ACADEMIC PROMOTION RESEARCH REPORTS: INFORMATION AND ACTION SHEET 2021/22 (AUSTRALIA)

CONTENTS

RESEARCH ACHIEVEMENT RECORD

FAQS ON RESEARCH ACHIEVEMENT RECORDS

Q   What is the Research Achievement Record?

A   The Research Achievement Record details research outputs, research funding applications and awards, and HDR supervision load and completions recorded by Monash University, for a promotion candidate.

Q   Where is the data sourced?

A   The Research Achievement Record is generated by HR from Monash's Business Intelligence (BI) system, which sources data from Pure (research outputs, funding applications/awards) and Callista (HDR supervisions).

Q   What period applies to the report?

A   The report covers the period since the candidate's promotion/appointment to their current level (the "relevant promotion period").

    If a candidate moved to Monash from the same level of appointment or higher, they may include evidence of achievements from that level of appointment at the previous university or universities.

    Candidates should not include achievements from lower level appointments.

    Research outputs (but not funding applications/awards or HDR) achieved in the relevant promotion period but prior to the Monash appointment may appear on the report.

Q What do I need to do with the report?

A
1. Review the report - confirm the data is complete and accurate;
2. Supplement the data (refer to the Actions provided below);
3. Manually add/correct any other data using Tab 4 of the report (see information below); and
4. If relevant, queries can be referred to the relevant faculty research office contact listed below.

Reports must be supplemented with required data for all candidates.

Please note: The data in the locked columns within the report cannot be changed.

Q What if data are missing or incorrect?

A Any omissions of data should be recorded in Tab 4 – Recent Additions and Errata (refer to page 2).

For further queries regarding correcting data or assistance with interpretation of your reports, please contact the relevant faculty research office (refer to the back page).

Q Do I need to do anything if the report is correct?

A Yes. The report contains data fields awaiting input from you, as some data is not able to be captured by Monash's system. Refer to the below section for further information.

HOW TO COMPLETE THE RESEARCH ACHIEVEMENT RECORD

TAB 1 - RESEARCH OUTPUTS PUBLISHED IN YEARS (RANGE)

The report lists all research outputs in the relevant promotion period, as recorded in Pure, and also includes information on Faculty-specific quality journal/book publishers, where relevant (refer to the *Definitions* section below).

Reports for the Faculty of Medicine, Nursing and Health Sciences also include "Journal Impact Factor (2 Year)", as their research performance standards measure cumulative impact factors.

Definitions for interpreting the report

This classification has not been validated by the University's Research Output Collection Service (ROCS) indicates where data has been loaded directly into Pure but not yet validated by ROCS. Validation process includes checking the classification of an output as 'research/not research' in accordance with government guidelines.

In reference to the quality journal/publisher indicator, outputs can be listed as 'Quality' due to the journal/publisher being on the Faculty-specific lists; however, the output may still be excluded from the formal performance metrics due to other criteria, such as research status, output type, or other rules specified by the Faculty. Refer to the [Faculty Research Performance Standards](#) for details.

ACTION You need to supplement the research outputs report with:

- Individual contribution: An estimate of your individual contribution (%) to each research output (where it is less than 100%);
- Lead author: indicate yes or no; and
- Number of citations (where available): indicating the citation provider (e.g. Scopus, Web of Science, Google Scholar) as recommended by the faculty/area (if relevant to your discipline).

TAB 2 – RESEARCH FUNDING APPLIED FOR, AWARDED, OR COMMENCED IN YEARS (RANGE)

The report lists all funding the candidate was associated with (applied for or awarded) during the promotion period, as recorded in Pure. Applications will only be shown once they have been submitted to the funder i.e. any that are currently in an internal assessment/approval stage (as at the date the report is generated) will not be displayed. Expressions of Interest (Grant Outline type in Pure) will be excluded. Any successful EOI applications will appear in the report as a separate funding application record (with its final outcome).

Definitions for interpreting the report

Research Funding Categories: indicates the formal research income categories for the application/award funding e.g. Category 1 - Australian competitive grants; Category 2 – Other public sector research income; Category 3 – Industry and other research income. This field will also highlight where the application/award has an internal University/Faculty funding component or is solely internal funding (identified as *Other – Not Research*).

Applied/Awarded amounts: these fields provide the overall total applied/awarded amounts for the funding application, as reflected in Pure, inclusive of all funders and funding categories/types.

ACTION You will need to supplement the research funding report with an estimate of your individual contribution (%) for each research application/award (where you are not the sole CI).

TAB 3 – RESEARCH SUPERVISION (HDR ONLY) FOR STUDENTS SUPERVISED OR COMPLETED IN YEARS (RANGE)

Definitions for interpreting the report

Completed Student: Indicates 'Y', where a student was supervised by the candidate at the time of completion, when the year of completion falls within the promotion period.

Supervision Load:

- Lists students supervised by the candidate, when the year(s) of supervision falls within the promotion period.
- "Supervision Load" is a calculation of the supervision percentage and the HDR student's load (EFTSL). E.g. If a part time student had a load of 0.5 and the promotion candidate's supervision percentage is 80%, the supervision load is 0.4.

Note: The report does not include supervisions of external HDR students, non-HDR students, such as Masters by Coursework or Honours, or HDR students prior to employment at Monash.

ACTION   No action required.

TAB 4 – RECENT ADDITIONS AND ERRATA

This blank sheet can be used by candidates to:
- Add research outputs, research funding applications/awards and supervised students that do not appear in Tabs 1, 2 or 3;
- Include data that is not held by the University, that is relevant to the candidate's case for promotion, during the promotion period; and
- Correct entries related to information provided on other pages of the report.

ACTION   The following will not be included in BI reports, and will therefore require your manual addition, if they fall within the promotion period:

- External research funding applications and/or awards prior to employment at Monash;
- Research outputs not recorded in the Monash system (Pure);
- Supervision of external HDR students, non-HDR students, or HDR students prior to employment at Monash; and
- Consultancy income.

RESEARCH PERFORMANCE REPORT

The Research Performance Report shows details of performance relative to the Faculty specific research performance standards over a set period of time.

Important Notes:

Whilst the entire period of the case for promotion will be considered, this particular report provides an indication of performance over the most recent three years*. Information contained in the report is not a full representation of the individual's academic performance and achievements. In assessing promotion applications, the committee will consider all evidence in the case for promotion taking a holistic approach in determining whether a candidate has met the criteria for promotion. Each application is viewed holistically and the decision will be informed by, but not determined by, the relevant academic performance standards.

What will appear on reports will vary across faculties, in accordance with parameters of the Faculty academic performance standards.

*Faculty of Medicine, Nursing and Health Sciences evaluate 3-5 years of performance, based on time at current level. Faculty of Arts have a 5-year reporting period.

Definitions for interpreting the report

Each Faculty's research performance standards are implemented within the Research Performance Report, which may include variations based on Academic Level or School/Discipline. Refer to your Faculty's performance standards document for the most complete information regarding the included performance metrics and their definitions.

Noting the above statement, the following provides broad guidelines to the commonly included metrics:

Research Income: Category 1-4 income received, by year of receipt. Only research income that has been received by Monash University is recorded.

Research Outputs: An assessment of the quality of your research outputs, based on the methodology and quality definitions in place in your Faculty's research performance standards

Supervision Count: where applicable, is the number of students supervised in any one year. Note that this is calculated per year, so when totalling this measure across multiple years the same student will be counted multiple times if the supervision spanned multiple years. The Faculty performance standards may have rules defining the included course types (PhD, Masters by Research) the supervision role (Main, Associate), and whether any non-HDR supervisions are included.

HDR Supervision Load: where applicable, includes students who were being supervised by the staff member, where year of supervision falls between the reporting year range. It is a calculation of the supervision percentage and the HDR student's load (EFTSL). For example, if a part time student had a load of 0.5 and the promotion candidate's supervision percentage is 80%, the supervision load is 0.4 (ie. 0.5 x 0.8 = 0.4).

HDR Completions: where applicable, a completion is credited to a staff member if they were supervising the student at time of completion. The report does not include completions of non-HDR students including Masters by Coursework or Honours.

Further definitions are included on the back pages of your report.

ACTION | You will need to review the report, contact the Faculty Research Office contact for any advice interpreting your report, and submit your report with your promotion application.

FAQS ON RESEARCH PERFORMANCE REPORTS

Q   What is the Research Performance Report?

A   The Research Performance Report shows details of performance relative to the Faculty specific research performance standards over a set period of time.

Q   Where is the data sourced?

A   The report is generated 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 research funding applications//awards).

Q What period applies to the report?

A The report is not specific to academic promotion or the 'relevant promotion period'.

This report shows performance relative to the current faculty-specific research performance standards over a set period of time*. Research performance standards only evaluate completed years. The reporting period is 2018-2020 (data for 2021 will not be complete in University systems).

Data for 2021 are not included in your metrics but may be present in your report for context.

*Note: Faculty of Medicine, Nursing and Health Sciences will receive a 3-5 year report, based on time at current level, in accordance with their research performance standards.

Faculty of Arts will be provided with a 5-year (2016-2020) report, in accordance with their research performance standards.

Q How do I interpret the colours in the report?

A Your metrics are presented against the faculty / discipline specific targets and performance is expressed broadly as:

- at or above aspirational standard (green);
- between minimum and aspirational standard (yellow); and
- below minimum standard (red).

Targets are pro-rated against cumulative FTE to adjust for part-time status.

Q What system constraints are there?

A Due to system constraints, the following factors are not currently reported:

- Extended leave
- Teaching and Service related activities
- Other work-related activities
- Research income that is not transferred to Monash University
- Research outputs published prior to Monash University employment (external publications).

Q I was on extended leave within my reference period. How will this be taken into account in my report and application?

A All applications for promotion are assessed relative to opportunity. Provide context to your report within your application, using the 'relevant circumstances' (achievement relative to opportunity) section of your case for promotion to outline extended leave. Refer to 'preparing relevant circumstances' for further information.

The committee will also be aware that this particular report provides an *indication* of performance over the most recent period (as defined above). Information contained in the report is not a full representation of an individual's academic performance and achievements. In assessing promotion applications, the committee will consider all evidence in the case for promotion taking a holistic approach in determining whether a candidate has met the criteria for promotion. Each application is viewed holistically and the decision will be informed by, but not determined by, the relevant academic performance standards.

Q What if data is missing or incorrect?

A For further queries regarding correcting data or assistance with interpretation of your reports, please contact the relevant faculty research office (refer to back page).

Q Why didn't I receive one?

A Reports are not applicable for candidates applying for Level B promotion, or education focused staff.

Q Who can help me with interpreting my report?

A Assistance with interpretation of your reports can be provided by the relevant faculty research office (refer to back page).

FACULTY RESEARCH OFFICE CONTACT

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ROCS TEAM	For enquiries in relation to whether your data is classified as research/not research, please refer to ROCS team. Please advise the team that you intend to use the data for academic promotion purposes in order to help them prioritise your request accordingly: Adm-pubcoord@monash.edu	