

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 | | | | |
|--|--|--|--------------------------------------|------------------------|
| Staff Number/Employee ID _____ | Contact Number _____ (mobile) | | | |
| Last Name _____ | | First (or chosen) Name _____ | | |
| School/Dept/Centre: | | Group: | | |
| <input type="checkbox"/> Continuing on Probation | <input type="checkbox"/> Continuing | <input type="checkbox"/> Fixed Term | <input type="checkbox"/> % Part Time | |
| Current Academic Level: | | | | |
| <input type="checkbox"/> Associate Lecturer | <input type="checkbox"/> Scholarly Teaching Fellow (Level A) | <input type="checkbox"/> Research Fellow 1 | | |
| <input type="checkbox"/> Lecturer | <input type="checkbox"/> Scholarly Teaching Fellow (Level B) | <input type="checkbox"/> Research Fellow 2 | | |
| <input type="checkbox"/> Senior Lecturer | <input type="checkbox"/> Senior Research Fellow | | | |
| <input type="checkbox"/> Associate Professor | | | | |
| Current Work Profile: | % Teaching | % Research | % Scholarship | % Service & Engagement |
| Date of Appointment | ____/____/____ | | | |
| Date of Last Promotion | ____/____/____ | | | |

Application for Promotion to:

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| <input type="checkbox"/> Lecturer <input type="checkbox"/> Research Fellow 2 <input type="checkbox"/> Senior Lecturer <input type="checkbox"/> Senior Research Fellow <input type="checkbox"/> Associate Professor <input type="checkbox"/> Principal Research Fellow <input type="checkbox"/> Professor |
| Have you applied for promotion to this level previously? <input type="checkbox"/> Yes in _____ (year) <input type="checkbox"/> No |
| Research Only applicants to complete: Availability of funds has been confirmed should the application be successful: <input type="checkbox"/> _____ <div style="text-align: right;">(Sign off by relevant Dean)</div> |

Application for Promotion being made (select appropriate box):

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| Outstanding Performance in <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Scholarship <input type="checkbox"/> Service & Engagement or |
| <input type="checkbox"/> Meritorious Performance in Teaching, Research and Service & Engagement or |
| <input type="checkbox"/> Meritorious Performance in Teaching, Scholarship and Service & Engagement |

List any equity/diversity considerations that the Committee should be aware of:

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NOMINATION OF REFEREES

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.

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|--|-------------------|
| (1) Name: | Position held: |
| To comment on <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Scholarship <input type="checkbox"/> Service & Engagement | |
| Organisation Name: | |
| Address: | Phone number: |
| | Facsimile Number: |
| | Email address: |
| Connection to Referee: (eg Research Centre Director, Colleague, etc) | |
| Comments/reason for choosing referee: | |
| (2) Name: | Position held: |
| To comment on <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Scholarship <input type="checkbox"/> Service & Engagement | |
| Organisation Name: | |
| Address: | Phone number: |
| | Facsimile Number: |
| | Email address: |
| Connection to Referee: (eg Research Centre Director, Colleague, etc) | |
| Comments/reason for choosing referee: | |
| (3) Name: | Position held: |
| To comment on <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Scholarship <input type="checkbox"/> Service & Engagement | |
| Organisation Name: | |
| Address: | Phone number: |
| | Facsimile Number: |
| | Email address: |
| Connection to Referee: (eg Research Centre Director, Colleague, etc) | |
| Comments/reason for choosing referee: | |
| <u>Applicants applying for Principal Research Fellow, or on outstanding achievement may nominate an additional referee in the area of emphasis.</u> | |
| Name: | Position held: |
| To comment on <input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Scholarship <input type="checkbox"/> Service & Engagement | |
| Organisation Name: | |
| Address: | Phone number: |
| | Facsimile Number: |
| | Email address: |

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| Connection to Referee: (eg PhD Supervisor, Colleague, etc) |
| Comments/reason for choosing referee: |

Summary of Case for Promotion (maximum of 1 page 10pt font)

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| 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. |
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Achievements in Learning and Teaching (maximum of 2 pages 10pt font*)

**Applicants applying on outstanding achievement in Learning & Teaching may submit up to 4 pages.*

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| 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. |
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Achievements in Research^ (maximum of 2 pages* 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 4 pages.*

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| 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. |
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Achievements in Scholarship^ (maximum 2 pages*, 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 4 pages.*

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| 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, |
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currency and evidence-base of teaching. This section may also include evidence of leadership in the scholarship of learning and teaching where relevant to the application.

Achievements in Service and Engagement (maximum of 2 pages 10pt font*)

**Applicants applying on outstanding achievement in service & engagement may submit up to 4 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.

Griffith University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at: <https://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan>