ACADEMIC PROMOTION: LEVELS C - E PROCEDURE

SCOPE

The procedure applies to academic staff of the University applying for academic promotion to the next level to:

- Senior Lecturer or Senior Research Fellow (Level C);
- Associate Professor (Level D); and
- Professor (Level E).

Staff are herein collectively referred to as 'you' for the purpose of this procedure.

For the purpose of this procedure references to 'the University' includes staff/activity at Monash University Australia and Monash University Malaysia, unless indicated otherwise ('us', 'our' or 'we').

The procedure also applies to committee members responsible for evaluating applications.

This procedure does not apply to adjunct and honorary appointees and practice academics.

Applications for promotion include achievements since your last promotion/appointment to your current level. If you moved to Monash from the same level of appointment (or higher) you may include evidence of achievements from that level at the previous university or universities.

PURPOSE

Promotion at Monash is conducted via a thorough and fair assessment process based on merit. We are committed to equal opportunity principles and recognise that our staff contribute to our vision and goals in diverse ways.

Applications for promotion are accepted annually and are assessed by promotion committees. Successful promotions normally take effect from 1 July of the year following application.

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PROCEDURE STATEMENT

1.   Eligibility

1.1   Academic staff are eligible to apply for promotion.

1.2   Teaching and research and education-focused staff are eligible to apply irrespective of budgetary considerations.

1.3   Research-only staff are eligible to apply 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 (refer Case for Academic Promotion, Part C – Section 9.1 and Part D – Section 11).   The grant holder for research-only staff must confirm the terms and conditions of the grant contract allow for a promotion and the use of the grant to fund a higher-level salary. This could be:

- where you are the grant holder;
- where someone else is the grant holder; or
- alternative arrangements with the head of unit if funding is available from outside the relevant grant to fund a promotion.

1.4   You must have a current performance development plan approved by your performance supervisor in accordance with the Performance Development Process: Academic Staff procedure.

1.5   Staff are not eligible to apply for promotion where:

- resignation of employment is submitted by you before the effective date of the proposed promotion;
- a termination of employment date (last day of employment with the University) is either before or post the effective date of the proposed promotion. Fixed terms contracts are excluded from this where there is an end date post the effective date of the proposed promotion;
- you are under a formal performance management/improvement plan;
- you have breached the research code;
- you have breached our Ethical Conduct policy;
- you are under formal investigation.

In such circumstances, the application will be removed / withdrawn by the University.

2.   Criteria for promotion

2.1   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 satisfactorily at the level to which promotion is sought.

2.2   In addition, you must demonstrate that you will make an ongoing and positive contribution to, and fit within, the academic unit.

2.3   Relevant evidence of your performance and achievements outlined in your application will be considered. The academic performance framework will enable you to present a comprehensive view of your performance beyond the metrics. Each application is viewed holistically and the decision will be informed by, but not determined by, the relevant academic performance standards.

PREPARATORY ACTIVITIES

3. Non-Faculty applications

3.1   If you are employed in a non-faculty area, you should consult with your head of unit about the most relevant faculty to assess your application. This will also inform your choice of which information session to attend. You should contact the relevant promotion coordinator to arrange agreement from the relevant faculty Dean.

4. Information sessions

4.1   You should attend an information session in the year you intend to apply so you are clear on the process. Refer to the academic promotion session dates/times.

5. Discussing your intention to apply

5.1   You should discuss your intention to apply for promotion with your performance supervisor and head of unit (and if applying for promotion to Professor (level E), also discuss your intentions with the Dean). You are expected to have the support of your performance supervisor and head of unit. In addition, professorial candidates are expected to have the support of the Dean.

5.2   If you are a research-only candidate, you must discuss your intention with the relevant grant holder or head of unit.

5.3   Initial feedback and discussions in relation to your readiness for promotion and application focus should be recorded in your performance development plan.

5.4   You should inform your relevant promotion coordinator of your intent to apply.

6. Supporting reports

6.1   Refer to clauses 13 and 14 in the Academic Promotion Application Instructions for further information on supporting reports required for your application.

6.2   For Australia based candidates, you are encouraged to check the comprehensiveness of your profile within Pure in readiness for submitting your promotion application. You should ensure your profile in Pure contains the relevant material to support your promotion application.

7. Submitting your application

7.1   The Case for Academic Promotion form provides you the opportunity to evidence and demonstrate how you meet the promotion criteria consistent with your academic role focusing on outcomes and impact.

7.2   The Academic Promotion Application Instructions provides you with the requirements and support information to complete your application. You must ensure your application meets the requirements detailed in the Instructions. Incomplete applications will be managed in accordance with clause 7.4 of this procedure.

7.3   Lodge your completed and signed application online by 5pm (AEDT) on the closing date of the promotion round. Any queries on the lodgement process should be directed to the relevant promotion coordinator.

Incomplete applications

7.4   Applications submitted that are incomplete may not be progressed by the University to the next stage of the application process, and withdrawn.

8. New information post lodgement

8.1   You have one opportunity to present new information that meets the below criteria after you have lodged your application. This new information must be submitted not later than three weeks prior to the first committee meeting date if you are applying to level C and D. The new information template form is used for this purpose. For professorial candidates, the set date for receipt of new information is six weeks prior to the first committee meeting.

8.2   You must correct or update information that is incorrect or may mislead the committee, for example the outcome of a grant application or manuscript submitted to a publisher or journal that has been rejected. The nature of the new information is to:

- clarify or update information alluded to in your application, for example the outcome of a grant application listed as 'pending'; or
- provide new information about a fact or event that significantly strengthens your case for promotion, for example the receipt of an award or admission to a learned body or academy.

8.3   You may be requested to provide further information on your application if requested by the committee.

8.4   Candidates applying for promotion to level D and E attending an interview will also have the opportunity to update the committee on the day.

9.   Achievement Relative to Opportunity

9.1   We recognise that our staff experience a range of professional, personal and other circumstances and will therefore take your achievements relative to opportunity into account. Achievement relative to opportunity is a positive acknowledgement of what you can and have achieved given the opportunities available to you.

9.2   In addition, the University will ensure COVID-19 related impacts, relative to opportunity, will be understood and recognised for the purposes of academic advancement. Where all parties agree, any adjustment to goals and targets should be/have been recorded in myPlan (or equivalent). Where this was agreed by your faculty/non-faculty area, include this detail in the Achievement Relative to Opportunity section.

10.   Assessor, Associate Dean and Dean reports

10.1   Following the round close, the relevant promotion coordinator will:

- make all reasonable efforts to obtain the relevant reports;
- support assessors, Associate Deans and Deans in considering potential, perceived or actual conflicts of interest that exist as a result of preparing a report. Examples may include:

  - where a head of unit or Associate Dean is applying for promotion to the same level as a candidate;
  - co-publishing with the candidate;
  - ongoing joint scholarly projects;
  - direct supervisory relationship; and
  - a mentoring or personal relationship with the candidate.

Assessor reports

10.2   The following number of independent assessors are required:

Level of Application	Minimum International Assessors	Domestic Assessors	Total Assessors
Senior Lecturer/Senior Research Fellow (Level C)	1*	2	3
Associate Professor (Level D)	3*	1	4
Professor (Level E)	3*	2	5
*International assessor numbers waived where the most eminent scholars in a particular discipline are based in Australia/Malaysia			

10.3   The head of unit will note your nominated assessor exclusion and recommend impartial and independent assessors to the Dean/Pro-Vice Chancellor and President (Malaysia) who will nominate assessors.

10.4   Assessors must be at least at the academic level to which the candidate is applying (preferably higher), must be external to Monash University and should be persons of eminence in the discipline.

10.5   Assessors will provide a confidential and objective evaluation of your case for promotion. They will be asked for their:

- candid evaluation of your scholarly contributions with particular reference to your originality and significance and the extent to which you would satisfy the requirements for "superior achievement";
- comments on your standing within discipline through comparison to others in the field at the same stage in their careers; and
- comments on your teaching ability and or any other aspect of your professional involvement that they may be familiar with.

10.6   Assessors should not have:

- a close professional or personal association with you;
- co-published or collaborated with you in the past 5 years;
- supervised your PhD thesis (or have been supervised by the candidate); and/or
- a material personal interest that may impact their ability to perform the role as independent assessor.

10.7   Where a close professional or personal association exists, the report will still be provided to the committee. However, the committee will consider the likely objectivity of the report.

10.8   The head of unit will contact each assessor on behalf of the Dean/Pro Vice Chancellor (Malaysia) to determine their independence, willingness, and availability to provide an assessment. Details of the assessor are to be recorded on the relevant [Confirmed Assessor Advice form](#). The completed form is then provided directly to Monash HR and is not seen by the candidate.

10.9   The [relevant promotion coordinator](#) is the point of contact with assessors. They will provide the assessor with a copy of your application (excluding Parts C and D of the case for promotion form and Research Performance Report).

10.10   Reports are confidential to the process and are not provided to candidates.

Associate Dean reports

10.11   Associate Dean also includes Deputy Deans as relevant.

10.12   The relevant Associate Dean (Education) and (Research) will provide a verbal assessment as members of Australia faculty promotion committees (C and D).

10.13   Where the Associate Dean (Education) and/or (Research), or nominee, are absent from the committee, a written report must be provided and must include:

- an overview and assessment of achievements in the relevant areas of academic activity; and
- an assessment of achievements against promotion criteria.

10.14   Associate Dean (Education) and (Research) are not members of Malaysia promotion committees (C and D) nor the University Professorial Promotion Committee. Associate Dean (Education) and (Research) are required to submit a written report in accordance with clause 10.13.

10.15   Reports are confidential to the process and are not provided to candidates.

10.16   If you are research-only, an Associate Dean (Education) report is only required if you have included a case for education.

10.17   If you are an education-focused candidate the Associate Dean (Education) may prepare the Associate Dean (Research) report if your research is predominantly education research related to teaching and learning (pedagogical), rather than discipline-based.

Dean reports

10.18   The Dean must prepare a report for each Professorial (level E) candidate that includes (but is not limited to):

- an overview and assessment of your achievements in the relevant areas of academic activity;
- an assessment of your achievements against promotion criteria; and
- whether they endorse, do not endorse or consider your application to be marginal.

10.19   The Dean should discuss the report with you. The final copy of the report will be provided to you by the [relevant promotion coordinator](#).

10.20   Where you do not agree with the factual information contained within the Dean report, you may prepare a written response to the report utilising the [new information template form](#). Your comment is for information only and there is no requirement for the Dean or the committee to respond.

10.21   If timing of receipt of a Dean report does not allow you sufficient time to respond by the 'new information' due date, one additional new information form may be received for this purpose. You must coordinate this with your [relevant promotion coordinator.](#)

10.22   A non-faculty candidate report will be prepared by the relevant Director of Centre or Institute.

COMMITTEE STRUCTURE AND DELIBERATIONS

11.   Committee membership

11.1   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).

11.2   Members of promotion committees must be academic staff of 0.4 fraction and above (excluding members who are external to the University).

11.3   The chair will ensure the committee contains a minimum gender representation of one third women and one third men. In the case of faculty/Malaysia Committees, if the chair is unable to meet the minimum gender representation requirement, the relevant promotion coordinator will assist by suggesting representatives from a cognate area. In exceptional circumstances the chair may request the Provost and Senior Vice-President vary or waive the requirement.

11.4   The chair should strive for a membership that has a broad representation of staff from culturally and linguistically diverse backgrounds.

11.5   The chair will ensure the committee includes broad representation across disciplines and academic activity (which will normally include research-only, teaching and research, education-focused representation for C and D Australia committees as appropriate) and may appoint additional committee members to ensure sufficient expertise. Consideration will involve whether the faculty is research intensive, as an example.

11.6   For non-faculty based applications (level C and D), the relevant promotion coordinator on behalf of the Dean/Pro Vice-Chancellor and President (Malaysia) will ask the relevant Senior Management Portfolio Head (e.g., Vice-Provost or Deputy Vice-Chancellor) to nominate a portfolio representative to attend as a full voting member for deliberation relating to applications, where not already represented on the committee.

11.7   For education-focused applications, the Deputy Vice-Chancellor & Senior Vice-President (Education) or nominee will join the committee as a full voting member for deliberation relating to applications where not already represented on the committee.

11.8   If an application is both education-focused and non-faculty based, one representative may be appointed to represent under clauses 11.6 and 11.7.

12.   Australia Faculty Promotion Committees (Levels C & D)

12.1   The Dean (or nominee) is the Chair.

12.2   Non-faculty applications will be considered by the faculty committee that is most relevant to your discipline/area.

Senior Lecturer/Senior Research Fellow (Level C)	Quorum
Chair: Dean, Acting Dean or Deputy 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. - Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.	- Four members comprising the Chair, external member, one appointed and one elected member. - Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.

Associate Professor/Associate Professor (Research) (Level D)	Quorum
Chair: Dean, Acting Dean or Deputy Dean (or nominee) - Provost and Senior Vice-President's nominee – *external to the faculty* - President, Academic Board (or nominee) – *external to the faculty* - Associate Dean (Research) or nominee - Associate Dean (Education) or nominee - At least two elected faculty members - At least two appointed faculty members - Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.	- Five members comprising the Chair, at least one appointed and one elected member and the Provost and Senior Vice-President's nominee and President Academic Board/nominee. - Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.

12.3   Eligibility for faculty committee membership includes Malaysia school staff.

12.4   Committee composition should be determined following elections to assist the Chair in attaining diversity and a broad representation across discipline and academic activity.

12.5   Members are normally elected for a three-year term and may be re-elected. Only academic faculty staff of fraction 0.4 and above are eligible to vote in faculty elections, across Australia and Malaysia campuses.

12.6   Where there are insufficient nominations to fill an elected position, the position will be re-advertised. If unsuccessful, the Chair may directly appoint a member who will be regarded as an elected member for quorum purposes.

12.7   Appointed members are appointed by the Dean and may be re-appointed.

13.   Malaysia Promotion Committees (Levels C & D)

13.1   The Pro Vice-Chancellor and President (Malaysia), or nominee is the Chair.

13.2   Associate Dean (Education) and (Research) are not members of Malaysia promotion committees.

Senior Lecturer/Senior Research Fellow (Level C)	Quorum
• **Chair:** Pro Vice-Chancellor and President (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 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 • Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.	• Four members of whom three include the Chair, Dean (or nominee) and a faculty member. • Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.

Associate Professor/Associate Professor (Research) (Level D)	Quorum
• **Chair:** Pro Vice-Chancellor and President (Malaysia), or nominee • Dean (or nominee) (must not be the ADR or ADE) • Provost and Senior Vice-President's nominee • President, Academic Board (or nominee) • A member of Monash University Malaysia appointed by the Chair • One 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 • Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.	• Five members comprising the Chair, Dean (or nominee), a faculty member, the Provost and Senior Vice-President's nominee and President, Academic Board (or nominee). • Additional co-opted members as required, being the non-faculty application representative and/or education-focused expert.

Faculty & Malaysia promotion committees (Levels C&D)

13.3   Where the Chair delegates responsibility to their nominee, the Chair remains responsible for the recommendation of the nominee and any committee that they chair within the parameters of this procedure.

13.4   The Chair may invite a representative of the relevant School (or discipline for non-faculty area) to present information in relation to candidates' cases. This is for the purpose of presenting information only as the representative must not be present for final discussions relating to decision making/voting.

13.5   The Chair may appoint an external member to the Associate Professor/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 to the University.

13.6   Committees should have a provision for alternate members in the event of unavailability of any member.

13.7   The committee votes inform the Chair's recommendation to the Provost and Senior Vice-President (or nominee).

13.8   HR representative/s attends the committee and provide administrative and procedural support.

14. University Professorial Promotion Committee (Level E)

14.1 The Provost and Senior Vice-President, or nominee is the Chair.

Members	Quorum
• **Chair:** Provost and Senior Vice-President, or nominee • Deputy Vice-Chancellor (Education) and Senior Vice-President, or nominee • Deputy Vice-Chancellor (Research) and Senior Vice-President, or nominee • Vice-Provost (Academic Affairs), or nominee • Pro Vice-Chancellor and President (Malaysia), or nominee • President, Academic Board, or nominee • Four professors of the University appointed by the Provost and Senior Vice-President.	Five members, including at least two of the following: • Provost and Senior Vice-President, or nominee • Deputy Vice-Chancellor (Education) and Senior Vice-President • Deputy Vice-Chancellor (Research) and Senior Vice-President • Vice-Provost (Academic Affairs) • President, Academic Board.

14.2 The Chair must appoint four professors to the University Professorial Promotion Committee. Deputy Deans are avoided to enable their availability in case the Dean becomes unexpectedly unavailable for interview.

14.3 The Chair should ensure discipline representation from the Humanities, Arts and Social Sciences (HASS) and STEMM, with consideration to the spread of applications received.

14.4 The Chair may appoint additional committee members, including an external member for the purposes of improving or ensuring sufficient disciplinary or academic focus.

14.5 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.

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

15. Inquorate or improperly constituted committees

15.1 Where a faculty or Malaysia committee is inquorate or improperly constituted, in order not to disadvantage a candidate, the Provost and Senior Vice-President may use discretion to either validate the relevant recommendation or require a quorate or properly constituted committee consider the application.

15.2 In the case of the University Professorial Promotion Committee, an inquorate committee must not proceed.

15.3 If the Provost and Senior Vice-President becomes unexpectedly unavailable on the day of the University Professorial Promotion Committee, the committee should determine whether to proceed or reschedule the meeting to a date when the Provost and Senior Vice-President is available. If proceeding, the Provost and Senior Vice-President will nominate the Chair.

16. Role and responsibilities of committee members

16.1 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.

Equal opportunity and inclusive decision making

16.2 Committee members must apply the principles of equal opportunity. For further information refer to the Equal Opportunity and Unconscious Bias Awareness for Academic Promotion Guide.

16.3 Committee members (excluding Malaysia and external members) are required to complete mandatory Equal Opportunity online training prior to the commencement of the first committee meeting.

16.4 Inclusive Leadership training is available for Australia and Malaysia based committee members via myDevelopment and is strongly encouraged. Committee Chairs are expected to complete the training.

Declaration of interest

16.5 The chair is responsible for ensuring that declarations of interest cannot influence or be perceived to influence the outcome of the application. Before or during the proceedings of a promotion committee meeting, the Chair or nominee may call from committee members for declarations of interest that may impact, or may be perceived to impact, their ability to perform their role in the promotion committee.

16.6 Where an interest is declared, the Chair/nominee may determine:

- the declaration of the interest is sufficient and no action is required;
- further management is appropriate.

16.7 Further management may include (but is not limited to):

- manage the relevant conflict of interest in accordance with a management plan;
- replace the staff member in the activity/decision by delegating the activity/decision to another person whilst the conflict exists;
- restrict the staff member's involvement or actions in the situation that is leading to the conflict of interest.

16.8 Any declaration of interest and management action should be recorded.

16.9 If a committee member is uncertain, advice should be sought from the Chair as soon as possible. Examples may include:

- a supervisory postgraduate studies relationship (past or present);
- a direct supervisory working relationship with the candidate;
- co-publishing or collaborating with the candidate;
- a mentoring or personal relationship with the candidate; and/or
- a material personal interest that may impact their ability to objectively perform in the role.

Confidentiality and privacy

16.10 All deliberations of the committee are confidential. The privacy of personal information in the applications otherwise obtained must be respected. These obligations will be emphasised by the Chair at the commencement of the meeting.

16.11 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).

16.12 Information contained within the application and interview is used for the purpose of assessing promotion applications. Further detail is available in the Monash Employee Data and Privacy Collection Statement and on the Privacy at Monash website.

17. Committee deliberations

17.1 A preliminary assessment form will be distributed to committee members to identify candidates that clearly meet the criteria for promotion and those who may not. This allows for independent evaluations and greater discussion where there are mixed views.

17.2 The committee will meet (physically or virtually at the Chair's discretion) to determine whether a candidate meets the criteria for promotion). Cases for promotion to higher academic levels will emphasise the impact of academic activity at a national and international level.

17.3 During deliberations, members of the committee will take into consideration the following (but not limited to):

Academic Area	Requirements
Achievement relative to opportunity	Committees will assess achievements relative to the opportunities available in cases where candidates include relevant circumstances for this purpose. For further information, refer to the Guidelines for Assessing Achievement Relative to Opportunity.
Differences between academic disciplines and appointment types	Committees will consider differences between academic disciplines, including the way teaching is delivered and research is undertaken and recognised. Committees should refer to the following information: • responsibilities of teaching and research staff (including education-focused) appointed at each academic level; • responsibilities of research-only staff appointed at each level; and • the academic performance framework, including relevant performance standards.
Applications from candidates of under-represented groups	Committees will consider impact on academic activity where a candidate 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 candidates.

| Assessor reports | If an assessor report is not received by the meeting date, candidates will not be disadvantaged. |
| | Where a close professional or personal association exists between an assessor and a candidate, the committee will consider the likely objectivity of the report. |

Candidate interviews

17.4 If you are applying for Senior Lecturer/Senior Research Fellow (level C) you may be interviewed at the Chair's request.

17.5 If you are applying for Associate Professor (level D) you will be interviewed by the relevant Committee.

17.6 If you are applying for Professor (level E), you will be interviewed by the University Professorial Promotion Committee.

17.7 Interviews allow the committee to clarify information contained in your application and for you to answer relevant questions.

17.8 It is your responsibility to be available for all dates on which the relevant committee meeting is held. Individual requests for a specific interview date or time will not normally be met.

17.9 Interviews may be held physically or virtually at the Chair's discretion.

Dean interviews (Level E)

17.10 The Dean will be interviewed by the University Professorial Promotion Committee.

17.11 The focus of the interview is to allow the committee to ask the Dean questions regarding an application or to seek further clarity or context. The Dean will be familiar with all background material relating to the case and be prepared to discuss it in detail.

17.12 In exceptional circumstances the Deputy Dean may act as proxy for the Dean at interviews.

17.13 For a non-faculty application, the relevant Director of Centre or Institute will be interviewed by the University Professorial Promotion Committee.

Voting

17.14 For applications to level C and D, the committee vote will inform the decision of the Chair's recommendation to the Provost and Senior Vice-President (or nominee).

17.15 For professorial applications, the committee vote will inform the decision of the Chair.

17.16 The Chair, in consultation with committee members, may determine the method of voting. During the meeting, each voting member (including the Chair for level C and D meetings) must cast one 'yes' or 'no' vote. There can be no abstentions.

17.17 Any committee member with an unresolved conflict of interest would not be present during the vote.

17.18 Following the C and D committee meetings, the Chair will recommend outcomes to the Provost and Senior Vice-President (or nominee) prior to the final outcome determination.

APPLICATION OUTCOME

18. Outcomes

18.1 The chair will endeavour to inform you in writing of the outcome within 21 working days of the final committee meeting date for the relevant level being applied for.

18.2 Your performance supervisor and head of unit will receive a copy of your letter.

18.3 For applications to level E, the Dean will also receive a copy of your letter.

18.4 If you are on probation at the time of a successful promotion, your probation will be confirmed from the effective date of promotion.

Conditional promotion

18.5 A conditional promotion may occur where a case for promotion is 'borderline' but some specified achievements by 30 September of the year following application submission would lead to a clear case for promotion.

18.6 The outcome letter will define the conditions to be met, consistent with expectations contained in the academic performance framework for the level of promotion sought and employment contract type.

18.7 You must provide evidence of meeting the conditions before 30 September of the year following application submission to the relevant promotion coordinator for review by the chair/nominee.

18.8   If conditions are not met before 30 September of the year following application submission, and you wish to be reconsidered for promotion, you must submit a new application according to this procedure.

18.9   A conditional promotion will come into effect on the date that the chair approves the promotion or as detailed in this procedure. If you successfully demonstrate that the conditions have been achieved prior to 1 July, the effective date will be 1 July. If the condition is met between 2 July and 30 September then the effective date will be the date the condition was met.

18.10   The Chair's decision is final and there is no appeal for conditional promotion.

Unsuccessful outcomes

18.11   If you are not recommended for promotion, you will receive written feedback outlining the areas for strengthening before a future application is lodged.

18.12   You are encouraged to meet with the Chair (or nominee) individually to discuss the feedback. You are also encouraged to take your performance supervisor or head of unit to this meeting. You and your supervisor should use this advice, when revising performance development plans. You are unlikely to be successful in subsequent promotion applications unless you have addressed recommendations in the feedback.

18.13   Where relevant, the Chair may provide the name of an appropriate staff member nominated by the committee to give you additional support, mentoring and guidance on the development of a future application.

19.   Feedback on outcome

19.1   Only the Chair or a representative nominated by the Chair can provide feedback to you on your application. All other committee members must not discuss the meeting with you or anyone else.

20.   Effective date of promotion

20.1   Successful promotions normally take effect from 1 July of the year following application submission.

OTHER INFORMATION

21.   Appeals

21.1   If your application is not successful, you may lodge an appeal for a rehearing only on the basis that a procedural irregularity substantive enough to result in material disadvantage to you has occurred with regards to the decision. For further information, refer to the Academic Promotion Appeals Procedure.

22.   Breach of procedure

22.1   The University treats any breach of policies seriously. The University 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. A failure to comply with this procedure may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

DEFINITIONS

Academic Performance Framework	A framework that articulates high level expectations for academic performance adopting a consistent approach across the three categories of Research, Education and Engagement, against which all academic performance will be measured. Further information is available on the Academic Performance Framework website.
Achievement(s) relative to opportunity	An evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available. This in turn allows appropriate evaluation of achievements in relation to: • the quantum or rate of productivity, • the opportunity to participate in certain types of activities, and • the consistency of activities or output over the period of consideration. Achievement relative to opportunity is a positive acknowledgement of what a person can and has achieved given the opportunities available and is not about providing "special consideration" or expecting lesser standards of performance.
Assessor	An expert in the field able to offer a balanced and confidential independent assessment of the candidate's standing in the field and of the merits of the application. Assessors may or may not be known personally to the candidate and should be nominated by the Dean/Pro Vice-Chancellor and President (Malaysia). Assessors are external to Monash University.
Conditional promotion	A conditional promotion may occur where a case for promotion is 'borderline' but some specified achievements by 30 September of the year following application submission would lead to a clear case for promotion. A conditional promotion decision will authorise the Chair of the committee to approve the promotion if specific criteria are met before a certain date.
Dean	The Dean/Pro Vice-Chancellor and President (Malaysia) or Director of Institute or Centre or, where applicable, a person acting as nominee. Even when responsibilities are delegated, the person remains responsible for the decision of the delegate and any committee that they chair within the parameters of this procedure.
Education-focused candidate	A candidate for promotion who is employed on an education-focused contract of employment and is characterised by educational innovation and leadership in educational design and delivery.
Head of Unit	The head of an academic or organisational work unit, for example Head of School, Head of Department or where applicable, a person acting as nominee. If there are no heads of unit within the faculty, a Deputy Dean or equivalent may be delegated the head of unit's responsibilities for the academic promotion process.
myPlan	An online performance planning tool that supports academic staff and supervisors to manage the performance development cycle, for Australia based staff.
Performance Development Plan	A plan that documents the annual work goals and career aspirations and development goals for the employee and the specific targets and progress towards achieving those goals. The performance development plan forms the basis for the annual performance planning and review cycle.
Procedural irregularity	Where the University has not followed a process that is articulated in this procedure.
Promotion coordinator	The designated employee within Monash HR who is responsible for administration and coordination of the promotion process.
Promotion Committee	The relevant committee constituted in accordance with clauses 11-15 in this procedure that is responsible for assessing the promotion application.
Pure	The University's research management software which provides information for Monash Australia staff on their grants, contracts, research outputs and research achievements.

Research Achievement Record	A report that details the candidate's research outputs, funding applications and awards, and HDR supervision during the relevant promotion period. For Australia based candidates, this report is generated via the University's Business Intelligence (BI) system.
Research Performance Report	A system-generated supporting research report 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 Grants/Awards). This report shows performance relative to the Faculty specific research performance standards over a set period of time.
Research-only candidate	A candidate for promotion who is employed on a research-only contract of employment and who is appointed to undertake predominately research and research-related activities.
Student Evaluation Record	A record of a candidate's student evaluation results for units/unit offerings in which the candidate has had a teaching role and will cover the period relevant to the promotion application. The report is generated by University Planning and Statistics and is requested via the UPS website. The report will not contain Monquest data (i.e. 2010 and before). This data is still available and can be requested by Committees via the relevant promotion coordinator if required.
Summative Peer Review of Teaching	A report based on the observation of a candidate's teaching which notes observed aspects of educational practice and infers evidence of teaching effectiveness.

GOVERNANCE

Parent policy	Probation, performance and promotion
Supporting schedules	
Associated procedures	• Academic Promotion Appeals procedure • Conflict of Interest (including Conflict of Interest in Research) procedure • Performance Development Process: Academic Staff procedure
Legislation mandating compliance	
Category	Operational
Approval	Chief Operating Officer
Endorsement	Chief Human Resources Officer
Procedure owner	Director, Workplace Relations
Date effective	16 August 2021
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Version	8
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