From 2014, the Academic Promotions (up to Level D) process will be managed in UQ Jobs, UQ’s web-based recruitment system. No emailed, incomplete or late applications will be accepted.

Changes to the Academic Promotion process

From 2014, minor changes have been made to the Academic Promotion Process which aim to improve efficiency. The changes include:

- Simplified online application process for academic staff
- Form D must be submitted by the academic staff member as part of their online academic promotion application
- HR Managers will manage the applications online

Responsibilities of Head of School

In addition to ensuring annual reviews are completed, the Head of School is required to complete two additional documents in the Academic Promotion (up to Level D) process, viz.

a. **Form D** – email the completed Form D to the academic staff member (cc in the relevant cap email address as per table below) at least two weeks prior to the closing date for submission. Refer to the submission timetable for the closing dates.
   - From 2014, applicants are required to submit Form D as part of their online submission

b. **Form E** – email the completed Form E to the LCPC Secretary/HR Manager via the email address (see table below) for the group incorporating your organisational unit by the submission closing date.

Application submission by Academic staff

Academic staff will be guided to submit their academic promotion application by completing an online application form in the UQ Jobs system. The following documents required for academic promotion will need to be uploaded by the academic staff member to the UQ Jobs system by the closing date:

- Covering Letter (mandatory)
- Form A – Academic Portfolio of Achievement (mandatory)
- Form B – Achievements and Objectives (optional)
- Form D – Assessment and Recommendation for Continuing Appointment and Promotion (mandatory)
- Teaching/Course Evaluations (SECaTs) is **mandatory** for the Academic Categories Teaching Focused, Teaching & Research and Clinical Academic.

Benefits for Applicants

- Secure means of collating and submitting their application.
- Dynamic application form will prompt them to attach the correct documentation
- Prompt email confirmation after successful online submission.
Management of academic promotion applications

Faculties, Institutes and Centres are organised into six (6) groups for the purposes of Academic Promotion (up to Level D). Each of these groups will manage the online academic promotion applications for academic staff whose organisational unit is included in their group. The table below lists the groups and the contact email address.

<table>
<thead>
<tr>
<th>Faculty of Business Economics &amp; Law</th>
<th><a href="mailto:capbel@uq.edu.au">capbel@uq.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Engineering, Architecture and Information Technology, Australian Institute for Bioengineering &amp; Nanotechnology, Sustainable Minerals Institute</td>
<td><a href="mailto:capeait@uq.edu.au">capeait@uq.edu.au</a></td>
</tr>
<tr>
<td>Faculty of Health &amp; Behavioural Sciences</td>
<td><a href="mailto:caphabs@uq.edu.au">caphabs@uq.edu.au</a></td>
</tr>
<tr>
<td>Faculty of Humanities &amp; Social Sciences, Institute for Teaching and Learning Innovation, Aboriginal &amp; Torres Strait Islander Studies Unit</td>
<td><a href="mailto:caphass@uq.edu.au">caphass@uq.edu.au</a></td>
</tr>
<tr>
<td>Faculty of Medicine &amp; Biomedical Sciences, Institute for Molecular Bioscience, Queensland Brain Institute</td>
<td><a href="mailto:capmbs@uq.edu.au">capmbs@uq.edu.au</a></td>
</tr>
<tr>
<td>Faculty of Science, Centre for Advanced Imaging, Queensland Alliance for Agriculture and Food Innovation, Global Change Institute</td>
<td><a href="mailto:capscience@uq.edu.au">capscience@uq.edu.au</a></td>
</tr>
</tbody>
</table>