University Academic Staffing Committee Charter

Section 1 - Purpose

(1) University Academic Staffing Committee (UASC) considers and recommends on applications for academic promotion to Levels D and E and other academic staffing matters in accordance with the [Promotion, Probation and Career Planning, Development and Performance Expectations for Academic Staff Policy](#).

Section 2 - Accountability

(2) University Academic Staffing Committee is a management committee accountable to the Vice-Chancellor and President.

Section 3 - Responsibilities

(3) University Academic Staffing Committee (UASC) undertakes the following responsibilities:

a. recommends approval for Level D and E promotions annually (or as determined by the UASC) to the authorising officer for all areas of the University.

b. determines an applicant's eligibility requirements in accordance with the Academic promotion procedure.

c. determines appointments for Associate Professor of Practice or Professor of Practice.

d. recommends honorary appointments.

e. advises and recommends probation goal setting and confirmation for Level E positions to the relevant authorised officer by the UASC sub-committee that includes the Provost/Senior Deputy Vice-Chancellor, the Head of Education Portfolio, the Head of Research Portfolio and one academic staff member of the University at Level E nominated by University Academic Board. The UASC sub-committee may consult with the relevant Executive Dean.

f. endorses Level D and E appointments without advertising or by invitation to the Vice-President (People) and Chief People Officer.

g. provides advice to the Vice-Chancellor and President or Provost/Senior Deputy Vice-Chancellor on other staffing matters as requested.

Section 4 - Membership

(4) Membership categories:

a. Vice-Chancellor and President ex officio as Chair;

b. Provost/Senior Deputy Vice-Chancellor ex officio, as Deputy Chair;

c. Head of Education Portfolio ex officio;

d. Head of Research Portfolio ex officio;

e. One external professional, industry or government representative nominated by the Vice-Chancellor and

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President (only required for matters of promotion unless otherwise determined by the Chair);

    f. One external academic nominated by the Vice-Chancellor and President (only required for matters of promotion unless otherwise determined by the Chair);

    g. One Indigenous Australian academic staff member nominated by the Chair who may be internal or external to QUT (only required for matters of promotion for Indigenous Australian staff unless otherwise determined by the Chair);

    h. One academic staff member of the University at Level E nominated by University Academic Board;

    i. One academic staff member of the University at Level D nominated by University Academic Board.

(5) The composition of the University Academic Staffing Committee should ensure a balance of expertise across the academic domains and provides for gender balance. The Chair may co-opt additional membership if required.

(6) In order to maintain continuity and experience in nominated member categories, the members nominated should include at least two who have previously served on the committee.

(7) Members of the committee are not eligible to apply for promotion during their tenure on the committee.

(8) Members of the committee are not eligible to act as a referee for any applicant whilst a member of the committee.

Section 5 - Attendance

(9) On the request of any applicant or Committee member, the Vice-President (People) and Chief People Officer and the Director, Equity, and/or their nominee, may attend any meeting of the University Academic Staffing Committee to receive and review all relevant documentation, to observe the process and advise the Chair on University promotion procedures. Any such attendance is recorded in the Committee's record of proceedings.

Section 6 - Meeting Frequency

(10) University Academic Staffing Committee meets annually for the purposes of promotion and as required for other decision making or advice in alignment with the procedures and relevant promotion timelines.

Section 7 - Procedures

(11) University Academic Staffing Committee operates in accordance with [Council Procedure 1 - Committee Operations](#).

(12) The University Academic Staffing Committee may delegate specific processes to Faculty Academic Staffing Committees as approved by the Chair.

Section 8 - Secretariat

(13) The Vice-President (People) and Chief People Officer or nominee is secretary.

Status and Details

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