Advice and Checklist for Candidates Applying for Promotion to Levels C, D and E

The following checklist is designed to assist candidates applying for promotion.

Application Process:

*This excludes candidates from Malaysia applying for promotion to level C or D. These candidates will be required to email their application and attachments to the Malaysia promotion coordinator.

### Planning pre-promotion round

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<td>1.</td>
<td>Check that you are eligible to apply for promotion under the <a href="#">academic promotion procedures</a> for candidates.</td>
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<td>Research-only candidates will need to confirm with the relevant grant holder and/or the Research Office and/or head of unit that there is funding available for the promotion.</td>
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<td>2.</td>
<td>Discuss your intention to apply for promotion at least one year ahead with your performance supervisor and record this in your performance development plan.</td>
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<td>3.</td>
<td>Familiarise yourself with the following:</td>
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<td>• <a href="#">academic promotion procedures for candidates</a>;</td>
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<td>• <a href="#">academic performance framework</a>, including:</td>
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<td>o research criteria, including faculty or discipline-based quantitative performance standards;</td>
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<td>o <a href="#">education criteria</a>; and</td>
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<td>o engagement criteria.</td>
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<td>Collect sufficient evidence and material to support your academic achievements.</td>
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<td>4.</td>
<td>Check the academic promotion round <a href="#">key dates</a>.</td>
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<td>5.</td>
<td>Attend a faculty and/or campus-based academic promotion information session. For information on session times refer to the <a href="#">information session dates page</a> of the academic promotion website or contact the relevant <a href="#">promotion coordinator</a>. (Women are also encouraged to attend the Information Session for Women in addition to their faculty or campus session).</td>
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<td>6.</td>
<td>Access the relevant supporting material for candidates applying for promotion.</td>
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<td>The material is available on the <a href="#">academic promotion web page</a>. Included in the material is guidance for candidates who will be including ‘relevant personal circumstances’ (achievement relative to opportunity) in their promotion application.</td>
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<td>Candidates who will have an education component to their application should also ensure they review the education criteria and related guidelines at the following website: <a href="http://www.intranet.monash/learningandteaching/learningandteachingquality/eps">http://www.intranet.monash/learningandteaching/learningandteachingquality/eps</a></td>
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</table>
| 7. | Discuss your intention to submit a promotion application prior to the opening of the promotion round with your:
- Performance supervisor and head of unit;
- Dean, (if you are seeking promotion to associate professor or professor);
- Pro Vice-Chancellor and President if you are based at Malaysia;
- Associate Dean (Research);
- Associate Dean (Education); and
- The relevant promotion coordinator.

You should seek advice and consult widely from the above-mentioned staff members as well as other senior academic colleagues/mentors. Candidates who have an education component to their application for promotion are encouraged to seek advice on their application from the Office of the Vice-Provost (Learning and Teaching).

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<th>8.</th>
<th>Candidates who are not located in a faculty should contact the University promotion coordinator for assistance prior to completing the case for promotion form.</th>
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<td>9.</td>
<td>Meet with your performance supervisor and head of unit to discuss your application for promotion.</td>
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**Preparing your Case for Promotion**

10. Obtain promotion reports, in accordance with the procedure, as follows:

    - Research Achievement Record (if applicable);
    - Student Evaluation Record (of applicable).

    Update the Research Achievement Record as required.

11. To assist academic promotion committees in their assessment of your case for promotion, you should ensure that your case and additional supporting evidence:

    - educates the committee about your activities in relation to your discipline (e.g. publishing one paper a year in one discipline might not be understood by a staff member whose discipline produces an average of five papers per year);
    - is concise, clear and coherent. For example, use dot points if appropriate to summarise your points and clear headings;
    - clearly indicates your academic achievements. You should focus on activity, outcome, impact and informed reflection;
    - focuses on quality rather than quantity;
    - refers to the relevant academic performance framework, including the education, research and engagement criteria as required;
    - reflects the appropriate weightings (ensure you seek advice from your performance supervisor, head of unit and associate deans);
    - provides comprehensive and clearly labelled information and evidence that supports your stated achievements and the weightings you have allocated to the area of academic activity;
    - does not exceed the specified maximum word limit;
    - is timely, i.e. you have consulted widely and are confident that you are applying for promotion at an appropriate stage of your academic career; and
    - clearly specifies any relevant personal circumstances (if applicable).

    **TIP:** Have a colleague (or someone from outside your discipline) check how your application reads and that the structure is logical.

**Completing and submitting your application**

12. Complete and sign all relevant sections in your Case for Promotion form, following the instructional page on the front (page 1).

13. Compile your maximum 5 pages of supporting evidence.

14. Allow your performance supervisor and head of unit enough time during the promotion round to complete their sections of the case for promotion form.
15. Ensure that the completed case for promotion form is signed by your performance supervisor and head of unit before submitting online.

16. Notify the Dean/PVC and President (Malaysia), within seven days of counter-signing the report if you object to the Dean/PVC and President’s choice of any of the assessors.

17. Before submitting your application, check the following on your final Case for Promotion form:
   - I have adhered to page/word limits
   - My weightings adhere to required minimums/parameters and add to 100%
   - All sections have been completed, including performance supervisor and head of unit sections
   - The form has been signed by all parties
   - Either: I have scanned a copy of the form, or I’ve ensured my word version contains electronic signatures
   - Level D candidates only: I have entered the committee dates in my diary in anticipation of a possible interview
   - Level E candidates only: I have entered interview dates in my diary (all committee dates).

18. Applications must be submitted by the **round closing date**

   **Australian campus based candidates:**
   - Once you have completed the Case for Academic Promotion Form: Levels C-E and prepared attachments (research and education reports, supporting evidence max. 5 pages), click on the “Apply online now” button on the academic promotion website to lodge your final application online. For assistance, please contact the relevant promotion coordinator.

   **Malaysia candidates:**
   - Levels C & D:
     - Email your completed forms: 1. Application for Promotion Cover Page: Malaysia Levels B-D 2. Case for Academic Promotion Form: Levels C-E, along with your prepared attachments (3. Malaysia: Research Achievement Record Form, 4. Student Evaluation Record, and 5. supporting evidence max. 5 pages) to the Malaysia promotion coordinator.
   - Level E:
     - B) Click on the “Apply online now” button on the academic promotion website to lodge your final application online. For assistance, please contact the University promotion coordinator.

19. Navigating the Online “Rex” Application System (Australian based candidates and Professorial candidates):

   You will be prompted to enter the following information in order to apply for promotion:

   1. Registration, including some basic employment information
   2. Registration attachments:
      - Case for Promotion form;
      - Research Achievement Record OR Malaysia Research Achievement Record Form
      - Student Evaluation Record (required for all candidates who have allocated a weighting to education); and
      - Supporting evidence (max. 5 pages).
   3. Declaration and Submission.

You will receive an acknowledgement from the system advising that your application has been successfully submitted. If you experience difficulties with submitting your application, or do not receive
acknowledgment of your submission, please contact the relevant promotion coordinator.

## New Information

| 20. | Prior to the committee meeting, you have the opportunity to clarify, update or correct information in your application (refer to the candidate procedures for further details). Review your application again before the meeting, and should you need to update your application, complete a "new information" template form and send it to the relevant promotion coordinator for this purpose and return it by the due date provided to you. |

## Associate Professor Candidates: Preparation for a possible interview

| 21. | - It is possible you may be offered an interview.  
- Record the date of the committee meeting in your diary, to ensure your availability in the event that you are offered an interview.  
- Refer to the box below (for professorial candidates) regarding interview tips. Level E interview guidelines will be published on the academic promotion website. |

## Professorial Candidates: Preparation for an interview with the University Professorial Promotion Committee

| 22. | Ensure that you have recorded all three committee dates in your diary. You will not know which day your interview will be held, until closer to the date. You are expected to make yourself available for all dates on which the committee will meet.  

The purpose of the brief interview is to clarify information contained in your application and to allow you to answer queries from the committee regarding your case for promotion. The interview is typically around 10 minutes.  

- Arrive early  
- Bring a copy of your application.  

You will be expected to be familiar with your application, and the committee may ask you questions in order to clarify aspects of your case.  

- Listen to the questions being asked and answer the questions clearly and concisely.  
- Be well prepared and take the opportunity to highlight the strengths of your application. |