

ACADEMIC PROMOTIONS COMMITTEE

TERMS OF REFERENCE AND MEMBERSHIP

Purpose

The Academic Promotions Committee is accountable to the Vice-Chancellor for making recommendations regarding the appointment and promotion of academic staff.

Terms of Reference

1. It is important that all members attend all meetings. If an individual is unable to attend any meeting, they should inform the Chair in advance of the meeting and provide a written evaluation of their view of the strengths/weaknesses of each of the applicants.
2. Members of the APC should read the applications, evaluative statements and all related documentation in advance of the committee meetings to enable a full and thorough discussion.
3. Where the Chair of the Committee decides that the consideration of the evidence may be completed at a virtual committee meeting, members should ensure that they have read all the documentation to enable an informed decision on applicants to be made.
4. The APC will make judgements and decisions based on the achievements to date, trajectory and future plan. Reference to potential papers and grants that have been cited under achievements will not be considered as part of an applicant's track record.
5. If an application for promotion or progression is made by a member of the APC, they should declare an interest and not attend meetings where their application will be considered.

Membership

Members	Vice-Chancellor or Pro Vice-Chancellor (Chair)
	Pro Vice-Chancellor (if not Chair)
	Deans of Faculty
	Chair of UALTC
	Chair of URC
In attendance:	Registrar (or nominee)
	Human Resources Officer (Servicing Officer)

Quoracy

Not less than one-third of the voting members, including the Chair or their nominee, with a minimum of two voting members to be present.

Frequency of Meetings

This Committee shall meet once per year.