highlighting your most significant contributions and evidence for the quality and impact of your research, including recognition of the value of your research by academic peers, the contribution of your research to the discipline and to industry and other end-users in the form of companies, three levels of government, not for profit organisations, and philanthropic and community organisations, and its impact in terms of social, economic, environmental and/or cultural benefits. This section may also include evidence of leadership in research and scholarship of learning and teaching where relevant to the application. Please do not repeat specific information or data contained in your academic portfolio |

Achievements in Scholarship^ (maximum 1 page*, 10pt font)

^To be completed only by applicants whose profile is Teaching/Scholarship/Service & Engagement

*Applicants applying on outstanding achievement in scholarship may submit up to 3 pages.

| Outline the nature of your work and achievements in relation to scholarship. Scholarship encompasses the scholarly activities, commitments and outputs that inform the quality, innovation, currency and evidence-base of teaching. This section may also include evidence of leadership in the |
Achievements in Service and Engagement (maximum of 1 page 10pt font*)

*Applicants applying on outstanding achievement in service & engagement may submit up to 3 pages.

Outline your contributions to service and engagement in the discipline, profession, faculty, university and community, detailing the nature of the contributions that you have made and the outcomes and impact of those contributions. This section may also include evidence of leadership in service and engagement where relevant to the application. Please do not repeat specific information or data contained in your academic portfolio.