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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 Vice Provost, 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 Vice Provost will provide initial advice as to whether the proposed Faculty 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.

1. No significant/substantial change

Forward a marked-up version of your proposed changes 'marked up' RPS to the Vice-Provost, and your WR Consultant. You should also copy your HR Business Partner.

Subject to the Provost or Vice-Provost feedback, faculties liaise with Provost's office to finalise the documentation ensuring:

- update governance requirements and clean formatting;
- publish the final documents on the Academic Performance Framework web page (via Provost's office);
- ensure the final documents are appended to contracts of employment (email hr-talentsystems@f.e.monash.edu);
- 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 Vice Provost and your WR Consultant. You should also copy your HR Business Partner.

As the WR Consultant and/or Vice Provost 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 the Vice Provost 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 Vice Provost. The Vice Provost 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 changes are to be submitted to Academic Board and MRC for noting, normally via the Faculty.

Step 4 Finalise the Log and send it to the Vice Provost.

Step 5 You will need to ensure:

- update governance requirements and clean formatting;
- publish the final documents on the Academic Performance Framework web page (via Provost's office);
- ensure the final documents are appended to contracts of employment (email hr-talentsystems@f.e.monash.edu);
- 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 the Provost's office 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

