

ACADEMIC PROMOTION PROCEDURE

SCOPE

This procedure applies to all Monash University staff.

For the purpose of this procedure, references to 'the University' includes Monash University Australia, Monash University Malaysia, Monash University Indonesia and Monash Suzhou, unless indicated otherwise.

PROCEDURE STATEMENT

Academic promotion at Monash is determined through a rigorous merit-based assessment of performance, conduct and impact. Monash evaluates applicants' achievements relative to their opportunities and invites applicants to explain how personal or professional circumstances may have influenced their performance.

References to the Executive Leader are determined by a faculty, location or Centre/Institute reporting line as either the Faculty Dean, Sub-Faculty Dean, Pro Vice-Chancellor, Deputy Vice-Chancellor or Director of Centre/Institute as relevant to the applicant. Likewise, references to the Dean include Deans, Sub-Faculty Deans, and Directors of Centres/Institutes (i.e., MUARC and MSDI) unless otherwise specified.

Positions equivalent to Professor and Senior Principal Research Fellow are jointly referred to as 'Professor' throughout this procedure.

1. Promotion Levels, Eligibility and Criteria

Academic Levels of Promotion

- 1.1 Staff employed at the University in Australia, Malaysia and Suzhou will follow the application requirements for the equivalent B to E level detailed below in Table 1.

Table 1

Academic Levels – Australia, Malaysia and Suzhou		
Level	Australia and Malaysia	Suzhou
B	<ul style="list-style-type: none"> Lecturer (<i>incl Education Focused, Practice and CDPAE for current CDPAE level A applicants only</i>) Research Fellow (Level B) 	<ul style="list-style-type: none"> Lecturer (<i>incl Education Focused and Practice</i>) Research Fellow
C	<ul style="list-style-type: none"> Senior Lecturer (<i>incl Education Focused, Practice and CDPAE for current CDPAE level B applicants only</i>) Senior Research Fellow 	<ul style="list-style-type: none"> Senior Lecturer (<i>incl Education Focused and Practice</i>) Senior Research Fellow
D	<ul style="list-style-type: none"> Associate Professor (<i>incl Education Focused, Practice and Research</i>) 	<ul style="list-style-type: none"> Associate Professor (<i>incl Education Focused and Practice</i>) Principal Research Fellow
E	<ul style="list-style-type: none"> Professor (<i>incl Education Focused, Practice and Research</i>) 	<ul style="list-style-type: none"> Professor (<i>incl Education Focused, Practice and Research</i>) Senior Principal Research Fellow

- 1.1.1 In Australia, Malaysia and Suzhou, Assistant Lecturers, Teaching Fellows, Research Assistants, Research Fellows (level A), and Research Associates must apply as per the equivalent level B process.

1.2 Staff employed at the University in **Indonesia** must apply for promotion to the next level in accordance with the following:

- Associate Professor or Senior Research Fellow: follow the equivalent process for Level D
- Professor: follow the equivalent process for Professor (Level E)

Eligibility for promotion

1.3 Academic staff can apply for promotion to their next academic level in the following circumstances:

- staff who hold a Teaching and Research, Education Focused or Practice position, irrespective of budgetary considerations;
- staff who hold a Research-only position 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 that the terms and conditions of the grant contract permit promotions and that the grant funding allows for higher-level salary funding;
- Continuing defined periods academics (CDPAEs) are eligible to apply for promotion to the next academic level in a:
 - CDPAE position (up to Level C); or
 - teaching and research position; or
 - an education-focused position.
- Scholarly Teaching Fellows and Level A Teaching Fellows (excluding PhD teaching fellows) are eligible to apply for promotion to Education-focused (level B) positions; and

1.3.1 Senior Teaching Fellows are only eligible to apply for promotion to Education-focused (level C) positions. If a staff member is promoted during their term as one of the above Teaching Fellow positions:

- the staff member's Teaching Fellow appointment will be discontinued; and
- the staff member will continue the remaining duration of their fixed-term appointment at the new promoted level and
- upon promotion, clause 20 of the 2019 Enterprise Agreement and clause 21 of the 2024 Enterprise Agreement will cease to apply to the staff member. Additionally, the staff member will not be eligible to apply for conversion to a continuing appointment due to no longer holding a position of a Teaching Fellow.

1.4 Staff must have an approved performance development plan (PDP) from their supervisor(s) as per the Performance Development Process: Academic Staff Procedure. This includes the PDP form for Monash University Malaysia staff. Practice academic staff members must include a copy of their Key Performance Indicators (KPIs) in their application.

1.5 For a promotion committee to be able to assess an applicant's case for sustained performance, the applicant must have served at least 3 years at their current level since the date their last promotion or appointment was effective. The three-year period is assessed as at the promotion application submission date. Exceptions may apply and must obtain the Executive Leader's endorsement and the Provost's approval. Eligible staff are hereinafter referred to as Applicants.

Faculty Alignment

1.6 Monash Suzhou and Monash University Australia non-faculty applications to Level C and D will be considered by the faculty committee that is most relevant to the applicant's discipline/area.

1.7 Non-faculty promotion applications must align with a faculty's research performance standards in accordance with the following:

- Level B applications - applicants should consult with their Director of Centre/Institute about the most relevant faculty to align their research with.
- Levels C, D and Professorial - applicants should consult with their Director of Centre/Institute about the most relevant faculty to assess the application. Applicants must contact their [promotion coordinator](#), who will facilitate the application assessment with the relevant faculty Dean. This will inform which faculty information session to attend (where relevant).

Ineligibility

1.8 Staff are not eligible for promotion where:

- a minimum of 3 years has not elapsed since their last promotion/appointment to the current;
- resignation or termination of employment occurs before the effective date of the proposed promotion, and the cessation of employment date (last day of employment with the University for any reason) is either before or after the effective date of the proposed promotion. Fixed-term contracts are exempt from this condition if the end date is after the effective date of the proposed promotion, or there is an undertaking from the University for re-engagement;
- staff have submitted their notice of retirement or they have entered into a pre-retirement contract (exception may be granted by the Provost in exceptional circumstances) or where, in Malaysia, the staff member has reached the retirement age of 60;
- the staff member is under a formal performance management/improvement plan;
- the staff member has breached the [research code](#); or
- the staff member has breached the [Staff Code of Conduct](#).

1.8.1 In such circumstances, the University will not progress the application.

- 1.9 Where a staff member is under formal investigation (as determined by the University), the University, at its sole discretion, may place the application for promotion 'on hold', pending an outcome of the formal investigation.
- 1.9.1 If there are adverse findings from the formal investigation constituting misconduct or serious misconduct, the staff member will be ineligible for promotion.
- 1.9.2 Where the University places the application on hold and there are subsequently no adverse findings from the formal investigation, the University may, at its discretion, agree to consider the application. If the application is successful, promotion will be effective from 1 July of the year following the application submission.

Criteria for promotion

- 1.10 The approver/committee must be satisfied that the applicant:
- has been a sustained high performer at the current level of appointment in accordance with the [academic performance framework](#);
 - has the capacity to perform satisfactorily at the level to which promotion is sought in accordance with the [academic performance framework](#);
 - meets the qualifications of the level to which they are applying; and
 - has demonstrated a sustained positive contribution to, and fit within, the academic unit (this includes consideration of appropriate workplace behaviours and/or disciplinary matters).
- 1.11 Applications are evaluated holistically, with decisions informed by, but not solely based on, the relevant academic performance standards and employment conditions.
- 1.12 The University reserves the right to make inquiries to verify information provided in the application.

2. Application Information, Evidence and Reports (Levels B, C, D & Professorial)

Application support material

- 2.1 Documents to guide the completion of a promotion application include:
- Academic Promotion Procedure
 - Academic Promotion Application Instructions
 - Academic Promotion Application Form (Levels B-E)
 - Academic Performance Framework
- 2.2 The University may not progress Applications that have been submitted and are incomplete or on an incorrect form (relevant year application form). Examples of incomplete applications include (but are not limited to) the following not being attached to an application:
- Nominated outputs; or
 - Entire career publication list; or
 - Research Performance Report (Levels C-E only and not applicable for education-focused or international campus-based staff); or
 - Research Achievement Record; or
 - Student Evaluation Record (not applicable for research-only or practice applicants who do not have an education case to assess); or
 - Summative peer review of teaching 'Summary Report' (not applicable for a) research-only, or b) practice applicants who do not have an education case to assess or c) staff with an approved exemption).
- 2.2.1 In addition to this procedure, Applicants must complete and submit their application in accordance with the [Academic Promotion Application Instructions](#). Failure to follow the Application Instructions may result in the removal of a promotion application.
- 2.3 The Approver and the Committee Chair (or nominee) may request further information from the applicant, consult with relevant Faculty staff or other staff members within the University (as deemed appropriate/relevant) regarding an applicant's case for promotion or to verify the information provided in the application.

Evidence reports required

2.4 Applicants must include the following reports in their application:

- **Research Achievement Record** (achievements in research for the period since their last promotion/appointment to current level)
- **Research Performance Report** (performance report relative to faculty-specific research standards).
Note: not required from applicants who are applying to Level B, who are education-focused or practice applicants or who are based at international campuses;
- Peer Review of Teaching 'Summary Report' (completed in the year of application)
Note: not required from where there is no education case or an approved exemption.
Further Note: If there is an exemption from Peer Review for the year of application, the linked [Peer Review Exemption form](#) must be completed and attached to an application.
- **Student Evaluation Record and Learning & Teaching Overview form** (all SETU data must be included in the application for the period since the last promotion/appointment to the current level; applicants are not permitted to choose which units to provide).
Note: not required from applicants where there is no education case.

Assessor reports (levels C, D & Professorial)

2.5 Applications to Levels C, D, and Professorial require two independent assessors. Minimum international assessor requirements are:

- Level C: at least one international assessor
- Levels D and E: at least two international assessors

2.5.1 These international requirements may be waived if the most eminent scholars in the discipline are based at the applicant's primary location.

2.6 Applicants may nominate one assessor to be excluded. The head of unit will record this exclusion and recommend impartial, independent assessors to the Executive Leader, who will forward the final list to the [promotion coordinator](#).

2.7 Assessors must:

- Be at or above the academic level sought
- Be external to Monash University (including adjuncts)
- Be eminent in the discipline
- For Practice Academics, assessors must be at least the industry equivalent of the level sought.

2.8 Assessors will provide a confidential and objective evaluation including:

- A candid assessment of the applicant's scholarly contributions, focusing on originality, significance that would satisfy their requirements for "superior achievement";
- Comments on the applicant's standing in the discipline compared to peers at a similar career stage;
- Feedback on teaching and/or other professional activities they are familiar with

2.9 Assessors should not have conflicts of interest or relationships that compromise objectivity including:

- A close professional or personal association to the applicant;
- Collaboration or co-publication with the applicant in the past five years;
- PhD/thesis supervision relationships (past or present); and/or
- any material personal interest affecting independence.

2.9.1 If a close association exists, the report will still be considered, but the committee will assess its objectivity.

2.10 The head of unit (or delegate) will contact assessors (not the applicant) to confirm independence, willingness, and availability. The Executive Leader will contact assessors at Monash University Indonesia and Monash Suzhou. Details of the assessors are to be provided to the [promotion coordinator](#) on the [Confirmed Assessor Advice form](#).

2.11 The [promotion coordinator](#) will send assessors the application excluding Parts C and D and the Research Performance Report.

2.12 Assessors' names and reports are confidential and not shared with applicants.

2.13 If an assessor report is not received by the committee meeting date, applicants will not be disadvantaged.

Associate Dean reports (Levels C, D & Professorial)

- 2.14 The Associate Dean also includes Deputy Deans, as relevant and provide reports to the committee for each applicant in accordance with the below. The relevant Associate Dean (Education) and (Research) or nominee are members on Australian Faculty Promotion Committees for levels C and D and will normally provide a verbal report, but may provide a written report. The report (verbal or written) will include:
- an overview and assessment of the applicant's achievements in the relevant areas of academic activity; and
 - an assessment of the applicant's achievements against promotion criteria.
- 2.14.1 Research-only staff will only require an Associate Dean (Education) report where a case for education is included in the application.
- 2.14.2 For Education-Focused applicants, the Associate Dean (Education) may prepare the Associate Dean (Research) report if the research is predominantly education research related to teaching and learning (pedagogical), rather than discipline-based. The Associate Dean (Research) may prepare the research report if research is discipline-based.
- 2.14.3 For Practice Academics, the appropriate Associate Dean (Education) or (Research) should prepare a report (where relevant).
- 2.14.4 For Centres and Institutes, reports are prepared by the relevant Associate Dean (Education) or (Research) within the Faculty the applicant aligns to.
- 2.15 Associate Deans (Education/Research) are not automatically members of Malaysia or Indonesia Promotion Committees or the University Professorial Promotion Committee. In all instances, Associate Deans (Education/Research) are required to submit a written report that addresses the items in accordance with clause 2.14 above.
- 2.16 Reports are confidential to the process and are not provided to applicants.

Vice-President Research/Education reports (Professorial)

- 2.17 The Vice-President Research and/or the Vice-President Education (as relevant) will complete a report providing context relative to the location of professorial applicants at our international locations. The written report should include:
- an overview and assessment of the applicant's achievements in the relevant areas of academic activity; and
 - an assessment of the applicant's achievements against promotion criteria.
- 2.18 Reports are confidential to the process and are not provided to staff.

Dean reports (Professorial)

- 2.19 The Dean must prepare a report for each Professorial applicant that includes (but is not limited to):
- an overview and assessment of the applicant's achievements in the relevant areas of academic activity;
 - an assessment of the applicant's achievements against promotion criteria; and
 - whether they endorse, do not endorse promotion or consider the application to be marginal.
- 2.19.1 Deans should not reference previous unsuccessful applications and must not make comparisons to other staff in their report.
- 2.20 For non-faculty applications, the relevant Pro Vice-Chancellor or Director of Centre/Institute will prepare this report and the relevant Dean will provide a co-signatory of this report and provide comments (where appropriate).
- 2.21 A final copy of the report will be provided to the applicant. The Dean may meet with the applicant to provide verbal feedback on the report.
- 2.22 Where the applicant believes there are factual errors within the report, they may prepare a written response to the report utilising the [new information template form](#). This response is for information only, and there is no requirement for the Dean or the Committee to respond. If the applicant has not been provided sufficient time to respond by the 'new information' due date, one additional new information form may be submitted for this purpose. Staff must coordinate with and seek approval from their [promotion coordinator](#).

3. Level B Applications

Submission

- 3.1 Applications for promotion to level B are accepted anytime during the year. Applications for promotion to level B must be completed, signed and submitted via:
- the online form for [Monash University Australia](#) and [Monash University Malaysia](#); or
 - email to suzhou@monash.edu for Monash Suzhou.

Delegation and assessment

- 3.2 The delegation of decision-making on promotion outcomes for Level B applications is determined by the applicant's faculty, location or Centre/Institute reporting line as follows (the Approver):
- Monash University Australia (faculty): the applicant's Dean (or nominee);
 - Monash University Australia (non-faculty): the applicant's Director of Centre/Institute and the Provost or relevant Deputy Vice-Chancellor (or nominee);
 - Monash University Malaysia: Pro Vice-Chancellor (Malaysia) (or nominee); or
 - Monash Suzhou: Pro Vice-Chancellor (Suzhou) (or nominee).
- 3.3 In assessing applications, the Approver:
- may consult with the relevant Deputy/Associate Deans (Education) and (Research) regarding an applicant's case for promotion;
 - will determine whether the applicant meets the criteria for promotion;
 - may request further information from applicants; and
 - are responsible for ensuring their own [Mandatory Compliance Training modules](#) are up-to-date to facilitate equitable decision making.

Application outcomes

- 3.4 Normally, applicants will be advised of the outcome within 21 days of the Approver receiving the application unless the approver seeks further time, which the [promotion coordinator](#) will facilitate.
- 3.5 Successful promotions to Level B (lowest step) usually take effect from the date the promotion application is approved by the Approver.

4. Level C, D & Professorial Applications

Submission

- 4.1 Applicants must complete a [Case for Academic Promotion form](#) following the [Academic Promotion Application Instructions](#). The form provides applicants with the opportunity to evidence and demonstrate how they meet the promotion criteria consistent with their academic role focusing on outcomes and impact.
- 4.2 Applications are accepted annually and are assessed by the Faculty or University promotion committees. It is the applicant's responsibility to ensure their application is complete in accordance with section 2 of this procedure, the Application Instructions, signed and lodged [online](#) by the closing date and time of the promotion round.
- 4.3 Successful promotions take effect on 1 July in the year following submission.

Delegated authority (the Chair)

- 4.4 The delegation of decision-making on promotion outcomes for Level C, D and Professorial applications is detailed in Table 2 below.

Table 2

Academic Promotion – Delegated Authority	
Level C & D	The Chair determines the final outcome after receiving the committee's recommendation and reviewing it with the Provost (or delegate).
Professorial	The sole decision-making authority for the outcome of a professorial application rests with the Chair on the advice of the University Professorial Promotion Committee.

New information

- 4.5 Applicants have one opportunity to present information (limited to a maximum of 2 pages) after lodging the application. This new information must be submitted no later than five weeks prior to the first committee meeting date of the level to which they are applying. The [new information template form](#) must be used for this purpose.
- 4.6 The purpose of new information is to:
- to provide information that was not available at the time of application (e.g., new SETU data or grant outcome);
 - correct or update information in the original application; and
 - provide new information about a fact.
- 4.7 Staff attending an interview will also have the opportunity to verbally update the committee on the day. The committee will not accept hard or soft copy new information at the interview (including audio visual technology or presentations).

Applicant interviews

- 4.8 Interviews of applicants by promotion committees will occur in accordance with this procedure and are outlined in Table 3 below. It is an applicant's responsibility to ensure their availability for the relevant committee meeting. Individual requests for specific dates/times will not ordinarily be considered. Attendance is strongly encouraged. However, it is not compulsory.

Table 3

Applicant Interview Requirements	
Level Sought	Interview Requirement
Senior Lecturer/Senior Research Fellow (level C)	Interviews at the Chair's request
Associate Professor / Principal Research Fellow (level D) and for Indonesia, Associate Professor /Senior Research Fellow	Interviewed by the Committee
Professor/Senior Principal Research Fellow (level E)	Interviewed by the Committee

Application outcomes

- 4.9 The Chair will endeavour to inform applicants in writing of the outcome within 21 working days of the final committee meeting date of the level being applied for. This timeframe may be extended in exceptional circumstances should the Chair require more time to review the application/s and advise the outcome.

4.10 **Successful** outcomes:

- Successful promotions to levels C-E (lowest step) take effect on 1 July in the year following application submission.
- Staff on probation at the time of a successful promotion will have their probation confirmed on the effective date of promotion.
- Performance supervisors, heads of unit and Executive Leaders will receive notification of the outcome from Human Resources.

4.10.1 Where a CDPAE is successful in promotion. The FTE will be to a minimum 0.5 FTE or their current FTE, whichever is greater, unless a lesser fraction is requested and agreed upon.

4.11 **Unsuccessful** outcomes

- If the promotion application is not successful, the applicant will receive written overarching feedback outlining the areas for strengthening before a future application is lodged. Applicants are encouraged to meet with the Chair (or nominee) to discuss the feedback. The applicant is also encouraged to take their performance supervisor or head of unit to this meeting. The applicant should use this feedback to inform their performance development plan. Applicants are unlikely to be successful in subsequent promotion applications unless they have addressed recommendations in the feedback. Also, even if an applicant addresses the previous recommendations, it does not automatically mean they will be promoted.
- Only the Chair (or nominee) can provide feedback to the applicant. All other Committee members must not discuss the meeting with the applicant or anyone else. Where relevant, the Chair may provide the name of an appropriate staff member nominated by the Chair to provide the applicant with additional support, mentoring and guidance on the development of a future application.
- Applicants who are unsuccessful in applying to levels C, D or E in any given year, are not eligible to apply for promotion in the succeeding round. There must be a minimum of one year from 1 July (when the promotion would have been effective should they have been successful) before the applicant can reapply for promotion. Exceptions may apply and must obtain the Executive Leader's endorsement and the Provost's approval.

5. Level C, D & Professorial Committees

- 5.1 The Academic Promotion Committees are formed in accordance with this procedure to assess and determine outcomes for academic promotion applications. The committee assesses applications holistically based on the merit and equity of each application in order to make their recommendation/decision to promote or not promote applicants.

Committee eligibility

- 5.2 All committee members must be at the same academic level or higher than the level being applied for, with the exception of Associate Deans (Education) and (Research), and must be an academic staff member of 0.4 fraction and above (excluding members who are external to the University or additional committee members as per clause 5.4 below).
- 5.3 The Chair may appoint an external member to the Associate Professor/Principal Research Fellow/Associate Professor (Research) (level D) committee for the purposes of improving or ensuring sufficient disciplinary or academic focus. The external member may be external to the faculty or the University.
- 5.4 Appointed members are appointed by the Dean and may be re-appointed.

- 5.5 Where Centre/Institute applicants are not represented on the committee, the relevant Executive Leader will, in discussion with the [promotion coordinator](#), nominate a full voting representative for deliberations relating to the Centre/Institute applications.
- 5.6 Where a report (not by the Associate Deans (Education) and (Research)) has been submitted to a committee regarding an applicant, the report writer is not eligible to be a member of that Committee for that applicant, other than where an exemption is granted by the Provost (or nominee).
- 5.7 Monash University Malaysia staff are eligible for faculty committee membership.
- 5.8 The Associate Dean (Education) and (Research) are not members of the Monash University Malaysia promotion committees.

Elected members

- 5.9 Elected members (including nominees) for Australian and Malaysian faculty committees must:
- be currently employed or engaged at Monash University at the time of nominations/elections and when the committee is held; and
 - hold a .4 or above FTE; and
 - be at the academic level to which the Committee is reviewing; and
 - be a continuing or fixed-term academic appointment or hold a joint appointment with Monash University; and
 - belong to the faculty where the promotion process is taking place; and
 - not be on extended leave during the promotion cycle (e.g., OSP, sabbatical, parental leave); and
 - have a minimum of 3 years of academic experience at the required level at Monash or a comparable institution.
- 5.9.1 Exceptions may apply to eligibility for elected members with endorsement from the Executive Leader.
- 5.10 The Executive Leader may include a staff member in the nominees list at their discretion. Additionally, where there are insufficient nominations to fill an elected position, the Executive Leader may directly appoint a member who will be regarded as an elected member for quorum purposes.
- 5.11 Elected members normally serve a term of 2-3 years to maintain continuity.

Diverse committee representation

- 5.12 Committee members must apply the principles of equal opportunity to their decision-making. For further information refer to the [Equal Opportunity and Unconscious Bias Awareness for Academic Promotion Guide](#) and our [Equitable Decision-Making website](#).
- 5.13 Training for all Committee members (excluding members external to the University) includes:
- [Equal Opportunity](#) - mandatory online training module;
 - [Achievement Relative to Opportunity](#) – mandatory online training module; and
 - [Inclusive Leadership](#) training is expected for Chairs and strongly encouraged for all other members.
- 5.14 The University aspires to have diverse Committees. The University will strive for a membership that has a broad representation of staff including different genders and culturally and linguistic diversity. The University also recognises that:
- the composition of some committees is determined by ex-officio and elected members;
 - a person may have a non-binary gender identity;
 - people have intersectional identities made up of a variety of socio-demographic characteristics beyond gender; and
 - in areas where the workforce profile is predominantly of a particular gender, a requirement to ensure committees meet the above requirements could place a disproportionate burden on a minority group.
- 5.15 The Chair will ensure the committee includes broad representation across disciplines and academic activity. The Chair may appoint additional full voting committee members to ensure sufficient expertise. This may include a nominee of the Deputy Vice-Chancellor (Education) for Education-Focused applicants, Practice Academics, a nominee of the Chair for non-faculty applications or research-intensive faculties.

Conflicts of Interest

- 5.16 Monash HR will coordinate the management of committee membership conflicts of interest. Where there is an actual, perceived or potential conflict between a Chair and an applicant, the Provost (or their nominee) will determine the management action of that conflict of interest.
- 5.17 The Chair is responsible for ensuring that declarations of interest cannot influence or be perceived to influence the outcome of an application. Prior to committee meetings, the promotion coordinator will liaise with committee members (including the Chair) for declarations of interest relating to applicants. The promotion coordinator will liaise with the Chair in the management of any declarations.
- 5.18 During the proceedings of a committee, the Chair or nominee may again call for committee members to declare any interest not yet disclosed that may impact, or may be perceived to impact, their ability to perform their role in the promotion committee.

- 5.19 Where an interest is declared, the Chair/nominee or appropriate delegated authority may determine:
- the declaration of the interest is sufficient and no action is required; or
 - further management is appropriate.
- 5.20 Further management of a declaration of interest may include (but is not limited to):
- managing the relevant conflict of interest in accordance with a management plan;
 - replacing the staff member in the activity/decision by delegating the activity/decision to another person whilst the conflict exists; and/or
 - restrict the staff member's involvement or actions in the situation that is leading to the conflict of interest.
- 5.21 Any declaration of interest and management action should be recorded.
- 5.22 If a committee member is uncertain about the declaration of any interests, advice should be sought from the Chair or the promotion coordinator as soon as possible. Examples may include:
- a supervisory postgraduate studies relationship (past or present);
 - a direct supervisory working relationship with the applicant (past or present);
 - co-publishing or collaborating with the applicant;
 - co-teaching or joint coordination of a course;
 - a mentoring or personal relationship with the applicant; and/or
 - a material personal interest that may impact their ability to objectively perform in the role.

Inquorate or improperly constituted committees

- 5.23 Where a committee is inquorate or improperly constituted, in order not to disadvantage the applicant, the Provost (or nominee) may use discretion to continue with the Committee composition. Alternatively, a quorate or properly constituted committee will be constituted to consider the application.
- 5.24 In the case of the University Professorial Promotion Committee, an inquorate committee must not proceed. If the Provost becomes unexpectedly unavailable on the day of the University Professorial Promotion Committee and has not advised of a suitable nominee, the Vice-Provost (Academic Affairs) will Chair as the Provost's nominee.

Committee deliberations

- 5.25 Committee members are expected to:
- provide a fair and objective assessment;
 - ensure discussion is restricted to matters relevant to the application;
 - ensure they do not benchmark and compare against achievements of other staff members;
 - not act as an advocate; and
 - avoid comments of a personal nature.
- 5.26 During deliberations, other than the consideration of the promotion criteria, the committee will also take into consideration the following (but not limited to):
- The differences between academic disciplines, including the way teaching is delivered and research is undertaken and recognised such as:
 - responsibilities of teaching and research staff (including Education Focused) appointed at each academic level;
 - responsibilities of research-only or Practice Academics appointed at each level; and
 - the relevant academic performance framework.
 - The impacts on academic activity where an applicant is required to participate in numerous service/engagement activities as a result of being part of an under-represented group, e.g., women in STEMM disciplines and Aboriginal and Torres Strait Islander applicants.
- 5.27 All deliberations of the committee are confidential; the privacy of personal information in the promotion process and applications must be respected. 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). Further detail is available in the [Monash Employee Data and Privacy Collection Statement](#) and on the [Privacy at Monash](#) website.

Voting

- 5.28 The Chair should call for a show of hands when voting. Other than the Chair, each voting member must cast one vote; there can be no abstentions.
- 5.29 Any committee member with an unresolved conflict of interest should not be present during discussions and the vote.

Committee Structures

5.30 The promotion committees are structured in accordance with this procedure and Tables 4 to 7.

5.31 HR representative/s attend the committee and provide administrative/procedural support.

Table 4

Monash University Australia and Monash Suzhou Faculty Promotion Committees (levels C & D)	
Senior Lecturer/Senior Research Fellow (Level C)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Dean or nominee; • Associate Dean (Research) or nominee; • Associate Dean (Education) or nominee; • at least two elected members of the faculty; • at least two appointed members of the faculty; • at least one member external to the faculty nominated by the Dean; and • additional co-opted members as required, being the non-faculty application representative and/or Education-Focused expert. Co-opted member from Monash Suzhou for Monash Suzhou applications only nominated by the Dean 	<p>Four members comprising:</p> <ul style="list-style-type: none"> • the Chair or nominee; • the ADR or nominee and/or the ADE or nominee (at the Chair's discretion); • one elected member; and • one appointed member.
Associate Professor/Principal Research Fellow (Level D)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Dean or nominee; • Provost or nominee – external to the faculty; • President, Academic Board or nominee – <i>external to the faculty</i>; • Associate Dean (Research) or nominee; • Associate Dean (Education) or nominee; • at least two elected faculty members; • at least two appointed faculty members; and • additional co-opted members as required, being the non-faculty application representative and/or Education Focused expert. Co-opted member from Monash Suzhou for Monash Suzhou applications only nominated by the Dean 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • the Chair or nominee; • President Academic Board or nominee; • the Provost or nominee; • the ADR or nominee and/or the ADE or nominee (at the Chair's discretion); and • one elected or appointed member.

Table 5

Monash University Malaysia Promotion Committees (levels C & D)	
Senior Lecturer/Senior Research Fellow (Level C)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Pro Vice-Chancellor (Malaysia) or nominee; • Dean or nominee (must not be the ADR or ADE); • a member of Monash University Malaysia appointed by the Chair; • at least one Australia faculty member appointed by the Dean (must not be the ADR or ADE); • a member of the/a relevant discipline from Monash University Malaysia as nominated by the Dean; • at least one external member appointed by the Chair; and • additional co-opted members as required, being the non-faculty application representative and/or Education Focused expert 	<p>Four members comprising:</p> <ul style="list-style-type: none"> • the Chair or nominee; • Dean or nominee; • a member of Monash University Malaysia appointed by the Chair; and • a faculty member from Australia.

Associate Professor (Level D)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Pro Vice-Chancellor (Malaysia) or nominee; • Dean or nominee (must not be the ADR or ADE); • Provost's nominee; • President, Academic Board or nominee; • a member of Monash University Malaysia appointed by the Chair; • one Australia faculty member appointed by the Dean (must not be the ADR or ADE); • a member of the/a relevant discipline from Monash University Malaysia as nominated by the Dean; and • additional co-opted members as required, being the non-faculty application representative and/or Education Focused expert 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • the Chair or nominee; • Dean or nominee; • President, Academic Board or nominee; • the Provost's nominee; and • a member of Monash University Malaysia appointed by the Chair.

Table 6

Indonesia Promotion Committee	
Associate Professor/Senior Research Fellow	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Pro Vice-Chancellor (Indonesia) or nominee • Provost or nominee • Vice-Provost (Academic Affairs) or nominee • President of the Academic Board or nominee • Dean or nominee (must not be the ADR or ADE) • three members of the Faculty Representative Academic group nominated by the Dean (or nominee) • external member appointed by the Chair (optional) • additional co-opted members as required, being the relevant Deputy Dean Education/Research for Education Focused or research-only applicants (as relevant) 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • the Chair or nominee; • Provost or nominee; • President of the Academic Board or nominee; • the Vice-Provost (Academic Affairs) or nominee; and • Dean or nominee.

Table 7

University Professorial Promotion Committee	
Professor/Senior Principal Research Fellow	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Provost, or nominee • Deputy Vice-Chancellor (Education), or nominee • Deputy Vice-Chancellor (Research), or nominee • President, Academic Board, or nominee • Vice-Provost (Academic Affairs), or nominee • Pro Vice-Chancellor (Malaysia) or nominee as invited member • Pro Vice-Chancellor (Indonesia) or nominee as invited member • Pro Vice-Chancellor (Suzhou) or nominee as invited member • up to four professors of the University appointed by the Provost. 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • Provost or nominee; • Deputy Vice-Chancellor (Education) or nominee; • Deputy Vice-Chancellor (Research) or nominee; • President, Academic Board or nominee; and • Vice-Provost (Academic Affairs) or nominee.

6. Appealing an Unsuccessful Outcome

6.1 Staff may appeal an unsuccessful promotion decision by lodging an application for rehearing. The sole ground for appeal is a procedural irregularity resulting in a material disadvantage in the unsuccessful promotion decision. Appeals based solely on the merit of the decision (for example, dissatisfaction with the decision or comparisons to other staff) will not be considered grounds for appeal

6.2 To appeal an unsuccessful promotion decision, staff **must**:

- seek advice and further information on the reason(s) for the decision from the approver for level B or the Chair of the Promotion Committee (or nominee) for levels C-E; then
- submit an appeal application (and supporting information) within 20 working days after receipt of notification of the original decision to the Chief People Officer in Monash HR, Australia (hr-academic.promotion@monash.edu); and
- include in the appeal application:
 - details of the procedural irregularity (for any irregularity identified, the relevant clause number of the procedure must also be identified);
 - details of the consequent material disadvantage in the unsuccessful promotion decision;
 - evidence in support of the grounds of appeal (where available); and
 - a copy of the promotion decision letter.

6.3 Staff can request the Appeal Application Form from: hr-academic.promotion@monash.edu

Appeal review (level B)

6.4 The Provost (or nominee) ('reviewer') will review the initial promotion application. Where the Provost was the approver of the original application, the reviewer will be the Vice Chancellor (or nominee).

6.5 The reviewer will seek to make a decision on the appeal application and revert to the applicant within 20 working days from Monash HR receiving the appeal.

6.6 The decision of the reviewer is final, and there is no further appeal. If the appeal decision is to 'promote', the promotion will be effective from the date of the outcome letter to the applicant.

Appeal review (levels C, D & Professorial)

6.7 Appeals will follow the steps detailed in Table 8 and this procedure.

Table 8

Academic Promotion Appeal Process			
Step 1		Step 2	Step 3
Initial review by Appeals Panel	No prima facie case	Outcome provided to staff	N/A
	Yes, prima facie case exists	Promotion Rehearing Committee review	Outcome provided to staff

6.8 The appeal application will normally be reviewed by the appeals panel within 15 working days of lodgement. The appeals panel will determine if there is a prima facie case for a promotion rehearing.

6.9 The appeals panel comprises:

- the Vice-Chancellor (or nominee) as Chair;
- a representative from the University Professorial Promotion Committee, nominated by the Provost; and
- a representative at the level of Professor nominated by the President, Academic Board.

6.10 The majority of panel members must not have been members of the original promotion committee.

6.11 If it is determined that a prima facie case exists, the application will be submitted to the Rehearing Committee, together with:

- the panel's findings;
- the original promotion application; and
- the appeal application (including the supporting evidence).

6.12 The Promotion Rehearing Committee will endeavour to meet within 20 working days of the referral from the Appeals Panel to the Promotion Rehearing Committee.

6.13 Each voting member may cast one 'yes' or 'no' vote, and a majority vote is required at the rehearing committee, with the Chair having a casting vote (if required).

6.14 A representative of Monash HR will provide administrative and procedural support where relevant.

- 6.15 The outcome of the promotion rehearing committee will be notified to the applicant ordinarily within 10 working days of the decision by the Chair or Promotion Rehearing Committee.
- 6.16 The decision of the Chair is final and there is no further appeal.
- 6.17 If the appeal decision is to 'promote', the promotion will be effective retrospectively to the date the original promotion application would have become effective.
- 6.18 The Promotion Rehearing Committees are established in accordance with Tables 9 to 12 and this procedure.

Table 9

Monash University Australia and Monash Suzhou Promotion Rehearing Committee	
Senior Lecturer/Senior Research Fellow (Level C)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Vice-Chancellor or nominee; • Chair of the faculty level C promotion committee or nominee; • Associate Dean (Research) or nominee; • Associate Dean (Education) or nominee (for applications with an education component); • one senior faculty member appointed by the Chair at level D or E; and • a nominee of the President of the National Tertiary Education Union, Monash Branch at level C, D or E for appeals from staff employed in Australia. 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • Chair or nominee; • Chair of the faculty level C promotion committee or nominee; and • a nominee of the President of the National Tertiary Education Union, Monash Branch at level C, D or E for appeals from staff employed in Australia.
Associate Professor/Principal Research Fellow (Level D)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Vice-Chancellor or nominee; • President, Academic Board or nominee at level D or E; • Chair of the faculty level D promotion committee or nominee; • Provost nominee; • Associate Dean (Research) or nominee; • Associate Dean (Education) or nominee (for applications with an education component); • one senior faculty member appointed by the Chair at level D or E; • one member of the faculty from either the discipline or a cognate discipline appointed by the Chair; and • a nominee of the President of the National Tertiary Education Union, Monash Branch at level D or E for appeals from staff employed in Australia. 	<p>Six members comprising:</p> <ul style="list-style-type: none"> • Chair or nominee; • President, Academic Board or nominee at level D or E; and • Chair of the faculty level D promotion committee or nominee; • Provost nominee; • a nominee of the President of the National Tertiary Education Union, Monash Branch at level D or E for appeals from staff employed in Australia.
<p>Monash Suzhou and non-faculty applications for levels C-D will be considered by the Promotion Rehearing Committee in the faculty that assessed the application for promotion.</p>	

Table 10

Monash University Malaysia Promotion Rehearing Committee (levels C & D)	
Senior Lecturer/Senior Research Fellow (Level C)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Vice-Chancellor or nominee; • Chair of the level C campus promotion committee (or nominee); • Associate Dean (Research) or nominee; • Associate Dean (Education) or nominee (for applications with an education component); and • one senior faculty member appointed by the Chair at level D or E. 	<p>Three members comprising:</p> <ul style="list-style-type: none"> • Chair or nominee; and • the Chair of the level C campus promotion committee or nominee.

Associate Professor (Level D)	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Vice-Chancellor or nominee; • President, Academic Board or nominee at level D or E; • Chair of the campus promotion committee or nominee; • Provost nominee; • Associate Dean (Research) or nominee; • Associate Dean (Education) or nominee (for applications with an education component); • one senior faculty member appointed by the Chair at level D or E; and • one member of the faculty appointed by the Chair. 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • Chair or nominee; • the Chair of the level D campus promotion committee or nominee; • Provost nominee; and • President, Academic Board or nominee at level D or E.

Table 11

Indonesia Promotion Rehearing Committee	
Associate Professor/Senior Research Fellow	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Vice-Chancellor or nominee; • President, Academic Board or nominee at level D or E; • Chair of the level D campus promotion committee; • Dean from the relevant faculty or nominee; and • one member of the faculty from a cognate area appointed by the Chair. 	<p>Five members comprising:</p> <ul style="list-style-type: none"> • Chair or nominee; • the Chair of the level D campus promotion committee or nominee; and • President, Academic Board or nominee at level D or E.

Table 12

University Professorial Promotion Rehearing Committee	
Professor/Senior Principal Research Fellow	Quorum
<p>Members</p> <ul style="list-style-type: none"> • Chair: Vice-Chancellor or nominee • at least two-thirds of the original University Professorial Committee, ideally (but not mandatory) including the Chair that presided on the original panel or nominee; and • a nominee of the President of the National Tertiary Education Union, Monash Branch at Professorial (level E) for appeals from staff employed in Australia. 	<p>Six members comprising:</p> <ul style="list-style-type: none"> • Chair or nominee; • at least one of the following: <ul style="list-style-type: none"> - Deputy Vice-Chancellor (Research) or nominee; - Vice-Provost (Academic Affairs) or nominee; or - Deputy Vice-Chancellor (Education) or nominee; and • a nominee of the President of the National Tertiary Education Union, Monash Branch at Professorial (level E) for appeals from staff employed in Australia.

7. Breach of procedure

- 7.1 Monash treats any breach of policies, procedures and schedules seriously. Monash encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms.
- 7.2 A failure to comply with policies and procedures may result in action by Monash (or other relevant entity). Such action may include disciplinary and other action up to and including potential termination of employment for staff and cessation of other engagements for other persons. In some cases, conduct that is a breach of Monash policies may also be a breach of applicable laws and carry potential civil penalties or criminal sanctions.

DEFINITIONS

Assessor	An expert in the field able to offer a balanced and confidential independent assessment of the applicant's standing in the field and of the merits of the application. Assessors may or may not be known personally to the applicant and should be nominated by the Executive Leader (as relevant). Assessors are external to Monash University.
Head of Unit	For the purpose of promotion, the relevant Head of Unit is determined by a faculty, location or Centre/Institute reporting line as follows: <ul style="list-style-type: none"> • Monash University Malaysia: Head of School • Monash University Indonesia: Pro Vice-Chancellor nominee • Monash Suzhou: Pro Vice-Chancellor nominee • Monash University Australia: Head of School/Department, Theme Leader, Associate Dean Academic Staffing • Non-faculty: Centre of Director/Institute
Material personal interest	A material personal interest is an interest that is private or personal to the applicant, the applicant's immediate family or business partner/s that could affect the ability of the person to appropriately discharge their duties or obligations to the University, giving rise to a conflict of interest.
Scholarly Teaching Fellow (STF)	Staff appointed under the Monash University Enterprise Agreement (Academic and Professional Staff) 2014 as a Scholarly Teaching Fellow
Teaching Fellow	Staff appointed under the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 and 2024 as a Teaching Fellow at Level A or a Senior Teaching Fellow at Level B

GOVERNANCE

Parent policy	Probation, performance and promotion
Supporting procedures	<ul style="list-style-type: none"> • Academic Probation • Outside Study Program • Staff Professional Development Procedure
Supporting schedules	NA
Associated procedures	Performance Development (Academic Staff) procedure
Related legislation	NA
Category	Operational
Approval	Chief Operating Officer - 19 July 2023
Endorsement	Chief Human Resources Officer - 18 July 2023 Vice Provost (Academic Affairs) - 18 July 2023
Procedure owner	Provost - 17 July 2023
Date effective	21 July 2023
Review date	21 July 2026
Version	11.0 (Major amendment effective 1 July 2026)
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400 Access MUM HR (https://hrhelpdesk.monash.edu.my/)