PURPOSE
Promotion at Monash is a thorough and fair assessment process based on merit. We are committed to equal opportunity principles and recognise that our employees contribute to our vision and goals in diverse ways.

Applications for promotion are accepted annually and are assessed by promotion panels. Successful promotions take effect from 1 January the following year.

SCOPE
This procedure applies to Australia and Malaysia based employees of the University (‘us’, ‘our’ or ‘we’) applying for academic promotion to:

- Lecturer or Research Fellow (Level B);
- Senior Lecturer or Senior Research Fellow (Level C);
- Associate Professor (Level D); and
- Professor (Level E).

Employees are herein collectively referred to as ‘you’ for the purpose of this procedure.

The procedure also applies to panel members responsible for evaluating applications.

PROCEDURE STATEMENT

1. Overview of the promotion process

2. Eligibility and other information

Am I eligible?

2.1 Academic staff are eligible to apply for promotion. Adjunct and honorary appointees are not staff.

2.2 You must have a current performance development plan in accordance with the Performance Development Process: Academic Staff procedure.

2.3 Teaching and research staff (including education-focused) are eligible to apply irrespective of budgetary considerations.

2.4 Research-only staff are eligible to apply provided that the relevant grant holder (on advice from the Monash Research Office) and/or head of unit confirms that there is funding available for a promotion. The grant holder must confirm the terms and conditions of the grant contract allow for a promotion and the use of the grant to fund a higher level salary. This could be:

- where you are the grant holder;
- where someone else is the grant holder; or
- alternative arrangements with the head of unit if funding is available from outside the relevant grant to fund a promotion.

2.5 Scholarly teaching fellows are only eligible to apply for promotion to education-focused level B. If promoted, they are no longer a scholarly teaching fellow.
Criteria for promotion

2.6 You must satisfy the promotion panel that you have, in accordance with the academic performance framework:
- been a sustained high performer at the current level of appointment;
- the capacity to perform satisfactorily at the level to which promotion is sought.

2.7 In addition, you must demonstrate that you will make an ongoing and positive contribution to, and fit within, the academic unit.

2.8 Relevant evidence of your performance and achievements outlined in your application will be considered. The academic performance framework will enable you to present a comprehensive view of your performance beyond the metrics.

Information sessions

2.9 You should attend an information session in the year prior, and the year you plan to apply for promotion so you are clear on the process in the year you intend to apply. Refer to the academic promotion website for sessions.

2.10 If you are employed in a non-faculty area, you should consult with your head of unit about the most relevant faculty to assess your application. This will also inform your choice of which information session to attend. You should contact the relevant promotion coordinator to arrange agreement from the relevant faculty dean.

Discussing your intention to apply

2.11 You should discuss your intention to apply for promotion with your performance supervisor and head of unit, and record it in your performance development plan. In addition, you are encouraged to inform the relevant promotion coordinator of your intention to apply.

2.12 If you are applying for promotion to Professor (level E), you must also discuss your intentions with the dean. You are expected to have the support of the dean, head of unit and performance supervisor.

2.13 If you are a research-only candidate you must discuss your intention with the relevant grant holder or head of unit.

3. Application for promotion

3.1 Your application should comprise:
- Research Achievement Record;
- Student Evaluation Record (not applicable for research-only candidates who have no weighting in education);
- Summative peer review (education focused candidates only);
- Case for Academic Promotion Form.

Note: Further information for each of the above is detailed below.

3.2 Your application should be consistent with the academic performance framework across research, education and engagement.

4. Application - Research Achievement Record

4.1 The Research Achievement Record lists your achievements in the following areas for the period since your last promotion/appointment (including outputs achieved prior to being employed at Monash, if relevant) to current level:
- research outputs;
- research grants and income; and
- HDR supervisions.

4.2 You are responsible for ensuring your research data is accurate in Pure prior to requesting your report.

4.3 You can obtain the Research Achievement Record by referring to how to apply for system generated reports. If you are from our Malaysian campus, you must complete the Malaysia: Research Achievement Record Form.

4.4 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.

4.5 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).

4.6 The promotion panel consider additional data on the ‘recent additions and errata page’ in the same way as system-generated data.
5. Application - Student Evaluation Record

5.1 The Student Evaluation Record lists the following data in 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).

5.2 If you are research-only and have not allocated a weighting to education, Student Evaluation Records are not required.

5.3 You can obtain a Student Evaluation Record by lodging an [online request](#) from University Planning and Statistics.

5.4 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.

6. Application – Summative peer review

6.1 If you are an education focused candidate, you are required to contact the Monash Education Academy to arrange for a summative peer review of your teaching to be undertaken for semester 1.

7. Application - Case for Academic Promotion

7.1 The [Case for Academic Promotion Form](#) is the written component of your application. You must provide evidence to demonstrate how you meet the promotion criteria consistent with your academic role focusing on outcomes and impact.

7.2 You should only include achievements since the 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 university or universities.

Weightings

7.3 You are required to allocate weightings to research, education and engagement relevant to your employment contract type. Weightings should represent the quality and impact of achievements (rather than workload allocations). Please contact your relevant promotion coordinator for advice regarding your contract type.

7.4 When allocating weightings, you should:

- consider the weighting of your case carefully and seek advice from your performance supervisor, associate deans and head of unit before finally determining the balance;
- choose weightings that strengthen your case in relation to achievements and which reflect the assessments made annually as part of the [Performance Development Process: Academic Staff](#); and
- enable you to provide a thorough narrative and supporting evidence of achievements against the chosen criteria in the relevant areas of academic activity regardless of the weighting attached.

7.5 Weightings should add to 100% and meet the minimum requirements below:

<table>
<thead>
<tr>
<th>Employment Contract</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Research</td>
</tr>
<tr>
<td>Teaching and research</td>
<td>20% minimum</td>
</tr>
<tr>
<td></td>
<td>30% minimum</td>
</tr>
<tr>
<td>Teaching and research: ‘special case’ based on outstanding engagement</td>
<td>40% for research and education combined, with a minimum of 10% for each, if it reflects the agreed performance development plan</td>
</tr>
<tr>
<td>Education-focused (as a subset of the Teaching &amp; Research category)</td>
<td>5% minimum</td>
</tr>
<tr>
<td>Research-only</td>
<td>90% maximum</td>
</tr>
</tbody>
</table>

7.6 A ‘special case’ for outstanding engagement may only be considered by senior lecturers or associate professors currently in a leadership role or who have been in such a role within the University for a substantial period.
7.14

Includes women in STEMM (Science, Technology, Engineering, Mathematics and Medicine) disciplines and Indigenous candidates.

Panel members will give due consideration to 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 Indigenous candidates.

### Relevant personal circumstances

7.7 You should specify any relevant personal circumstances to facilitate an assessment of your achievements relative to opportunity. Circumstances may include:

- family responsibilities (for example child rearing, elder-care, illness of a partner or dependant);
- a temporary or permanent disability;
- relevant cultural expectations or circumstances;
- periods of part-time work; and/or
- absences due to ill-health or injury.

7.8 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.

### Career summary statement and enduring outputs

7.9 This summary highlights the main focus of your work, outline of your overall career achievements to date and the impact of your contributions in the wider context of your discipline.

7.10 You should provide 4, or in the case of applications to level B up to 4, most important/enduring research outputs of your career, including the significance and impact of each.

### Achievements in research, education and engagement

7.11 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.

7.12 If you are research-only, you are required to make a case against the research and engagement activity areas (consistent with chosen weightings).

7.13 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, avoiding unnecessary duplication of data in supplementary reports.

7.14 Panels will give due consideration to 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 Indigenous candidates.

<table>
<thead>
<tr>
<th>Academic Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research</strong></td>
<td>Demonstrate your achievements drawing on relevant evidence (including the Research Achievement Record) that focuses on outcomes and impact. You must address:</td>
</tr>
<tr>
<td></td>
<td>• research criterion 1 and 2 of the academic performance framework; and</td>
</tr>
<tr>
<td></td>
<td>• research criteria 3-5 (where relevant). You may elect to include achievements in research supervision in either the research or education category (but not in both).</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>Demonstrate your achievements drawing on relevant evidence that takes into consideration three distinct areas of practice:</td>
</tr>
<tr>
<td></td>
<td>• activities directly involved in the delivery of learning and teaching to students;</td>
</tr>
<tr>
<td></td>
<td>• the scholarship of teaching; and</td>
</tr>
<tr>
<td></td>
<td>• continual professional enhancement and self-review.</td>
</tr>
<tr>
<td></td>
<td>If you are involved in teaching you must address education criterion 6 of the academic performance framework.</td>
</tr>
<tr>
<td></td>
<td>In addition,</td>
</tr>
<tr>
<td></td>
<td>• For teaching and research – you must elect and address two additional education criteria from 1 to 5;</td>
</tr>
<tr>
<td></td>
<td>• For education-focused – you must address education criterion 5 and elect and address two additional education criteria from 1 to 4.</td>
</tr>
<tr>
<td></td>
<td>Further information is available at the Monash Education Academy website</td>
</tr>
<tr>
<td><strong>Engagement</strong></td>
<td>Demonstrate your achievement against each chosen criteria drawing on relevant evidence that focuses on outcomes and impact. 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.</td>
</tr>
</tbody>
</table>
Supporting evidence

7.15 You may include a maximum of 5 pages of supporting evidence. Supporting evidence is not an academic curriculum vitae or an extension of the word limit. Examples include (but are not limited to):

- letters of acceptance of research publications ‘in press’;
- copies of media reports that provide evidence of impact of your research or educational research achievements;
- letters of support acknowledging your contribution and fit in the area of engagement and the academic unit; and
- relevant material evidencing educational impact.

7.16 If you were appointed from an international university, you must provide evidence of your equivalent appointment or higher appointment at your previous university or universities. This will form part of your 5 pages.

Performance supervisor recommendation

7.17 Your performance supervisor must comment on achievements across research, education and engagement; your chosen weightings and provides an assessment of your performance against the criteria for promotion (see 2.6 and 2.7 above).

7.18 If you have a dual reporting line, you will need to include a secondary supervisor report. Please contact the relevant promotion coordinator for advice.

Nomination of assessors

7.19 The head of unit is responsible for nominating impartial and independent assessors to provide a confidential and objective evaluation of your case for promotion. The head of unit may consult with the dean/Pro Vice-Chancellor and President (Malaysia).

7.20 An assessor should be a person of eminence in the discipline and at least at the academic level to which you are applying, preferably higher.

7.21 Assessors should not have:

- a close professional or personal association with you;
- co-published or collaborated with you in the past 5 years;
- supervised your PhD thesis (or have been supervised by you); and/or
- a material personal interest that may impact their ability to perform the role as independent assessor.

7.22 The head of unit must contact each assessor to determine their independence, willingness, and availability to provide an assessment and record details of the assessors on the form.

7.23 Heads of unit are required to nominate the following number of independent assessors:

<table>
<thead>
<tr>
<th>Level of Application</th>
<th>Total number of assessors</th>
<th>Number of international assessors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer/Research Fellow (Level B)</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Senior Lecturer/Senior Research Fellow (Level C)</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Associate Professor (Level D)</td>
<td>3</td>
<td>3 (except where the most eminent scholars in a particular discipline are based in Australia/Malaysia)</td>
</tr>
<tr>
<td>Professor (Level E)</td>
<td>4</td>
<td>At least 3 of the 4 must be international assessors (except where the most eminent scholars in a particular discipline are based in Australia/Malaysia)</td>
</tr>
</tbody>
</table>

7.24 You should review the list of nominated assessors and confirm they are sufficiently independent of you.

7.25 You may object to an assessor(s) by notifying the head of unit within seven working days of being notified of the assessors (copy the relevant promotion coordinator) clearly stating the grounds of objection. If your objection is accepted, the head of unit will then provide the name(s) of one or more replacement assessors within seven working days. The head of unit may discuss the proposed replacements with you but no further objections can be made.

8. Lodge your application

8.1 Lodge your completed and signed application online (except candidates from Malaysia who are seeking promotion to level B, C or D) 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.

8.2 Candidates from Malaysia are required to lodge their application via email to the Malaysia promotion coordinator (excluding professorial candidates).
New information
8.3 You are able to present new information that meets the following criteria after you have lodged your application.

8.4 The nature of the new information is to:
- clarify or update information alluded to in your application, for example the success of a grant application listed as ‘pending’; or
- provide new information about a fact or event that significantly strengthens your case for promotion, for example the receipt of an award or admission to a learned body or academy.

8.5 You must correct or update information that may mislead the panel, for example the outcome of a grant application or manuscript submitted to a publisher or journal that has been rejected.

8.6 You may be requested to provide further information on your application if requested by the panel.

9. Reports
9.1 Following the round close, the relevant promotion coordinator will make all reasonable efforts to obtain reports from:
- head of unit;
- associate dean (research) and (education);
- dean (for professorial candidates); and
- assessors.

9.2 In addition, for education focused candidates, the relevant promotion coordinator will receive and include the summative peer review report from the Monash Education Academy to accompany your application.

9.3 Reports are not provided to the candidate.

9.4 Reports (excluding assessor reports) will be provided to the candidate's performance supervisor and head of unit to inform performance conversations. It is recommended that feedback is recorded by the performance supervisor in the candidate’s performance myPlan.

9.5 The report writer is encouraged to consider a potential, perceived or actual conflict of interest that exists as a result of preparing a candidate report. Contact the relevant faculty promotion coordinator for advice. Examples may include:
- where a head of unit or associate dean is applying for promotion to the same level as a candidate;
- co-publishing with the candidate;
- ongoing joint scholarly projects; and
- a mentoring or personal relationship with the candidate.

Head of Unit report
9.6 The head of unit must prepare a report on your case for promotion that includes:
- if the weightings are appropriate;
- if there is a prima facie case for the application to be considered or is premature; and
- any overall comments on the case for promotion.

9.7 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.

Associate Dean report(s)
9.8 Associate deans responsible for research and education in a faculty must prepare a report on your case for promotion that includes:
- an overview and assessment of achievements in the relevant areas of academic activity; and
- an assessment of achievements against promotion criteria (see 2.6 and 2.7 above).

9.9 If you are research-only, an associate dean (education) report is only required if you have allocated a weighting to education.

9.10 If you are an education focused candidate the associate dean (education) may prepare the associate dean (research) report if your research is predominantly pedagogical, rather than discipline-based.

Dean report
9.11 For level E, the dean must prepare a report for each professorial candidate that includes (but is not limited to):
- an overview and assessment of achievements in the relevant areas of academic activity;
- an assessment of achievements against promotion criteria (see 2.6 and 2.7 above); and
- level of support for the application.
Assessor reports

9.12 The relevant promotion coordinator is the point of contact with assessors. They will provide the assessor with a copy of your application and a copy of this procedure to enable them to:

- provide an opinion drawn from their understanding of the research achievements expected of an academic at the relevant level in their field, including whether the candidate’s work aligns with internationally recognised academic standards in that field;
- comment on the application submitted (focusing on research and engagement) and make an assessment of the quality and impact of your achievements in a specific area of activity in the particular circumstances of the case;
- focus on assessment of research unless the assessor has personally observed your teaching;
- indicate the extent of their support for the application;
- indicate whether you would be promoted at their university or institution and, if not, explain why;
- indicate whether or not they have a professional and/or personal relationship with you and if so, the nature of the relationship; and
- at professorial level, comment on your current international reputation in the field.

9.13 For education focused applications, assessor report requests will be specific to enable an opinion drawn from their understanding of the education achievements expected.

9.14 Where a close professional or personal association exists, the report will still be provided to the panel. However, the panel will consider the likely objectivity of the report.

10. Panel membership

10.1 All panel members must be at the same academic level or higher than the level you are applying for.

10.2 The chair will ensure panel gender and cultural diversity, with a minimum of one-third female and one-third male representation.

10.3 In the case of faculty/Malaysia panels, if the chair is unable to meet the minimum gender representation requirement, the relevant promotion coordinator will assist by suggesting representatives from a cognate area. In exceptional circumstances the chair may request the Provost and Senior Vice-President vary or waive the requirement.

10.4 The chair will ensure the panel includes broad representation across disciplines and academic activity (e.g. research only, teaching and research, education focused) and may appoint additional panel members to ensure sufficient expertise.

10.5 For non-faculty based applications (level B-D), the relevant promotion coordinator on behalf of the dean/Pro Vice-Chancellor and President (Monash University Malaysia) will ask the relevant Senior Management Portfolio Head (eg. Vice-Provost or Deputy Vice-Chancellor) to nominate a portfolio representative to join the panel as a full voting member for deliberation relating to your application.

10.6 For education-focused applications, the Deputy Vice-Chancellor & Vice-President (Education) or nominee will join the panel as a full voting member for deliberation relating to your application.

Faculty panels

<table>
<thead>
<tr>
<th>Level B and Level C</th>
<th>Level D</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair: dean, acting dean or deputy dean (or nominee)</td>
<td>Chair: dean or acting dean (or nominee)</td>
<td>Three members comprising the chair, one appointed and one elected member.</td>
</tr>
<tr>
<td>At least two elected members</td>
<td>At least two elected members</td>
<td>Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.</td>
</tr>
<tr>
<td>At least two appointed members</td>
<td>At least two appointed members</td>
<td></td>
</tr>
<tr>
<td>Additional co-opted members as required, (being the non-faculty application representative and/or education-focused expert.)</td>
<td>Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.</td>
<td></td>
</tr>
</tbody>
</table>

The relevant promotion coordinator attends the committee and provides administrative and procedural support.

10.7 Members of faculty promotion panels must be academic staff of 0.4 fraction and above.

10.8 Panels should have:

- equal numbers of elected and appointed members; and
- a provision for alternate members in the event of unavailability of any member.
10.9 Panel composition should be determined following elections to assist the chair in attaining gender diversity and a broad representation across discipline and academic activity.

10.10 Members are normally elected for a three-year term and may be re-elected. Only academic staff of fraction 0.4 and above are eligible to vote in faculty elections.

10.11 Where there are insufficient nominations to fill an elected position, the position will be re-advertised. If unsuccessful, the chair may directly appoint a member who will be regarded as an elected member for quorum purposes.

10.12 Appointed members are academic staff of 0.4 fraction and above appointed by the Dean and may be re-appointed.

10.13 The chair may elect to appoint an external member to Level B/C and D panels member for the purposes of improving or ensuring sufficient disciplinary or academic focus. The external member may be external to the faculty or to the University.

Malaysia panels

<table>
<thead>
<tr>
<th>Level B and Level C</th>
<th>Level D</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chair: Pro Vice-Chancellor and President (Monash University Malaysia), or nominee</td>
<td>Three members comprising the chair, dean (or nominee) and a faculty member.</td>
</tr>
<tr>
<td></td>
<td>Dean (or nominee)</td>
<td>Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.</td>
</tr>
<tr>
<td></td>
<td>A member of Monash University Malaysia appointed by the Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>At least one faculty member appointed by the dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A member of the relevant discipline from Monash University Malaysia as nominated by the Dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One faculty member appointed by the dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A member of the relevant discipline from Monash University Malaysia as nominated by the Dean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.</td>
<td></td>
</tr>
</tbody>
</table>

The relevant promotion coordinator attends the committee and provides administrative and procedural support.

10.14 All members of the Malaysia promotion panels are appointed by the chair.

10.15 The chair may also appoint an external member (e.g. a member from a different faculty or external to the University) for the purposes of improving or ensuring sufficient disciplinary or academic focus.

University Promotion Panel (UPP)

<table>
<thead>
<tr>
<th>Members</th>
<th>Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair: Provost and Senior Vice-President, or nominee</td>
<td>Five members, including at least two of the following:</td>
</tr>
<tr>
<td>Deputy Vice-Chancellor and Vice-President (Education), or nominee</td>
<td>- Deputy Vice-Provost and Vice-President (Education)</td>
</tr>
<tr>
<td>Vice-Provost (Faculty and Graduate Affairs), or nominee</td>
<td>- Vice-Provost (Faculty and Graduate Affairs)</td>
</tr>
<tr>
<td>Vice-Provost (Research), or nominee</td>
<td>- Vice-Provost (Research); or</td>
</tr>
<tr>
<td>President, Academic Board, or nominee;</td>
<td>- President, Academic Board.</td>
</tr>
<tr>
<td>Pro Vice-Chancellor and President (Monash University Malaysia), or nominee</td>
<td></td>
</tr>
<tr>
<td>Four professors of the University appointed by the Provost and Senior Vice-President; (including at least one in an education-focused position).</td>
<td></td>
</tr>
</tbody>
</table>

10.16 The Chair must appoint four professors (excluding deputy deans) to the UPP.

10.17 The Chair should ensure equal discipline representation from the Humanities, Arts and Social Sciences (HASS) and STEMM.

10.18 The chair may appoint additional panel members, including an external member for the purposes of improving or ensuring sufficient disciplinary or academic focus.

10.19 The UPP should have a provision for alternate members in the event of unavailability of any member.
Inquorate or improperly constituted panels

10.20 Where a faculty or Malaysia panel is inquorate or improperly constituted, the Provost and Senior Vice-President may use discretion to either validate the relevant recommendation or require a quorate or properly constituted panel consider the application.

10.21 In the case of the UPP, an inquorate panel must not proceed.

10.22 If the Provost and Senior Vice-President becomes unexpectedly unavailable on the day of the UPP, the panel should determine whether to proceed or reschedule the meeting to a date when the Provost and Senior Vice-President is available. Where the panel decides to proceed, the Provost and Senior Vice-President will nominate the chair.

11. Role and responsibilities of panel members

11.1 For panel members, the role requires:
- fair and objective assessment of applications for promotion;
- ensuring discussion is restricted to matters relevant to the application;
- to not act as an advocate; and
- avoiding comments of a personal nature.

Equal opportunity and inclusive decision making

11.2 Panel members are required to understand and apply the equal opportunity principles of the relevant jurisdiction. For further information refer to the Equal Opportunity and Unconscious Bias Awareness for Academic Promotion guide.

11.3 Panel members (excluding Malaysia and external members) are required to complete the mandatory Equal Opportunity online training prior to the commencement of the first panel meeting.

11.4 Inclusive Leadership training is available for Australia based panel members via myDevelopment and is strongly encouraged. Panel chairs are expected to complete the training.

Conflict of interest

11.5 Panel members must declare to the chair any potential, perceived or actual conflict of interest prior to the meeting date. If a panel member is uncertain, advice should be sought from the chair as soon as possible. Examples may include:
- a supervisory postgraduate studies relationship (past or present);
- a direct supervisory working relationship with the candidate;
- co-publishing or collaborating with the candidate;
- a mentoring or personal relationship with the candidate; and/or
- a material personal interest that may impact their ability to objectively perform in the role.

11.6 The chair is responsible for ensuring that no declared conflict of interest can influence or be perceived to influence the outcome of the application. The chair will seek advice from the panel if there is a conflict of interest and may ask the member to withdraw from deliberations where a conflict of interest cannot be resolved.

Confidentiality and Privacy

11.7 All deliberations of the panel are confidential. The privacy of personal information in the applications otherwise obtained must be respected. These obligations will be emphasised by the chair at the commencement of the meeting.

11.8 All materials are restricted to those directly involved in the assessment process. Following the final meeting, access to materials will be removed (and any hard copies must be returned).

11.9 Information contained within the application and interview is used for the purpose of assessing promotion applications. Further detail is available in the Monash HR Privacy Collection Statement and on the Privacy at Monash website.

12. Panel deliberations

The panel will determine whether you meet the criteria for promotion (see 2.6 and 2.7 above). Cases for promotion to higher academic levels will emphasise the impact of your academic activity at a national and international level.

Preliminary assessment

12.1 A preliminary assessment form will be distributed to panel members to provide an indication of applications that clearly meet the criteria for promotion and those who do not. This independent evaluation allows for greater discussion where there are mixed views.
Panels will consider:

<table>
<thead>
<tr>
<th>Academic Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement relative to opportunity</td>
<td>Panels will assess achievements relative to the opportunities available in cases where candidates include relevant personal circumstances for this purpose. For further information, refer to the Guidelines for Assessing Achievement Relative to Opportunity.</td>
</tr>
</tbody>
</table>
| Differences between academic disciplines and appointment types | Panels will consider differences between academic disciplines, including the way teaching is delivered and research is undertaken and recognised. Panels should refer to the following information:  
  - responsibilities of teaching and research employees (including education-focused) appointed at each academic level;  
  - responsibilities of research-only employees appointed at each level; and  
  - the academic performance framework, including relevant performance standards. |
| Applications from candidates from under-represented groups | Panels will consider impact on academic activity where a candidate is required to participate in numerous service activities as a result of being part of an under-represented group e.g. women in STEMM disciplines and Aboriginal and Torres Strait Islander candidates. |
| Assessor reports                                  | If an assessor report is not received by the meeting date, candidates will not be disadvantaged. Where a close professional or personal association exists between an assessor and a candidate, the panel will consider the likely objectivity of the report. |
| Weightings                                         | The panel may vary the weightings if it advantages the candidate's application. Weightings must remain within the parameters applicable to their employment contract type as specified above. |

Faculty/Malaysia promotion panels assessment

12.3 A faculty/Malaysia promotion panel (see membership tables) will first assess applications for promotion to level B, C and D and provides a summary and recommendation to the University Promotion Panel (UPP). The report will provide one of four recommendations for each candidate:  
  - Endorsed by the panel;  
  - Disputed or marginal;  
  - Not supported; or  
  - Referral due to an irregularity in the assessment process (such as an inquorate panel).

12.4 You will receive a copy of the panel’s recommendation report. Where you do not agree with the factual information contained within the report, you may comment in writing to the Chair of the UPP.

UPP decision

12.5 The UPP will consider the recommendation of the faculty/Malaysia panel and determines the outcome of the application.

12.6 Applications for promotion to Level E are only assessed by the UPP.

12.7 The chair (or nominee) of the faculty/Malaysia promotion panel may be called upon to clarify details in the panel report.

Candidate interviews

12.8 If you are applying for Level B-D you may be interviewed at the chair’s request.

12.9 If you are applying Level E, you will be interviewed by the UPP.

12.10 It is your responsibility to be available for all dates on which the relevant panel meeting is held. Individual requests for a specific interview date or time will not normally be met.

Dean interviews

12.11 Where level E applications are received, the dean may be interviewed by the UPP. The dean will be familiar with all background material relating to your case and be prepared to discuss it in detail. In exceptional circumstances the deputy dean may act as proxy for the dean at interview.

Voting

12.12 During the meeting, each voting member may cast one ‘yes’ or ‘no’ vote. There can be no abstentions. Any panel member with an unresolved conflict of interest would not be present during the vote.

12.13 A faculty/Malaysia promotion panel’s vote informs the chair’s recommendation for level B, C and D applications to the UPP.
12.14 For level B-D the promotion decision rests solely with the Chair of the UPP on the advice of the UPP after having considered the recommendation of the faculty/Malaysia promotion panel.

12.15 For level E, the promotion decision rests solely with the Chair of the UPP on the advice of the UPP.

13. Application outcome

Notification of outcomes

13.1 Only the chair of the UPP or a representative nominated by the chair can provide feedback to you on your application. All other panel members must not discuss the meeting with you or anyone else.

13.2 For level B, C and D applications, the chair of the relevant referring panel will be notified of outcomes within 14 working days of the final panel meeting date.

13.3 The chair of the UPP may nominate the dean/chair of the referring panel to advise you of the decision in writing.

13.4 If you are on probation at the time of a successful promotion, your probation will be confirmed from the effective date of promotion.

Conditional promotion

13.5 A conditional promotion may occur where a case for promotion is ‘borderline’ but some specified achievements by 1 May the following year would lead to a clear case for promotion.

13.6 The outcome letter will define the conditions to be met, consistent with expectations contained in the academic performance framework for the level of promotion sought and employment contract type.

13.7 You must provide evidence of meeting the conditions before 1 May to the relevant promotion coordinator for review by the chair/nominee.

13.8 If conditions are not met before 1 May in the following year, and you wish to be reconsidered for promotion, you must submit a new application according to this procedure.

13.9 The chair’s decision is final and there is no appeal for conditional promotion.

Support for unsuccessful candidates

13.10 If you are not recommended for promotion, you will receive written feedback outlining the areas for strengthening before a future application is lodged.

13.11 You are encouraged to meet with the chair (or nominee) individually to discuss the feedback. You are also encouraged to take your performance supervisor or head of unit to this meeting. You and your supervisor should use this advice, when revising performance development plans. You are unlikely to be successful in subsequent promotion applications unless you have addressed recommendations in the feedback.

13.12 Where relevant, the chair should provide the name of an appropriate employee nominated by the panel to give you additional support, mentoring and guidance on the development of a future application.

14. Effective date of promotions

14.1 All promotions take effect from 1 January of the following year, or such later date in the case of a conditional promotion.

15. Rehearing

15.1 If your application is not successful, you may lodge an application for a rehearing on the basis that a procedural irregularity substantive enough to result in material disadvantage to you has occurred with regards to the decision. For further information, refer to the Academic Promotion Rehearing Procedure.

16. Breach of procedure

16.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td><strong>Academic Performance Framework</strong></td>
<td>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 <a href="#">Academic Performance Framework website</a>.</td>
</tr>
</tbody>
</table>
| **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 based on stated criteria. Assessors may or may not be known personally to the candidate and should be nominated by the head of unit. |
| **Conditional promotion**               | A conditional promotion means that the panel authorises the chair of the panel to approve the promotion if certain specific criteria are met before 1 May in the following year. A conditional promotion will come into effect on the date that the chair approves the promotion or 1 January in the year following the candidate’s application, whichever is the later. |
| **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 panel that they chair within the parameters of this procedure. |
| **Education-focused candidate**         | Is 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 employees and supervisors to manage the performance development cycle. |
| **Summative Peer Review Report**        | A report of observation of teaching by a skilled, trainer peer, which provides an evaluation of the performance of educators. The summative peer review process is coordinated and supported by the Monash Education Academy. |
| **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. |
| **Procedural irregularity**             | Where the University has not followed a process that is articulated in this procedure. |
Promotion coordinator

The designated employee within Monash HR who is responsible for administration and coordination of the promotion process. The relevant promotion coordinators are:

- for applications to professor (Level E), the Senior Adviser, Academic Performance (Promotion) in Monash HR;
- for Australian-based applications to lecturer or research fellow (level B), senior lecturer or senior research fellow (level C) and associate professor (level D), an employee within the Academic Performance team, Workplace Relations, Monash HR; and
- for Malaysian-based applications to lecturer or research fellow (level B), senior lecturer or senior research fellow (level C) and associate professor (level D), a member of the HR team at the University’s Malaysia campus.

Promotion panel

The relevant panel constituted in accordance with item 10 in this procedure that is responsible for assessing the promotion application.

Pure

The University’s research management software which provides information for Monash employees 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 Australian candidates, this report is generated via the University’s Business Intelligence system.

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 (ie 2010 and before). This data is still available and can be requested by panels via the relevant promotions co-ordinator if required.

ADMINISTRATION

Parent policy

Promotion, performance and promotion

Supporting policies

- Employment conditions
- Equal opportunity
- Ethics Statement
- Integrity and respect
- Leave and wellbeing
- Pay, benefits and entitlements
- Recruitment and appointment

Supporting procedures

- Academic Promotion Rehearing Process
- Academic Titles
- Conflict of Interest (including Conflict of Interest in Research)
- Performance Development Process: Academic Staff

Supporting documents

Documents & Forms

- Academic Promotion Application Form
- Academic Performance Framework
- Academic promotion website
- Guidelines for Assessing Achievement Relative to Opportunity
- Monash Education Academy education criteria
- University Planning and Statistics

Documents & Forms (Malaysia)

- Application for Promotion Cover Page
- Malaysia: Research Achievement Record Form

Legislation mandating compliance
<table>
<thead>
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<th>Responsibility for implementation</th>
<th>Chief Human Resources Officer</th>
</tr>
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<tbody>
<tr>
<td>Approval body</td>
<td>Director, Workplace Relations</td>
</tr>
<tr>
<td>Date effective</td>
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</tr>
<tr>
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<td>3 years from effective date</td>
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<tr>
<td>Content enquiries</td>
<td>ask.monash or phone Monash HR on (03) 990 20400</td>
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