

ACADEMIC APPOINTMENTS AND PROMOTIONS POLICY

Purpose

To ensure that academic appointments and academic promotions are merit based and that the policy and procedures to be followed at each stage of the appointment and promotion process are equitable and transparent. Academic appointments are addressed in sections 1 to 4 and academic promotions in sections 5 to 8.

Scope

This policy applies to AIB Academic Staff.

Honorary appointments are covered by the Honorary Appointments and Awards Policy and Procedure.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Policy

Part A – Academic Appointments

1. Types of appointment

1.1. Continuing

An appointment on a full-time or part-time basis, held until resignation or retirement, subject to the provisions of notice of termination. This class of appointment may be made by AIB for any level of appointment.

1.2. Fixed Term

An appointment made subject to the limits imposed for a specified period, not exceeding two years, which will lapse automatically without expectation of renewal at the end of the period specified for each such appointment.

1.3. Casual

Academic staff engaged for academic tasks, normally for a defined period for which specified duties are detailed.

2. Criteria for appointment of academic staff

2.1. The specific criteria for various levels of academic staff are outlined in the AIB Academic Profiles document (included in [Appendix A – Academic Profiles](#)).

2.2. Criteria for particular positions are outlined in the relevant Position Description.

3. Appointment of academic staff

- 3.1. After a formal recruitment process directed by Human Resources (HR), appointments are made on the recommendation of the relevant hiring manager and with the formal approval of the Managing Director (MD).
- 3.2. Academics may be appointed at the level of Professor or Associate Professor provided that they can clearly meet the criteria normally expected for these positions or have previously been appointed to that position in a recognised university or Higher Education Provider.

Part B – Academic Promotions

4. Principles

- 4.1. Promotion to all levels will be based on merit.
- 4.2. Applications for promotions to Levels B, C and D will be assessed on achievements since the applicant's last promotion and/or appointment. Applications for promotion to Level E (Professor) will be assessed on achievements, along with leadership, impact and recognition, accumulated across the applicant's academic career, with particular consideration given to sustained achievement and standing at the professorial level.
- 4.3. The principles of equal opportunity, fairness and social justice will be applied in line with AIB policies and appropriate State and Federal legislation.
- 4.4. To be eligible for promotion, applicants must be full-time or part-time continuing staff members at or greater than 0.5 FTE.
- 4.5. All applications will be treated as confidential.
- 4.6. Normally, applications will only be accepted from applicants for whom a period of two years has elapsed since an appointment, promotion or last application at AIB. Applicants may apply to the MD to seek exemption where less than two years has lapsed. Determinations will be made by the MD.
- 4.7. Any approved promotion will take effect from 1st January of the following year.
- 4.8. Generally, the promotions round will allow applicants eight weeks to prepare their application.
- 4.9. For every promotion round, a Promotions Committee will be convened consisting of:
 - Chair, Academic Board (Chair and the Convenor of the Committee);
 - Academic Dean;
 - Two external reviewers from the AIB governing bodies or from the Lyceum network;
 - An appropriately qualified external reviewer for applications to levels D and E.

Committee members must declare any actual, perceived or potential conflict of interest prior to consideration of applications. A member who is the applicant's direct supervisor, line manager, mentor, recent collaborator, or who otherwise has a significant conflict of interest, must not participate in the assessment or decision relating to that application.

Where a conflict of interest results in a committee member being excluded, an appropriately qualified alternate member will be appointed.

- 4.10. The Promotions Committee will meet within two weeks of the closing date of the promotions round, and provide a final decision on promotions within four weeks from the closing date of the promotions round.
- 4.11. There would normally be a promotion round each year. However, the MD in consultation with the relevant Associate Dean, may decide to delay the promotions round for up to one year. These decisions will be based on strategic capabilities, capacities and operational needs of the organisation.
- 4.12. The Promotions Committee will consider an Employment Report for each applicant, supplied by Human Resources. This will indicate service details such as current contracted position details, length of service, last promotion, last application for promotion, qualification, formal award, warnings and performance issues.

5. Criteria for promotion

- 5.1. All applications for promotion to a higher classification level must, at a minimum, meet the qualification, skills/experience and communication requirements applicable and described in the current AIB Academic Profiles document. Applicants will be required to self-evaluate and demonstrate merit in the areas set out below:
 - (a) Teaching and Learning;
 - (b) Scholarship and Research;
 - (c) Leadership, Service and Professional Engagement.
- 5.2. Self-evaluation of performance in each area uses three generic descriptors: Satisfactory, High and Excellent. Excellence in Teaching and Learning is a requirement; refer to the Academic Promotion Procedures.
- 5.3. Applicants must normally have served a minimum of two years at their current classification level before applying for promotion, unless an exemption has been approved in line with clause 4.6.

6. Role Conversion

- 6.1. Academics appointed at Level B may apply at any time to the Academic Dean for conversion from their current role to the equivalent Teaching Scholar role, or from a Level B (Teaching Scholar) role to the standard Level B role at the equivalent level.

7. Decision-making and outcome procedures

- 7.1. Applications are to be in writing. The Promotions Committee may elect to interview candidates.
- 7.2. Applicants whose applications for promotion are unsuccessful are entitled to feedback from the Promotions Committee, through the Chair of the Committee, about the reasons for their application being unsuccessful.

- 7.3. Applicants whose applications for promotion are unsuccessful may submit a new application in the following promotions round i.e. within 12 months of the unsuccessful application.

Related Forms:

Job Description

Performance Review Form

Related Policies and Procedures:

Academic Profiles document (included in [Appendix A – Academic Profiles](#))

Academic Promotion Procedure (Internal)

Conflict of Interest [Policy](#) and [Procedure](#)

Equivalence of Professional Experience and Academic Qualifications Determination [Policy](#) and [Procedure](#)

Honorary Appointments and Awards [Policy](#) and [Procedure](#)

Privacy [Policy](#) and [Procedure](#)

Professional Development of Academic Staff [Policy](#)

Research and Scholarship [Policy](#) and [Procedure](#)

Managing Complaints About the Conduct of Research [Procedure](#)

Staff Grievance Procedure (Internal)

Responsibility:

Academic Dean

Current Status:	Version 6
Approved By:	Board of Directors
Effective From:	24 June 2026
Date of Approval:	24 June 2026
Previous Versions:	5 December 2024
	13 December 2023
	1 November 2021
	27 May 2021
	21 December 2018
	27 February 2018
	3 March 2017
Date of Next Review:	24 June 2029

Appendix A – Academic Profiles

June 2026

	DESCRIPTION		ON APPOINTMENT (min. required)			IN THE ROLE (a combination of the following, as appropriate)		
	<i>Title</i>	<i>General duty statement</i>	<i>Qualification</i>	<i>Skills/experience</i>	<i>Communication</i>	<i>Teaching</i>	<i>Research/ Scholarship</i>	<i>Leadership, Service and Professional Engagement</i>
Level A (Teaching Scholar)	Lecturer Level A (Teaching Scholar)	Contribute to AIB teaching and maintain scholarly activity in the discipline/s and in teaching and learning.	Masters/Doctorate (in relevant discipline)	Teaching experience at a higher education institution	High communication (verbal and written) skills and able to fluently interact with students.	Is guided by more senior academics. Well-developed experience in higher education teaching. Contributes to subject design and development.	Actively contributes to scholarship in the discipline and the scholarship of teaching and learning. May be working actively towards doctorate	Undertakes administrative activities relating to teaching tasks. Contributes to working groups and maintains links with external peers and the professions.
Level B (Teaching Scholar)		Contribute to AIB teaching and maintain and contribute to scholarly activity in the discipline/s and in teaching and learning.	Doctorate (in relevant discipline).	Teaching and curriculum development experience at a higher education institution.	High communication (verbal and written) skills and able to fluently interact with students and engage students in facilitated discussion.	Contributes to subject design and development. Contributes to discipline teaching independently. Coordinates/leads activities of other staff (as appropriate).	Actively contributes to scholarship in the discipline and the scholarship of teaching and learning. Has an established record of research in their discipline or educational design and delivery.	Undertakes administrative activities relating to teaching and research tasks. Actively contributes to working groups represents the academics at AIB meetings/committees. Actively nurtures strong links with external peers, industry and the professions.

	DESCRIPTION		ON APPOINTMENT (min. required)			IN THE ROLE (a combination of the following, as appropriate)		
	Title	General duty statement	Qualification	Skills/experience	Communication	Teaching	Research/ Scholarship	Leadership, Service and Professional Engagement
Level B	Lecturer Level B	Contribute to AIB teaching and maintain/develop scholarly, research and professional activities relevant to discipline.	Doctorate (in relevant discipline).	Experience in discipline area (including teaching experience, experience in research and, where relevant, experience in practice).	High communication (verbal and written) skills and able to fluently interact with students and engage students in facilitated discussion.	Contributes to subject design and development. Contributes to discipline teaching independently. Coordinates/leads activities of other staff (as appropriate).	Makes independent contribution to scholarship and research. Research Active and supervises research candidates. Publishes in high quality publications.	Undertakes administrative activities relating to teaching and research tasks. Actively participates in working groups and committees and represents the academics at AIB meetings/committees. Actively nurtures strong links with external peers, industry and the professions.
Level C	Senior Lecturer	Make significant contribution to AIB teaching AND play major role in scholarship, research, professional activities.	Doctorate (in relevant discipline).	Significant experience in discipline area. Nationally recognised record of scholarly and professional achievement in discipline.	High communication (verbal and written) skills and able to fluently interact with students.	Makes significant, wide-ranging contribution to teaching and practice of teaching. Provides leadership in teaching and scholarship of teaching at discipline/department level.	Makes significant and original high-quality contributions to scholarship and research with a national profile. Plays major role and provides significant degree of	Contributes significantly to administrative activities of AIB (including meetings/committees). Leads and coordinates academic initiatives. Initiates and promotes strong links with external peers, industry and the professions.

	DESCRIPTION		ON APPOINTMENT (min. required)			IN THE ROLE (a combination of the following, as appropriate)		
	Title	General duty statement	Qualification	Skills/experience	Communication	Teaching	Research/ Scholarship	Leadership, Service and Professional Engagement
							leadership in research. Research Active and supervises research candidates.	
Level D	Assoc Prof	Make significant contribution to all academic activities AND play significant role within discipline area. May be appointed in recognition of distinction in discipline.	Doctorate (in relevant discipline).	Significant experience in discipline area. Academic excellence; Internationally recognised record of outstanding contribution to teaching, research and profession.	High communication (verbal and written) skills and able to fluently interact with students.	Makes original and innovative contributions to teaching and scholarship. Provides sustained leadership in teaching at AIB.	Makes outstanding contribution to scholarship and research with a growing international profile. Plays significant scholarship and research leadership role at AIB. Research Active and supervises	Contributes to leadership at AIB. Leads AIB committees and working parties. Maintains a national leadership profile among external peers, industry and the professions.

	DESCRIPTION		ON APPOINTMENT (min. required)			IN THE ROLE (a combination of the following, as appropriate)		
	Title	General duty statement	Qualification	Skills/experience	Communication	Teaching	Research/ Scholarship	Leadership, Service and Professional Engagement
							Research candidates.	
Level E	Professor	Exercise responsibility and provide significant leadership in teaching, research, professional activities, policy development within the discipline and AIB.	Doctorate (in relevant discipline).	Significant experience in discipline area. Academic excellence. Internationally recognised outstanding contribution to teaching, research and profession. Recognised as leading authority in a discipline.	High communication (verbal and written) skills and able to fluently interact with students.	Makes original and distinguished contributions to teaching and scholarship. Provides leadership and fosters excellence in others.	Makes significant contribution to AIB scholarship and/or research agenda with an international profile. Research Active and supervises Research candidates.	Provides leadership and fosters excellence in the academic management of AIB. Has a significant national reputation in the sector including with external peers, industry and the professions.

Based on Academic Profile documentation of Flinders University, Uni of Adelaide.