ACADEMIC PROMOTION APPLICATION INSTRUCTIONS FOR LEVELS C - E

Comprehensive instructions to support the application and assessment of Academic Promotion at Monash University.

August 2021

CONTENTS

STATEMENT

This framework contains the instructions and required information in support of the Academic Promotion activities for Levels C-E. Both the Academic Promotion Levels C-E Procedure and this framework are to be read in conjunction with each other.

YOUR CASE FOR PROMOTION

The Case for Academic Promotion form provides you the opportunity to evidence and demonstrate how you meet the promotion criteria consistent with your academic role focusing on outcomes and impact.

The Case for Academic Promotion form includes the following sections:

- Part A – Candidate Summary

    - Section 1 Candidate details
    - Section 2 Executive summary of achievements to date
    - Section 3 Enduring career outputs
    - Section 4 Three-year vision
    - Section 5 Qualifications and appointments
    - Section 6 Relevant circumstances (achievement relative to opportunity)

- Part B – Case for Promotion *(since appointment to current level)*

    - Section 7 Case for promotion – research, education and engagement

- Part C – Recommendations

    - Section 8 Performance supervisor recommendation
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- Part D – Support Information

    - Section 10 Assessor exclusion
    - Section 11 Research funding (research-only candidates)
    - Section 12 Candidate declaration

1.   Candidate details (Section 1)

1.1   Complete your information including your month and year of appointment to current level (relevant promotion period). Applications for promotion include achievements since your last promotion/appointment to your current level. If you moved to Monash from the same level of appointment (or higher) you may include evidence of achievements from that level at the previous employer(s).

1.2   You are required to indicate your current workload allocation across research, education and engagement. This will be in accordance with your employment contract type, and current year's confirmed performance development plan. All candidates will have an engagement allocation.

1.3   If you have a varied workload allocation or have significantly changed your workload since your last promotion, you may address this in Part A – Section 6: Relevant circumstances (achievement relative to opportunity).

1.4   If you are an education-focused candidate, you are required to nominate the predominant nature of your research for the period since your last promotion/appointment to current level.

2.   Executive summary of achievements to date (Section 2)

2.1   This summary should highlight the main focus of your work and the overall impact of your contributions in the wider context of your discipline. It may include a summary of your research outputs (i.e., impact factor, h-index), income, HDR students, education and/or engagement, which you may also include in Part B – Section 7.

3.   Enduring career outputs (Section 3)

3.1   Include a **list** of up to four of the most important/enduring outputs of your career. Enduring career outputs are those that may be outside the relevant period for your case for promotion (i.e., since appointment to current level). These may include outputs in your current case for promotion. Include details of each output and a statement identifying the impact of each.

4. Three-year vision (Section 4)

4.1 Using the academic performance framework, clearly detail your vision across research, education and engagement (as applicable). This should include:

- what you want to achieve for yourself, your Faculty and the University;
- how you plan to achieve it;
- your priorities and areas of focus;
- how your success will be measured; and
- what would happen if you achieved it.

5. Qualifications and appointments (Section 5)

5.1 This section provides you an opportunity to detail your formal and other qualifications. You will need to ensure the year; qualification and the University/Institution are provided. Additionally, list your current appointments and positions held both internal and external to Monash. For example, a board member of an organisation. For previous appointments/positions, include the equivalent level where relevant. The professional awards and distinctions are required since your last promotion only.

5.2 You are required to provide your entire career publication list. This can be inserted or attached. Candidates may attach their Pure list.

6. Relevant circumstances (achievement relative to opportunity) (Section 6)

6.1 Achievement relative to opportunity is a positive acknowledgement of what a staff member can and has achieved given the opportunities available to them and results in a more calibrated assessment of their performance. It is not about providing "special consideration" or expecting lesser standards of performance.

6.2 Relevant circumstances may include (but are not limited to):

- Personal Circumstances

  A career disruption caused by personal circumstances that involves a prolonged interruption or poses a significant impact to your capacity to work.

  This includes, but not limited to; disruptions caused by parental leave, major illness/injury, carer responsibilities, disability, and personal trauma.

- Professional Circumstances

  Your track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution are commensurate with the opportunities available to you.

  This includes, but not limited to; periods of part-time work, country relocation, late or non-linear entry in academia, cultural expectations, varied workload or relocation of a research laboratory or clinical practice setting or other similar circumstances that impact upon productivity.

- Other
  - Provide a brief summary of the circumstances. 'Other' may include elements outside the control of a staff member such as, but not limited to:
  - natural disasters such as flooding, bushfires, storms and earthquakes;
  - global health issues such as the COVID-19 pandemic; and
  - other emergency situations.

  The University will ensure COVID-19 related impacts, relative to opportunity, will be understood and recognised for the purposes of academic advancement. Where all parties agree, any adjustment to goals and targets should be/have been recorded in myPlan. Where this was agreed by your faculty/non-faculty area, include this detail in the Achievement Relative to Opportunity section.

6.3 You may choose not to provide sensitive details about relevant personal circumstances on the form. Where it is important to share sensitive details for your relevant personal circumstances to be accurately understood, you should have a private discussion with the Chair or Chair's nominee. For further information refer to Preparing relevant circumstances.

7. Case for promotion – research, education and engagement (Section 7)

7.1 You must illustrate how you meet the criteria for promotion in the relevant areas of academic activity. For most applications, this will include evidence of achievements across the three key areas of academic activity: research, education and engagement. However, if you are research-only, you are only required to make a case against the research and engagement activity areas.

7.2 You should only include achievements since the appointment to your current level.

7.3 You are required to comment against the relevant criteria of the academic performance framework for each area of academic activity – research, education and engagement. You should include evidence that demonstrates outcomes and impact. Focus on outlining significant achievements since your last promotion/appointment to current level, avoiding unnecessary duplication of data in supplementary reports.

7.4 A maximum 10-page limit applies across the entire Part B Sections 7.1, 7.2, 7.3 and 7.4. (The 10-page limit does not include headings and explanatory text in the case for promotion form itself).

7.5 Committees will consider significant contributions of engagement due to being part of an under-represented group. This includes women in STEMM (Science, Technology, Engineering, Mathematics and Medicine) disciplines and Aboriginal and Torres Strait Islander candidates.

7.6 Benchmarking and comparisons against achievements of other staff members should not be referenced in your application.

Nominated Outputs

7.7 You will need to nominate outputs in support of your application, to assist in an assessment of your research. Choose sample items to showcase your work.

7.8 You will need to provide copies of these nominated outputs with your application. You must consider the length and size of documents, as to what is reasonable for external assessors and members of the committee to read. Seek advice from your Deputy/Associate Dean (Research) for clarity.

7.9 For large outputs, such as a book, you may nominate up to 2 chapters (as one nominated output).

7.10 Non-traditional outputs may be considered, please contact your Deputy/Associate Dean (Research) for advice.

7.11 The number of outputs you may nominate varies as follows:

Applying for Promotion to Level	Nominated Outputs
C	up to 2
D & E	up to 3

Research

7.12 Demonstrate your achievements drawing on relevant evidence (including the Research Achievement Record) that focuses on outcomes and impact. You must address:

- research criterion 1 and 2 of the academic performance framework; and
- research criteria 3-5 (where relevant).

7.13 You may wish to provide context to your Research Performance Report in this section.

7.14 You may elect to include achievements in research supervision in either the research or education category (but not in both).

7.15 Education-focused candidates are expected to address education (pedagogical) research related to teaching and learning when answering E2b. If you cannot address this, please provide an explanation and select the other practice element (E2a).

7.16 The Research Performance Report forms part of the application however it will not be provided to external assessors.

Education

7.17 Research-only staff are not required to complete this section.

7.18 If you are involved in teaching you must address education criteria (areas of impact) of the academic performance framework:

- E1 - Area of Impact – Student Learning: all practice elements (a – d),
- E2 - Area of Impact – Educational Knowledge: one of two practice elements (a or b), and
- E3 – Area of Impact – Educational Environment: one of two practice elements (a or b).

7.19 Education-focused candidates are expected to address education (pedagogical) research related to teaching and learning when answering E2b. If you cannot address this, please provide an explanation and select the other practice element (E2a).

7.20 Supporting evidence for education case - a 5-page limit applies.

7.21   Further information is available at the [Monash Education Academy website](#).

Engagement

7.22   Demonstrate your achievements against each chosen criterion drawing on relevant evidence that focuses on outcomes and impact.

7.23   You may select the engagement criteria from the [academic performance framework](#) that most applies to your case. Examples of engagement activities are available on the [academic performance framework](#) website.

8.   Performance supervisor recommendation (Section 8)

8.1   Your performance supervisor must comment on:

- achievements across research, education and engagement (where applicable);
- provide an assessment of your performance against the criteria for promotion;
- if there is a prima facie case for the application to be considered or is premature; and
- your case for promotion overall.

8.2   If you have a dual reporting line, you will need to include a secondary supervisor report. Please contact the [relevant promotion coordinator](#) for assistance.

9.   Head of Unit recommendation (Section 9)

9.1   Your Head of Unit must comment on:

- achievements across research, education and engagement;
- provide an assessment of your performance against the criteria for promotion;
- if there is a prima facie case for the application to be considered or is premature; and
- your case for promotion overall.

9.2   Where your case for promotion is premature, the Head of Unit will detail how you can strengthen your academic performance so this feedback can be provided to you.

10.   Assessor exclusion (Section 10)

10.1   You will not be made aware of who the nominated assessors are, but you have the option to nominate any individual/s to be excluded as a potential assessor, prior to the assessor nomination process.

10.2   Complete this section if you would like to nominate individual/s for the Head of Unit to exclude as an external assessor for your application.

10.3   Refer to clause 10 of the [procedure](#).

11.   Research funding (research-only candidates) (Section 11)

11.1   Where the source of the funding is the research grant, the grant holder, acting on the advice of the Monash Research Office, will be able to confirm that a promotion is permissible under the terms and conditions of the grant contract, including that the grant funds can be used to fund a salary at a higher level.

11.2   This section must be completed by one of the following parties:

- candidate grant holder; or
- other grant holder (where the promotion candidate is employed on someone else's grant).

11.3   The Head of Unit will confirm any alternative funding in Part C - Section 11 (in cases where funding from other sources is available).

12.   Candidate declaration (Section 12)

12.1   Candidates are required to select either yes or no to the questions within the declaration and sign off their application.

13. Supporting reports and documents

Research Achievement Record

13.1 The Research Achievement Record lists your achievements in the following areas for the period since your last promotion/appointment to current level (including outputs achieved prior to being employed at Monash, if relevant):

- research outputs;
- research grants and income; and
- HDR supervisions.

13.2 If you are from our Malaysia campus, you must complete the Malaysia: Research Achievement Record Form.

13.3 For Australia based candidates, you are responsible for ensuring your research data is accurate in Pure prior to requesting your report. You can obtain the Research Achievement Record by referring to how to request system generated academic promotion reports.

13.4 We suggest you review the report and advise your faculty research office of any significant errors to determine if corrections are required and another report generated.

13.5 You may supplement the Research Achievement Record by:

- adding any entries not captured on the recent additions and errata page;
- completing the final three columns on the research outputs page (i.e. an estimate of your percentage of contribution, lead author indication and number and source of citations); and
- completing the final column on the research funding page (i.e. an estimate of contribution percentage).

13.6 The promotion committee consider additional data on the 'recent additions and errata page' in the same way as system-generated data.

Research Performance Report

13.7 You will need to apply for a Research Performance Report as a required part of your application.

13.8 This is a system-generated supporting research report from the University's Business Intelligence (BI) system which gathers data from a number of key University operational systems). This report shows performance relative to the Faculty specific research performance standards over a set period of time.

13.9 You can obtain your report by referring to: apply for system generated reports.

13.10 A Research Performance Report it not applicable for education focused or Malaysia based candidates.

Student Evaluation Record

13.11 If you are research-only and do not have education as part of your case, a Student Evaluation Record is not required.

13.12 The Student Evaluation Record lists the following data for the period since the last promotion/appointment to your current level:

quantitative unit evaluation data (for each unit offering for which you were evaluated); and
quantitative teaching evaluation data (SETU).

13.13 Pre-2011 data available will only be provided upon request, if the period since appointment to your current level spans that period of time, and is also significant to your case.

13.14 You can obtain a Student Evaluation Record by referring to how to request system generated academic promotion reports.

Summative Peer Review of Teaching

13.15 You will need to arrange for a Summative Peer Review of Teaching to be conducted in accordance with the Monash Education Academy guidelines. If you are research-only and do not have education as part of your case, a Summative Peer Review is not required.

13.16 To request a Summative Peer Review of Teaching, visit PeerView.monash.

13.17 Peer Review must be completed in the year of applying for promotion. For candidates who are not teaching in semester one or two of the year of applying for promotion, please contact your relevant Deputy/Associate Dean (Education). For non-faculty candidates, please contact the relevant promotion coordinator.

Supporting evidence for education

13.18 Supporting evidence for your education case must be included and be a maximum of 5 pages. Supporting evidence is required in accordance with the education performance standards. Refer to the Monash Education Academy website for details.

Supporting evidence for research and engagement

13.19 You may include a maximum of 4 pages of optional supporting evidence relating to research and engagement. Supporting evidence is not an academic curriculum vitae or an extension of the page limit. Examples include (but are not limited to):

emails of acceptance of research publications 'in press';
copies of media reports that provide evidence of impact of your research; and
letters of support acknowledging your contribution and fit in the area of engagement and the academic unit.

14. Summary of attachments to your application

14.1 You are required to complete the Case for Academic Promotion form with the following attachments:

- Nominated outputs;
- Entire career publication list (unless inserted directly into Section 5.5);
- Research Performance Report (not applicable for education focused or Malaysia staff);
- Research Achievement Record;
- Student Evaluation Record (not applicable for research-only candidates who do not have an education case to assess);
- Summative peer review of teaching report (not applicable for research-only candidates who do not have an education case to assess);
- Up to 5 pages of supporting evidence for education (where there is an education case to assess); and
- Optional 4 pages (maximum) of supporting evidence, applicable to research and engagement.

15. Lodging your application

15.1 Lodge your completed and signed application online by 5pm (AEDT) on the closing date of the promotion round. Any queries on the lodgement process should be directed to the relevant promotion coordinator.

DEFINITIONS

Academic Performance Framework	A framework that articulates high level expectations for academic performance adopting a consistent approach across the three categories of Research, Education and Engagement, against which all academic performance will be measured. Further information is available on the Academic Performance Framework website.
Achievement(s) relative to opportunity	An evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available. This in turn allows appropriate evaluation of achievements in relation to:
	the quantum or rate of productivity,
	the opportunity to participate in certain types of activities, and
	the consistency of activities or output over the period of consideration.
	Achievement relative to opportunity is a positive acknowledgement of what a person can and has achieved given the opportunities available and is not about providing "special consideration" or expecting lesser standards of performance.
Assessor	An expert in the field able to offer a balanced and confidential independent assessment of the candidate's standing in the field and of the merits of the application. Assessors may or may not be known personally to the candidate and should be nominated by the Dean/Pro Vice-Chancellor and President (Monash University Malaysia). Assessors are external to Monash University.
Dean	The Dean/Pro Vice-Chancellor and President (Monash University Malaysia) or Director of Institute or Centre or, where applicable, a person acting as nominee. Even when responsibilities are delegated, the person remains responsible for the decision of the delegate and any committee that they chair within the parameters of the Academic Promotion: Level C-E procedure.

Education-focused candidate	A candidate for promotion who is employed on an education-focused contract of employment and is characterised by educational innovation and leadership in educational design and delivery.
Head of Unit	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as nominee. If there are no heads of unit within the faculty, a Deputy Dean or equivalent may be delegated the head of unit's responsibilities for the academic promotion process.
myPlan	An online performance planning tool that supports academic staff and supervisors to manage the performance development cycle, for Australia based staff.
Performance Development Plan	A plan that documents the annual work goals and career aspirations and development goals for the employee and the specific targets and progress towards achieving those goals. The performance development plan forms the basis for the annual performance planning and review cycle.
Promotion coordinator	The designated employee within Monash HR who is responsible for administration and coordination of the promotion process.
Promotion Committee	The relevant committee constituted in accordance the Academic Promotion: Levels C-E procedure that is responsible for assessing the promotion application.
Pure	The University's research management software which provides information for Monash Australia staff on their grants, contracts, research outputs and research achievements.
Research Achievement Record	A report that details the candidate's research outputs, funding applications and awards, and HDR supervision during the relevant promotion period. For Australia based candidates, this report is generated via the University's Business Intelligence system.
Research Performance Report	A system-generated supporting research report from the University's Business Intelligence (BI) system which gathers data from a number of key University operational systems including SAP (Research Income), Callista (HDR Supervisions) and Pure (Research Outputs and Grants/Awards). This report shows performance relative to the Faculty specific research performance standards over a set period of time.
Research-only candidate	A candidate for promotion who is employed on a research-only contract of employment and who is appointed to undertake predominately research and research-related activities.
Student Evaluation Record	A record of a candidate's student evaluation results for units/unit offerings in which the candidate has had a teaching role and will cover the period relevant to the promotion application. The report is generated by University Planning and Statistics and is requested via the UPS website. The report will not contain Monquest data (i.e. 2010 and before). This data is still available and can be requested by Committees via the relevant promotion coordinator if required.
Summative Peer Review of Teaching	A report based on the observation of a candidate's teaching which notes observed aspects of educational practice and infers evidence of teaching effectiveness.

ADMINISTRATION

Parent policy	Probation, performance and promotion
Parent procedure	Academic Promotion: Levels C-E
Framework owner	Director Workplace Relations
Date effective	16 August 2021
Review date	1 year from effective date
Version number	1.0

Australia Enquiries	Levels C - D Promotion Coordinator hr-academic.promotion@monash.edu Monash HR on (03) 990 20400	Level E and Non-Faculty University Promotion Coordinator: Anthea Hall Senior Advisor, Academic Performance (Promotion) Level E: hr-promotions-e@monash.edu Non Faculty: hr-academic.promotion@monash.edu (03) 990 29588
Malaysia enquiries	Levels C - D Campus Academic Promotion Coordinator All queries: https://hrhelpdesk.monash.edu.mymalaysia-academic.promotions@monash.edu	Level E University Promotion Coordinator: Anthea Hall Senior Advisor, Academic Performance (Promotion) hr-promotions-e@monash.edu +61 3 9902 9588