

FACULTY REVIEW PROCESS: RESEARCH PERFORMANCE STANDARDS

This document sets out the steps for faculties to follow to facilitate revisions of faculty research performance standards (RPS).

Faculties assess/review their current RPS, identifying required changes and securing endorsement of the changes from the Dean and faculty executive.

Although not mandatory, faculties are encouraged to share their initial thoughts or change ideas with the VP Academic Affairs, who can provide initial guidance and insights.

Faculties must engage with their Workplace Relations Consultant (WR Consultant) and HR Business Partner (HR BP) to discuss the proposed changes and develop a plan for the review and implementation process.

Your WR Consultant (and the VP (Academic Affairs)) will provide initial advice as to whether the proposed RPS may constitute a *significant/substantial* change that requires consultation with the NTEU or that there is *no significant/substantial* change, and the changes may proceed without consultation.

It is important to note that under the Enterprise Agreement, Monash has obligations that must be upheld:

Research Performance Standards

- 66.6 To provide clarity to academic staff performing their research role, the University has and will determine faculty or discipline-specific quantitative research performance standards (research metrics). It is recognised that these may be adjusted from time to time.
- 66.7 The University will consult with affected staff and the NTEU prior to making any significant or substantial changes to the faculty or discipline-specific quantitative research performance standards that affect staff.
- 66.8 Where significant or substantial changes that affect staff are made to the faculty or discipline-specific quantitative research performance standards, they will not be applied retrospectively to staff and staff will be given an appropriate opportunity to meet the changed performance standards.

Once it has been determined whether there are not or there are significant/substantial changes, follow one of the two pathways to implementation.

For the purpose of this process, the below references apply throughout:

- The Vice-Provost (Academic Affairs), [Professor Matthew Gillespie](#) (VP (Academic Affairs));
- Monash HR, Academic Performance & Policy, [Simone de Groot](#) (Monash HR); and
- Your Workplace Relations Consultant (WR Consultant).

1. No significant/substantial change

Forward a marked-up version of your proposed changes 'marked up' RPS to the VP (Academic Affairs), Monash HR and your WR Consultant. You should also copy your HR Business Partner.

Subject to the Provost or VP (Academic Affairs) feedback, faculties liaise with Monash HR to finalise the documentation. Monash HR will support faculties to:

- update governance requirements and clean formatting;
- return to the faculty representative to verify as a true and correct version;
- publish the final documents on the [Academic Performance Framework](#) web page;
- ensure the final documents are appended to contracts of employment;
- return direct web links and Word/PDF versions to the faculty contact for their reference.
- Faculties communicate changes, as required, to staff.

2. Significant/substantial change

Forward a marked-up version of your proposed changes 'marked up' RPS to the VP (Academic Affairs), Monash HR and your WR Consultant. You should also copy your HR Business Partner.

As the WR Consultant and/or VP (Academic Affairs) have deemed that significant/substantial changes are occurring, you are required to consult the Provost and DVC Research and Enterprise prior to further consultation with the NTEU and staff.

Your WR Consultant will support you in relation to your consultation plan for the NTEU and staff. You are required to keep a [Log of Consultation Activity](#) (Log), which details your consultation, outcomes, recommendations, approvals etc. This Log is to be provided to Monash HR at the conclusion of the consultation.

Post consultation

- Step 1 Obtain Faculty Executive Committee approval (if not already received) and record this on the Log.
- Step 2 Send the faculty-approved RPS and Log to the VP (Academic Affairs) and Monash HR. The VP (Academic Affairs) will facilitate endorsement/feedback from the Provost and DVC Research and Enterprise and revert to the faculty.
- Step 3 Pending the Provost and DVC Research and Enterprise feedback, the VP (Academic Affairs) will submit the RPS to the Academic Board and MRC for noting.
- Step 4 Finalise the Log and send it to Monash HR.
- Step 5 Monash HR will support faculties to:
 - update governance requirements and clean formatting;
 - return to the faculty representative to verify as a true and correct version;
 - publish the final documents on the [Academic Performance Framework](#) web page;
 - ensure the final documents are appended to contracts of employment;
 - return direct web links and Word/PDF versions to the faculty contact for their reference.
 - Faculties communicate changes, as required, to staff.

Note: Faculty webpages must link to the asset number on the [Academic Performance Framework webpage](#) to ensure a single source of truth (do not upload another version/document). Please contact Monash HR if you require minor administrative changes at any stage (e.g., a title change, format change, correction to spelling etc).

Further Note: Ensure you liaise with the [Data Engineering Services](#) team to ensure updates are made in our Business Intelligence system (BI) to reflect your new standards.

CONSULTATION PROCESS FLOW

