

# ACADEMIC PROMOTION

2026 Academic Promotion Round

Date: 30 July 2025

Presenter: Carmen Nayagar, University Promotion Coordinator  
HR Specialist - Academic Performance

# SUMMARY OF CHANGES

- Number of Assessor required have been reduced to 2
  - Level C - min 1 international
  - Level D and E - both international
- Clarification in Nominated outputs - publishable outputs must be published.
- Hypertext links are not permitted
- Dean's interview for Professorial applicants is no longer required

# PROCEDURE NOMENCLATURE

Level	Australia and Malaysia	Suzhou
B	Lecturer (incl Education Focused and Practice) Research Fellow (Level B)	Lecturer (incl Education Focused and Practice) Research Fellow
C	Senior Lecturer (incl Education Focused and Practice) Senior Research Fellow	Senior Lecturer (incl Education Focused and Practice) Senior Research Fellow
D	Associate Professor (incl Education Focused, Practice and Research)	Associate Professor (incl Education Focused and Practice) Principal Research Fellow
E	Professor (incl Education Focused, Practice and Research)	Professor (incl Education Focused, Practice and Research) Senior Principal Research Fellow

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**.

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)

# ROUND TIMING

## 2026 ACADEMIC PROMOTION



# CRITERIA FOR PROMOTION

You must satisfy the promotion committee that you have, in accordance with the academic performance framework:

- been a **sustained** high performer at the current level of appointment; and
- the **capacity to perform satisfactory** at the level to which promotion is sought.

In addition, staff:

- are expected to **meet the qualifications** of the level to which they are applying; and
- must **demonstrate** that they will make an ongoing and positive contribution to, and fit within, the academic unit (this may include consideration of appropriate workplace behaviours and/or disciplinary matters).

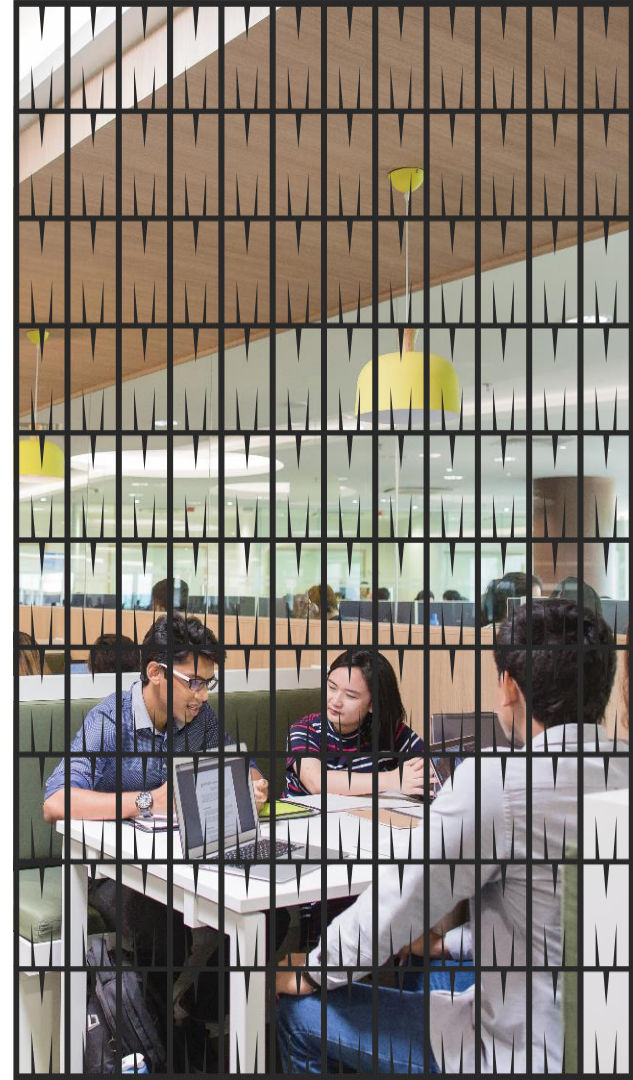


# PRIMARY DOCUMENTS

- ✓ You must have a current **approved** performance plan in place
- ✓ Pure must be up to date (**Australia**, **Malaysia** and **Indonesia** applicants)
- ✓ Arrange a **summative** peer review

Main documents:

1. [Academic Promotion Procedure](#)
2. [Academic Promotion Application Instructions and Information](#)
3. [Case for Promotion Form](#)



# SUMMARY OF ATTACHMENTS

You are required to complete the Case for Academic Promotion form **with the following attachments:**

- Nominated outputs;
- Entire career publication list;
- Research Performance Report\*;
- Research Achievement Record;
- Learning and Teaching Overview\*;
- Student Evaluation Record\*;
- Summative peer review of teaching summary report \*; and
- Optional supporting evidence (maximum of five pages).

*\* Where applicable*

# SUPPORTING REPORTS

## Research Reports

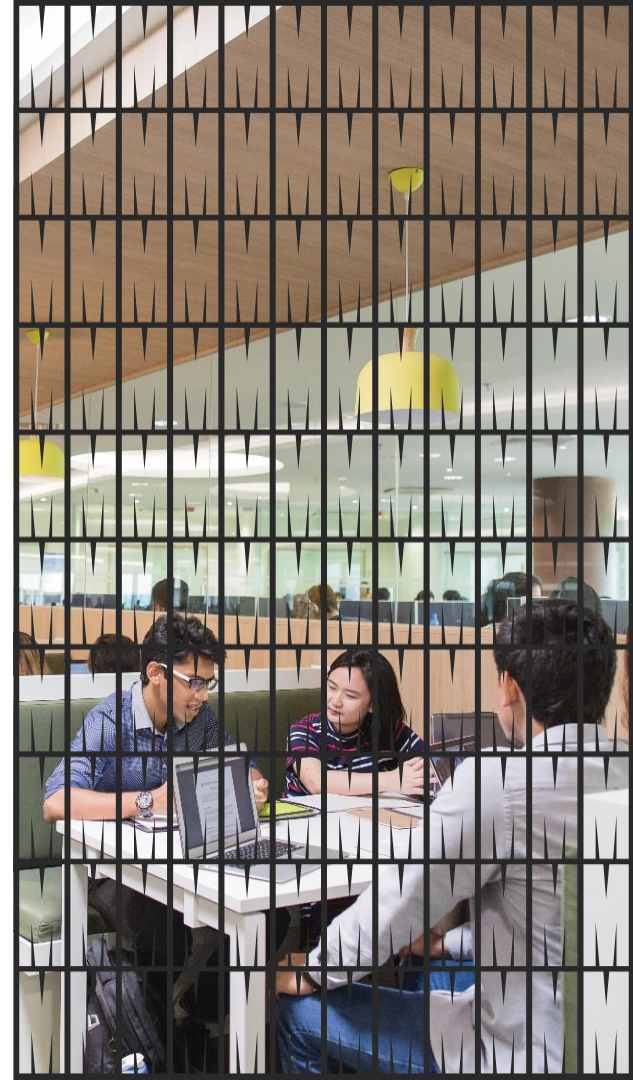
- A. Research Achievement Record (RAR)
- B. Research Performance Report (RPR) \*

## Education Reports

- A. Summative Peer Review of Teaching Report \*
- B. Student Evaluation Record (SETU) \*
- C. Learning & Teaching Overview \*

*\* Where applicable*

Refer to “Request Supporting Reports” on the Promotion website for Information about these reports.



# RESEARCH REPORT #1

## 1. Research Achievement Record (RAR)

**Required for all applicants.** It is a comprehensive record of your research data during the promotion period, including:

- Outputs - Research, Non-Research, Peer Reviewed Y/N
- Income - research, contracted
- HDR supervision

## How to request the report:

1. **Australia, Malaysia and Indonesia** - Check your Pure record for completeness before requesting the reports.
2. Refer to [Requesting System-Generated Reports](#) for more information.
3. An information sheet and contacts for queries will be provided with the report.
4. **Suzhou** - download and complete the [Suzhou: Research Achievement Record](#) form.

# RESEARCH REPORT #2

*This report is not applicable to international campus based staff, promotion to Level B and Education focused or practice academic with no research case.*

## 2. Research Performance Report (RPR)

Shows details of performance relative to the Faculty specific research performance standards over a set period of time. Your metrics are presented against the faculty / discipline specific targets and performance is expressed broadly as:

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



# EDUCATION REPORTS

## 1. Summative Peer Review of Teaching Summary Report

- Arrange for a peer review of your teaching in [the year you are applying for promotion](#)
- To request a Summative Peer Review of Teaching, visit [PeerView.monash](https://peerview.monash.edu)
- Download and attach the **summary** version of the report

## 2. Student Evaluation Record

- Contains SETU results in the relevant promotion period
- Request report [here](#).

## 3. Learning and Teaching Overview form

- Supplements data in the Student Evaluation Record by identifying the academic roles undertaken and responsibility for each unit code
- Download and complete the [form](#) on the Academic Promotion [website](#)

*These reports are not required if there is no Education case*

# ACHIEVEMENT RELATIVE TO OPPORTUNITIES

Positive acknowledgement of what has been achieved given the opportunities available

## Career Disruptions/Personal Circumstances

- Parental Leave
- Caregiving responsibilities
- Major illness/injury
- Disability
- Personal trauma
- Access to building – Fire, Flood
- Natural disasters / pandemics

## Professional Circumstances

- Part-time work
- Relocation (country, state, laboratory, clinical practice)
- Late or non-linear entry into academia
- Varied workload

PROVIDE  
INFORMATION ON  
THE **IMPACT** OF  
THE  
CIRCUMSTANCES,  
NOT THE  
PERSONAL  
DETAILS OF IT

# ACHIEVEMENT RELATIVE TO OPPORTUNITIES

Assessors and Committee Members will have access to information provided in this section. You may choose not to provide sensitive details about relevant personal circumstances on the form. However, where it is important to share sensitive details for relevant personal circumstances to be accurately understood, applicants should arrange to have a *private discussion* with the Chair (or nominee).

More information:

- [Achievement Relative to Opportunity website](#)
- [Preparing Relevant Circumstances for Promotion](#)

# CASE FOR PROMOTION

SECTION 6 OF THE APPLICATION FORM



Employment contract type	Promotion Case		
	Research	Education	Engagement
Teaching and Research	Yes	Yes	Yes
Education-focused	No, unless there is disciplinary research	Yes, expected to address pedagogical research	Yes
Research-only	Yes	No, unless you are involved in teaching	Yes
Practice	Address the relevant section of the case, based on KPI		



# Academic Promotion

## Preparing to submit your application

August

- Attend Information Sessions
- Watch [videos](#) for guidance
- Discuss intention to apply with:
  - Performance Supervisor
  - Head of Unit
  - Associate Dean Research/Education
  - Executive Leader (for Professorial only)
  - Grant Holder (for RO staff)
- Arrange Summative Peer Review of Teaching (*if applicable*)
- Update Pure (*if applicable*)

September

- Source supporting report(s)
- Research Achievement Record
  - Research Performance Report
  - Student Evaluation Record

September - October

- Complete case for promotion including all attachments.
- Obtain Performance Supervisor and Head of Unit sign off.
- An internal deadline—typically two weeks before the round closes—usually applies for submitting your case to your Head of Unit.

October - November

- Lodge your application by **Monday, 10 November 2025**
- Portal closes: 5 PM AEDT\*
- \* Malaysia and Suzhou: 2 PM  
Indonesia: 1 PM

# Academic Promotion Post Lodgement

November

Monash HR will:

- Check your application for compliance and completeness
- Seek relevant reports:
  - Assessor
  - ADE/ADR
  - Dean/Director (Professorial only)

From December onward

Submit **New Information 5** weeks prior to the first committee meeting date.

Download the New Information form and keep track of any updates. Monash HR will advise when it is due.

February - May 2026

Committee meetings are held.

Prepare for interviews:

- Level C - May be interviewed at the Chairs request.
- Level D & E - will be interviewed and should diarise the committee dates.

1 July 2026

Effective promotion date for successful applications.

# RESOURCES AND SUPPORT

1. Academic Promotion [website](#)
2. [Videos](#) to support application
3. Your Performance Supervisor
4. Your Head of Unit
5. Associate Deans (Research and Education)
6. Executive Leader - for Level E applicants
7. Monash Education Academy (MEA)
8. Relevant Faculty Research Office





# THANK YOU

Find out more at [monash.edu/academicpromotion](https://monash.edu/academicpromotion)

