

# Application for Classification / Promotion

**This form is for applicants who:**

- Have never been classified; or
- Have been classified / promoted previously by the AUCD

For applicants who have been classified / promoted in the last three years at an AUCD - comparable institution, please complete the ['Application for confirmation of prior classification'](#).

**The following resources may also be of assistance when completing this application:**

- [Classification and Promotion Policy](#)
- [Frequently Asked Questions](#)
- [Details of Attainment Response advice](#)
- [CV Fact Sheet](#)
- [CV Template](#)

## Section 1: Application Details

**What are you applying for ?**

**Academic level sought?**

## Section 2: Personal Details

**Title:**

## Full Name

First Name

Last Name

## Current Position:

## Member Institutions / Office of the Dean

Australian University College of Divinity Office of the Dean  
Australian University College of Divinity Graduate Research School  
Australian College of Christian Studies  
Australian College of Ministries  
BBI The Australian Institute of Theological Education (BBI-TAITE)  
Lachlan Macquarie Institute  
NAIITS An Indigenous Learning Community  
Nazarene Theological College  
Nisibis Assyrian Theological College  
NSW College of Clinical Pastoral Education  
Olivet Theological Seminary  
Perth Bible College  
Planetshakers College  
Sparrows College  
St Andrew's Greek Orthodox Theological College  
St Cyril's Coptic Orthodox Theological College  
Other

## If other, please state below:

## Campus

## Email

example@example.com

## Phone Number

## Section 3: AUCD Status

Teacher Accreditation Details will be provided by the Governance Office

**Have you applied for / been granted Research Active Status?**

**Current Academic Level**

**Year of last promotion / classification**

## Section 4: Curriculum Vitae

Your curriculum vitae should be provided as part of your application. A [template](#) has been provided for the convenience of applicants, but is not required to be used. Your CV should contain as much of the following information as is relevant to your application. This can also be found on the [CV factsheet](#).

|                                |                                                                                                                                                                                                                                       |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academic qualifications</b> | <ul style="list-style-type: none"><li>• Formal qualifications</li><li>• Other qualifications</li><li>• Theses</li></ul>                                                                                                               |
| <b>Experience</b>              | <ul style="list-style-type: none"><li>• Teaching Experience</li><li>• Relevant Employment Experience</li><li>• Other Relevant Experience</li><li>• Key Research Publications in discipline area relevant to course of study</li></ul> |
| <b>Research</b>                | <ul style="list-style-type: none"><li>• Teaching Experience</li><li>• Relevant Employment Experience</li><li>• Other Relevant Experience</li><li>• Key Research Publications in discipline area relevant to course of study</li></ul> |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Publications and Presentations</b>        | Links may be provided where available <ul style="list-style-type: none"> <li>• Books</li> <li>• Book chapters</li> <li>• Refereed Articles</li> <li>• Refereed Papers in Conference Proceedings (peer-reviewed inclusion in a volume of papers from a conference)</li> <li>• Invited Plenary Addresses at Conferences</li> <li>• Non-refereed articles</li> <li>• Non-refereed published conference proceedings</li> <li>• Posters</li> <li>• Media statements/ interviews</li> <li>• Presentations, Seminars, Exhibitions</li> </ul> |
| <b>Educational Leadership</b>                | <ul style="list-style-type: none"> <li>• Administrative Leadership</li> <li>• Course co-ordination, curriculum development and teaching methodology</li> <li>• Higher Education teaching:</li> <li>• Vocational and continuing education programs</li> <li>• Professional development in education leadership, learning and teaching</li> </ul>                                                                                                                                                                                       |
| <b>Institutional Planning and Governance</b> | <ul style="list-style-type: none"> <li>• Membership of committees and bodies in the AUCD</li> <li>• Membership of committees and bodies in the MI</li> <li>• Activities within the Academic Department</li> <li>• Role in the career and professional development of staff</li> <li>• Professional development in institutional planning and governance</li> </ul>                                                                                                                                                                    |
| <b>Service</b>                               | <ul style="list-style-type: none"> <li>• Official church or academic appointments at international, national, or state level that reflects your standing as an academic Church or Academic appointment</li> <li>• Service at the local church or community level that reflects your standing as an academic and is part of your professional engagement</li> </ul>                                                                                                                                                                    |

## Section 5: Achievements in Fields of Attainment

### Self-Assessment: Grades of Achievement in each Field of Attainment for the level sought

Please consider the [qualifications, duties and attainments](#) aligned with the academic level you are seeking and provide a self-assessment of your grade of achievement in each field of attainment.

Grades of Achievement are:

|  |
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|  |
|--|

|              |                                                                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Satisfactory | <ul style="list-style-type: none"> <li>Fulfilling expectations or needs; acceptable, though not outstanding or perfect</li> <li>adequate</li> </ul> |
| Meritorious  | <ul style="list-style-type: none"> <li>Praiseworthy, admirable</li> <li>deserving of honour or esteem</li> </ul>                                    |
| Outstanding  | <ul style="list-style-type: none"> <li>Exceptionally good</li> <li>marked by eminence and distinction</li> </ul>                                    |

Please also remember that your self-assessment should align with the overall grade of attainment requirements for your chosen level, as follows:

|         |                                                                                                                                                                                        |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level A | Normative expectations for the Fields of Attainment should be met to an acceptable degree                                                                                              |
| Level B | One Outstanding Grade and one Meritorious Grade<br>Satisfactory grade for all other Fields of Attainment                                                                               |
| Level C | One Outstanding Grade and two Meritorious Grades<br>Satisfactory grade for remaining Fields of Attainment                                                                              |
| Level D | Two Outstanding Grades and one meritorious Grade<br>Satisfactory grade for remaining Fields of Attainment                                                                              |
| Level E | Two Outstanding Grades and two Meritorious Grades, with evidence of the achievements cited having been recognized internationally as making a leading contribution to Higher Education |

## Research/ Scholarship

## Learning and teaching/ curriculum development

## Strategic planning/ governance in AUCD/ Member Institution

## Service to the profession/ discipline/ church/ wider community

|                                       |                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Details of Attainment Response</b> | In conjunction with a detailed Curriculum Vitae, applicants also need to provide a response justifying the grades of achievement indicated in self-assessment above, for each Field of Attainment. Please refer to the <a href="#">factsheet</a> for further information. A <a href="#">template</a> has been provided for the convenience of applicants, but is not required to be used. |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Section 6: Supporting Evidence

It is strongly recommended that you include relevant evidence to support your application, particularly with reference to your response to the details of attainment. Where the Committee has requirements regarding

certain types of evidence, this is listed below. Further evidence may be requested by the Committee once applications are reviewed.

|                                                                                                               |                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Long publications</b> e.g. books<br>Please provide the publication and contents pages                      | A maximum of 2 only                                                                                                               |
| <b>Short Publications</b> e.g. chapters, journal articles<br>These should be approximately 20 pages in length | A maximum of 4 only<br>Any publication over 20 pages in length may be removed from the application at the Committee's discretion. |
| <b>Items to be published in the future</b><br>Please provide a proof of contract from your publisher          | A maximum of 2 only                                                                                                               |
| <b>Student feedback</b>                                                                                       | A maximum of 1 file                                                                                                               |

## Section 7: References

All applicants applying for levels B-E are required to submit references from referees who are able to comment on achievements in one or more of the Fields of Attainment.

|                |                                                                                                                              |
|----------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Level B</b> | two references, at least one external to the University College and of national standing.                                    |
| <b>Level C</b> | three referees, at least two external to the University College, both of at least national standing.                         |
| <b>Level D</b> | three referees, at least two external to the University College, at least one of international and one of national standing. |
| <b>Level E</b> | three referees, at least two external to the University College, both of international standing.                             |

**All applications must also include a reference from the Head of Organisation.** This is **in addition** to the (up to) three other referees.

Applicants are responsible for contacting their referees and Head of Organisation to request that they submit a reference via the link below:

<https://form.jotform.com/243258166614863>

(This can be done within the online form, or as a separate upload.)

Applicants will be notified as references are received.

Please provide details of your referees, including Title, Full name, Position, Organisation and email address.

These will be used to verify references as they are submitted. Should a referee change after your form is submitted, please notify [governance@aucd.edu.au](mailto:governance@aucd.edu.au) at your earliest convenience.

**Head of Organisation: (Title, Full Name, Position, Organisation, Email Address)**

**Referee 1: (Title, Full Name, Position, Organisation, Email Address)**

**Referee 2: (Title, Full Name, Position, Organisation, Email Address)**

**Referee 3: (Title, Full Name, Position, Organisation, Email Address)**

## **Section 8: Next Steps**

If further information is required, the Governance Office will contact you via email. Please check your email inbox regularly.

Your application will be reviewed by the Classification and Promotion Committee members independently, and then jointly at the Classification and Promotions Committee meeting, where outcomes are finalised.

At times, the Committee will seek advice from experts in areas where they need additional specialised knowledge, such as information about a certain publisher or journal in a certain region or field of study. It is important to note that these consultants do not assess the applications, but only provide certain kinds of advice to aid the Committee in their assessments.

You will be notified of the outcome via an official letter which will be sent to your email by the Governance Office. Outcomes are normally sent out within two weeks of the meeting.

Once the official letter has been sent, your Member Institution will also be notified of the application outcome and, if relevant, your new classification.

Should you have any questions regarding the application process or outcome, enquiries can be directed to the [Governance Office](#).