

Classification and Promotion Committee Factsheet – Frequently Asked Questions

1) What are “Teacher Accreditation Details”? Do I need to provide them on my application?

Every staff member who undertakes teaching activities at AUCD must be accredited as a Teacher or Associate Teacher, within a discipline/s and to an AQF level. Some teaching staff may be accredited to teach individual units.

This information is already available to the Governance Office as part of your Faculty Information Record, so you do not need to list it in your application. If you would like a copy of your Faculty Information Record, please contact the [Governance Office](#).

2) What is Research Active status?

The Research Active status is formal recognition that a staff member is engaging in ongoing research as an inherent part of his or her academic role including curriculum development and teaching. It is necessary for any staff member who wishes to supervise Higher Degree by Research students and usually valid for five years from the date approved. Applications are submitted to the Office of the Dean and are reviewed/ approved by the AUCD Research Committee. While not mandatory, Research Active Status is highly recommended for any staff member applying for promotion.

3) Should I provide scanned copies of ALL short published items listed in my application?

Applications should include a maximum of four (4) short published items - typically journal articles or chapters in edited books - normally being a maximum of 20 pages in length. The Committee will consider any short published items which are over 20 pages in length at its own discretion.

4) If I provide a publication which is written in a language other than English, do I need to provide an English translation?

Although some members of the Committee are bilingual in various languages, the official language utilised at AUCD is English. When considering submitting a publication in another language as evidence to support your attainment in the research area, please note that it is strongly preferred that an English translation also be attached. If this is not an option, then a detailed synopsis of the work should be included.

5) Can I request a reference from a member of the Classifications and Promotions Committee?

Yes, you are free to request a reference from a member of the Classifications and Promotions Committee. However, the committee member will need to declare it as a conflict of interest and follow any directions from the Committee in order to manage this. This may include removing themselves from the meeting while your application is being discussed.

6) On my CV, should I include papers that I've presented at a conference under 'Refereed papers in conference proceedings'?

'Refereed papers in conference proceedings' refers to peer-reviewed inclusion in a published volume of papers from a conference - not the unpublished conference papers themselves. Therefore, if your paper has been included in such a publication, then it should come under this category. If not, it could be included under one of the following categories:

- Invited plenary addresses at conferences
- Non-refereed published conference proceedings
- Conference presentations