

Promotions@westernsydney.edu.au

**Office of People and Success**

APPLICATION FOR EXEMPTION – ACADEMIC PROMOTIONS

Applications should be submitted to the Academic Promotion Coordinator for approval

prior to the Application Submission date.

Full name (including title):

Employee #: School/Institute:

Position/Title and current academic level:

**Exemption Requested**

🞏 Exemption to apply early for promotion – recruitment negotiation via Chair of Selection Committee

Documentation to be provided by Chair.

Date of Commencement at Western: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Exemption to apply early for promotion – within 24 months of commencement at Western.

Probation report evidence must be attached.

Date of Commencement at Western: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Exemption to apply early for promotion – within 2 years of last promotion application (successful or unsuccessful)

Date of last promotion application submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome of last promotion application submission: Successful / Unsuccessful (delete as required)

🞏 Exemption for consideration of additional years outside the last 5 years – a total of an extra 4 years is available.

Number of extra years to be considered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please outline your case for your exemption request (max 200 words)**

Please refer to the Academic Promotion Guidelines as to the requirements for these exemption requests.

(Note: your case should include your individual circumstances as to why you have an exceptional reason to apply early for promotion or to have additional years counted within your application. Evidence may be requested per the Academic Promotion Guidelines but will remain Confidential to this process.)

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\_\_\_/\_\_\_/\_\_\_

*Applicant’s Signature* *Date*

Note: for further information, please refer to the Academic Promotion Policy and Guidelines

**SUPPORTING STATEMENT**

(to be completed by the Dean/Institute Director/Deputy Dean/Deputy Institute Director/Academic Supervisor

or Chair of the Recruitment Selection Committee)

Please provide a case of support, or reasons for not supporting, the requested exemption:

🞏 I recommend that the above request for exemption be approved:

🞏 I do not recommend that the above request for exemption be approved:

\_\_\_/\_\_\_/\_\_\_

*Dean/ Institute Director/ Chair of Recruitment Selection Committee*

*/ Academic Supervisor/ Discipline Lead*

*Name and Signature*  *Date*

***Please send completed form and supporting documents to the Academic Promotions Coordinator –*** [***promotions@westernsydney.edu.au***](mailto:promotions@westernsydney.edu.au)

***for Chair of Promotion Committee consideration and endorsement***

Exemption request outcome by Chair of Academic Promotion: Approve/ Decline

Comments if required:

\_\_\_/\_\_\_/\_\_\_

*Chair of Academic Promotion Committee Signature*  *Date*

***Please send completed form to the Academic Promotions Coordinator –*** [***promotions@westernsydney.edu.au***](mailto:promotions@westernsydney.edu.au)

***To notify applicant and supporter of outcome.***