

REQUESTING SYSTEM GENERATED ACADEMIC PROMOTION REPORTS

RESEARCH REPORTS (AUSTRALIA ONLY)

Academic Promotion supporting research reports include:

- Research Achievement Record; and
- Research Performance Report (*not applicable for level B or education-focused candidates*).

For more information about these reports, refer to the [Academic Promotion Research Reports Information and Action Sheet](#). Example reports are included on the [request supporting reports](#) web page.

You are responsible for ensuring your research data is accurate in Pure prior to requesting your research report(s) from the HR Academic Performance Team, as the team does not normally re-run reports.



Step 1: Prepare your Pure data (with guidance from your Faculty Research Office)

- Contact your Faculty Research Office contact listed in the [Academic Promotion Research Reports Information and Action Sheet](#) for guidance on updating your data for completeness.
- For enquiries in relation to whether your data is classified as research/not research, please refer to ROCS team. Ensure you advise ROCS that you intend to use the data for academic promotion purposes so they can prioritise your request: ROCS Team – adm-pubcoord@monash.edu
- Confirm with your Faculty Research Office that your data is up to date, prior to requesting your report(s) in step 2.

Step 2: Timing your request to the HR Academic Performance Team

Once your data is up to date (step 1), you can:

- request reports from one month prior to [round open date](#) up to round close, for promotion to Levels C, D and E; **Note:** reports may be requested prior to round opening but may not be run until the round opens.
- for promotion to level B, reports may be requested at any time during the year.

Step 3: Requesting your report(s) to the HR Academic Performance Team

Email the HR Academic Performance Team at hr-academic.promotion@monash.edu ensuring you include the following information:

- Name
- Staff ID
- Current academic level
- Contract type (teaching and research, research-only or education-focused)
- Department/Unit/School
- Faculty
- Relevant promotion period i.e. the month and year in which your last promotion/appointment to current level took effect. **Note:** if you moved to Monash from the same level of appointment (or higher) you may include the applicable date from that level at the previous employer(s). (Indicate to the team where this is the case).

If you require assistance, please email the team at the above email address, or contact 990 20400.

Step 4: Receiving your reports from HR Academic Performance Team

The HR Academic Performance Team will generate:

- Research Achievement Record; and
- Research Performance Report (*not applicable for level B or education-focused candidates*).

You will be sent the report(s) with a copy to your Faculty Research Office.

Step 5: Reviewing and actioning your reports

Once you have received your report(s):

- Refer to the [Academic Promotion Research Reports Information and Action Sheet](#);
- Direct any questions regarding the content of your report to your Faculty Research Office;
- Update the required fields in the Research Achievement Record as per the [Academic Promotion Application Instructions for Levels C-E](#) or the [Level B Academic Promotion Procedure](#) (as applicable).

RESEARCH REPORT (MALAYSIA)

Please complete the [Malaysia: Research Achievement Record form](#).

Follow instructions on the form.

To complete table 1, obtain and attach a Research Excellence Unit (REU) research output report for promotion, via the [Malaysia promotion coordinator](#).

STUDENT EVALUATION RECORD

This report may be requested at any time. As this is a personalised report please allow a turnaround time of up to 10 business days.

For promotion to Levels C-E, the closing date for the report request is 2 weeks prior to the [academic promotion round close](#).

This report is not applicable for research-only candidates who do not have an education case to assess.

How to request

Submit an [online request form](#) to University Planning and Statistics.

Further information

The report will contain the following Monash University data for the period since the last promotion/appointment to your current level:

- quantitative unit evaluation data (by default - data for each unit offering for which the candidate was evaluated); and
- quantitative teaching evaluation data (SETU), for each unit offering for which you were evaluated.

An example report is included on the [request supporting reports](#) web page.

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. (This would be exceptional to be significant to your case). If this applies to you, please include this in the comments section of your online request form.