

ACADEMIC PROMOTION PROCEDURE

SCOPE

This procedure applies to all Monash University staff involved in the application for or assessment of academic promotion.

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

PROCEDURE STATEMENT

Promotion at the University is conducted through a comprehensive and fair assessment process that is based on merit, demonstrated performance, appropriate workplace behaviours and the principles of equal opportunity.

We recognise that our staff experience a range of professional, personal and other circumstances and will therefore take their achievements relative to opportunity into account. Staff will have the opportunity to outline their unique circumstances and to what degree they believe these circumstances have impacted their academic performance. Visit the [Achievement Relative to Opportunity website](#) for further information.

This procedure outlines the process for staff applying for academic promotion (candidates) (refer Table 1), the assessment and determination of outcomes, and lodging appeals for unsuccessful promotion outcomes.

References to the Dean throughout this procedure include Deans, Sub-Faculty Deans and/or Director of Centre/Institute (i.e., MUARC and MSDI) unless otherwise stated.

1. Staff employment levels for promotion applications

1.1 Staff employed at the University will apply as the equivalent level detailed below in Table 1.

Table 1

Application Level	Australia and Malaysia	Indonesia	Suzhou
B	Lecturer Senior Teaching Fellow Research Fellow (level B)		Lecturer Research Fellow
C	Senior Lecturer Senior Research Fellow		Senior Lecturer Senior Research Fellow
D	Associate Professor	Associate Professor Senior Research Fellow	Associate Professor Principal Research Fellow
E	Professor	Professor	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.

1.1.2 In Indonesia, Research Fellows or Assistant Professors must apply as per the equivalent level D process.

1.2 Staff members and promotion committee members should refer to the [Academic Titles Nomenclature Procedure](#) for detailed information about academic titles.

2. Eligibility for promotion

2.1 Staff members can apply for promotion in the following circumstances:

- Academic staff members who hold a Teaching and Research, Education Focused or Practice position are eligible to apply for promotion irrespective of budgetary considerations;
- Academic staff members who hold a Research-only position are eligible to apply for promotion, 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;
- Monash University Australia Scholarly Teaching Fellows (appointed under the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2014](#)) are only eligible to apply for promotion to Education-focused (level B) positions;
- Monash University Australia Level A Teaching Fellows (appointed under the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#)) are only eligible to apply for promotion to Education-focused (level B) positions; and
- Monash University Australia Senior Teaching Fellows (appointed under the [Monash University Enterprise Agreement \(Academic and Professional Staff\) 2019](#)) are only eligible to apply for promotion to Education-focused (level C) positions.

2.2 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.

2.2.1 Upon promotion, [clause 20](#) of the 2019 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.

2.3 Where required, staff must have a current performance development plan approved by their performance supervisor (or both supervisors where dual relationships exist, including between the international location and Australia) in accordance with the [Performance Development Process: Academic Staff Procedure](#). For Monash University Malaysia staff, this includes/refers to their [PDP form](#).

2.4 Practice academic staff members must include a copy of their Key Performance Indicators (KPIs) in their application.

2.5 Staff are not eligible for promotion where:

- 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 [Ethics Statement Policy](#).

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

2.6 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.

2.6.1 If there are adverse findings from the formal investigation constituting misconduct or serious misconduct, the staff member will be ineligible for promotion.

2.6.2 Where the University places the application on hold and there are no adverse findings from the formal investigation, the University may, at its discretion, agree to recognise any successful promotion application as effective from 1 July of the year following the application submission.

3. Criteria for promotion

3.1 The approver/committee must be satisfied that the staff member:

- 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](#); 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).

3.1.1 Staff members are expected to meet the qualifications of the level to which they are applying.

- 3.2 Relevant evidence of a staff member's performance and achievements outlined in their application will be considered. Each application is viewed holistically, and the decision will be informed by, but not determined by, the relevant academic performance standards and/or employment conditions.
- 3.3 The University reserves the right to make inquiries to verify information provided in the application.

4. Preparing for promotion

- 4.1 Staff should attend an information session in the year prior, and the year they plan to apply for promotion so they are clear on the current process. Refer to the [academic promotion website](#) for session dates/times.
- 4.2 While the decision to apply for promotion rests entirely with a staff member, the University expects that staff discuss their intention to apply for promotion with their performance supervisor and head of unit, and that the staff member has their support. Professorial staff must also discuss their intentions to apply for promotion with their Executive Leader.
- 4.3 Research-only staff must discuss their intention to apply for promotion with the relevant grant holder or head of unit or as relevant to their circumstances.
- 4.4 Initial feedback and discussions in relation to a staff member's readiness for promotion application should be recorded in their performance development plan.
- 4.5 Staff should inform their [promotion coordinator](#) of their intention to apply.

Non-Faculty applications

- 4.6 For promotion applications to level B, the staff member's research performance standards must be aligned with a faculty. Staff should consult with their Director of Centre/Institute about the most relevant faculty to align their research with.
- 4.7 For promotion applications to levels C-E, staff should consult with their Director of Centre/Institute about the most relevant faculty to assess the application. This will also inform the staff member's choice of which information session to attend. Staff must contact their [promotion coordinator](#) who will facilitate the application assessment with the relevant faculty Dean.

Reports required

- 4.8 For further information on other reports required in the promotion application and specific country requirements, refer to the [Academic Promotion Application Instructions](#) - section 12.
- 4.9 Staff must include the following in their promotion application:
- a Summative Peer Review of Teaching Report which must be completed in the year of applying for promotion (refer to the Academic Promotion Application Instructions for further criteria);
 - a SETU Report (where education is part of the case);
 - Research Achievement Record (achievements in research for the period since their last promotion/appointment to current level); and
 - Research Performance Report (performance report relative to Faculty specific research standards).

5. Application submission

- 5.1 Staff must complete a [Case for Academic Promotion form](#) following the [Academic Promotion Application Instructions](#). The form provides staff with the opportunity to evidence and demonstrate how they meet the promotion criteria consistent with their academic role focusing on outcomes and impact. Staff must ensure their application meets and follows the requirements detailed in the Instructions.
- 5.2 Applications for promotion to level B are accepted at any time 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.
- 5.3 Applications for promotion to levels C-E must be completed, signed and lodged [online](#) by the closing date and time of the promotion round.
- 5.4 Any queries on the lodgement process should be directed to the [promotion coordinator](#).
- 5.5 Applications that have been submitted and are incomplete or on an incorrect form (relevant year application form) may not be progressed by the University.

New information post lodgement (levels C-E only)

- 5.6 Staff have one opportunity to present information (limited to a maximum of 2 pages) after the lodgement of an 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.
- 5.7 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.
- 5.8 Staff attending an interview will 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).

6. Application assessment (level B only)

- 6.1 The Approver(s) is determined by the staff member's faculty, location or Centre/Institute reporting line as follows:
- Monash University Australia (faculty): the staff member's Dean (or nominee);
 - Monash University Australia (non-faculty): the staff member'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).
- 6.2 The Approver(s):
- may consult with the relevant Deputy/Associate Deans (Education) and (Research) regarding a staff member's case for promotion;
 - will determine whether the staff member meets the criteria for promotion;
 - may request further information from staff; and
 - are responsible for ensuring their own [Mandatory Compliance Training modules](#) are up-to-date to facilitate equitable decision making.
- 6.3 Should further time or information be required to consider the application, the [promotion coordinator](#) will facilitate this.

7. Application assessment (levels C-E)

- 7.1 Applications for promotion to levels C-E are accepted annually and are assessed by promotion committees. Successful promotions to levels C-E take effect on 1 July in the year following submission.

Assessor reports

- 7.2 Three independent assessors are required for each application to levels C, D and E, of which the minimum international assessors are:
- one international assessor for level C; and
 - two international assessors for levels D and E.
- 7.2.1 Preferred international assessor numbers may be waived where the most eminent scholars in a particular discipline are based in the staff member's primary location.
- 7.3 Staff have the option to nominate assessors to be excluded as a potential assessor within their application. The head of unit will note the nominated assessor's exclusion and recommend impartial and independent assessors to the Executive Leader who will provide the nominated assessors to the [promotion coordinator](#).
- 7.4 Assessors must be at least at the academic level to which the staff member is applying (preferably higher), and must be external to Monash University, and should be persons of eminence in the discipline. Assessors for Practice Academics must be at least the industry equivalent to the promotion level sought.
- 7.5 Assessors will provide a confidential and objective evaluation of the case for promotion. Assessors will be asked for their:
- candid evaluation of the staff member's scholarly contributions with particular reference to the originality and significance and the extent to which the staff member would satisfy the requirements for "superior achievement";
 - comments on the staff member's standing within the discipline through comparison to others in the field at a similar career stage; and
 - comments on the staff member's teaching ability and/or any other aspect of their professional involvement that they may be familiar with.

7.6 Assessors should not have (but not limited to):

- a close professional or personal association with the staff member;
- co-published or collaborated with the staff member in the past five years;
- supervised the staff member's PhD thesis (or been supervised by the staff member); and/or
- a material personal interest that may impact their ability to perform the role as independent assessor.

7.7 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.

7.8 The head of unit (or their delegate) will contact each assessor (not the candidate) to determine their independence, willingness, and availability to provide an assessment. At Monash University Indonesia and Monash Suzhou, the Executive Leader will contact assessors. Details of the assessors are to be provided to the [promotion coordinator](#) on the [Confirmed Assessor Advice form](#).

7.9 The [promotion coordinator](#) will provide the assessor with a copy of the application (excluding Parts C and D and the Research Performance Report).

7.10 Assessors' names and reports are confidential to the process and are not provided to staff.

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

Associate Dean reports

7.12 Associate Dean also includes Deputy Deans and Vice-Presidents (Research) and (Education), as relevant.

7.13 Associate Dean reports are confidential to the process and are not provided to staff.

7.14 Research-only staff will only require an Associate Dean (Education) report where a case for education is included in the application.

7.15 For Education Focused staff members, 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.

7.16 For Practice Academics, the appropriate Associate Dean (Education) or (Research) should prepare a report (where relevant). For Centres and Institutes this is the aligned Faculty.

7.17 The relevant Associate Dean (Education) and (Research) or nominee are members on Australian Faculty Promotion Committees 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 staff member's achievements in the relevant areas of academic activity; and
- an assessment of the staff member's achievements against promotion criteria.

7.18 Associate Deans (Education/Research) are not automatically members of Malaysia or Indonesia Promotion Committees or the University Professorial Promotion Committee.

7.18.1 Malaysia and Level E applications: Associate Deans (Education/Research) are required to submit a written report which addresses the items in accordance with clause 7.17 above.

7.18.2 Indonesia applications: the Chair may invite Associate Deans (Education/Research) to attend the committee or write a report where relevant.

Vice-President Research/Education reports (Professorial only)

7.19 The Vice-President Research and/or the Vice-President Education (as relevant) will complete a report for Monash Suzhou, Monash University Malaysia and Monash University Indonesia Professorial candidates only.

7.20 The written report will include:

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

7.21 These reports will be relative to the context of the location of the staff member.

7.22 Reports are confidential to the process and are not provided to staff.

Dean reports (Professorial only)

7.23 The Dean must prepare a report for each Professorial staff member that includes (but is not limited to):

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

- 7.24 Deans should not reference previous unsuccessful applications made by staff.
- 7.25 For non-faculty applications, the relevant Pro Vice-Chancellor or Director of Centre/Institute (i.e., MUARC and MSDI) will prepare this report and the relevant Dean will provide a co-signatory of this report and provide comments (where appropriate).
- 7.26 A final copy of the report will be provided to the staff member by Monash HR. The Dean or Director of Centre/Institute may also provide the staff member with a copy should they meet with them to discuss their report. Where the staff member 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 report writer or the Committee to respond.
- 7.27 If the timing of receipt of the report does not allow the staff member sufficient time to respond by the 'new information' due date, one additional new information form may be submitted for this purpose. Staff must coordinate this with, and seek approval from, their [promotion coordinator](#).

Committee structure and deliberations

- 7.28 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).
- 7.29 Where a report (not by the Associate Deans (Education) and (Research)) has been submitted to a committee in relation to a staff member, the report writer is not eligible to be a member of that Committee for that staff member, other than where an exemption is granted by the Provost.
- 7.30 The University aspires to have a minimum representation of 40% women and 40% men on the promotion Committees. The University will strive for a membership that has a broad representation of staff from culturally and linguistically diverse backgrounds. 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 one gender, a requirement to ensure committees meet the above requirements could place a disproportionate burden on a minority group.
- 7.31 The Chair will ensure the committee includes broad representation across disciplines and academic activity. The Chair may appoint additional committee members to ensure sufficient expertise. This may include Practice Academics and consideration for faculties which are research intensive.
- 7.32 Where Centre/Institute staff 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.
- 7.33 For Education Focused staff, the Deputy Vice-Chancellor (Education) or nominee will join the committee as a full voting member in circumstances where they are not already a member.
- 7.34 If an application is both Education Focused and non-faculty based, one representative may be appointed to represent both under clauses 7.32 and 7.33.
- 7.35 A current Practice academic staff member may be appointed to the committee for sufficient disciplinary focus for Practice academic staff applications.
- 7.36 For the purposes of committee composition, reference to the Dean only includes Deans and Sub-Faculty Deans.
- 7.37 The Chair is responsible for recommending the promotion outcomes (including of their nominee, where relevant) and any committee that they chair within the parameters of this procedure.
- 7.38 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 to the University.
- 7.39 The committee votes inform the Chair's recommendation to the Provost (or nominee).
- 7.40 HR representative/s attend the committee and provide administrative and procedural support.

Monash University Australia and Monash Suzhou Faculty Promotion Committees (levels C & D)

- 7.41 Monash Suzhou and Monash University Australia non-faculty applications will be considered by the faculty committee that is most relevant to the staff member's discipline/area. Refer to tables 2 and 3 below.

Table 2

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 Chair's discretion); • one elected member; and • one appointed member.

Table 3

Associate Professor/Associate Professor (Research) (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 Chair's discretion); and • one elected or appointed member.

- 7.42 Monash University Malaysia staff are eligible for faculty committee membership.
- 7.43 Committee composition should be determined following elections to assist the Chair in attaining diversity and a broad representation across discipline and academic activity.
- 7.44 Members are normally elected for a three-year term and may be re-elected. Only academic staff members of 0.4 fraction and above are eligible to vote in elections across Australia and Malaysia campuses. Where there are insufficient nominations to fill an elected position, the Dean (or nominee) may directly appoint a member who will be regarded as an elected member for quorum purposes.
- 7.45 Appointed members are appointed by the Dean and may be re-appointed.

Monash University Malaysia Promotion Committees (levels C & D)

- 7.46 Associate Dean (Education) and (Research) are not members of the Monash University Malaysia promotion committees. Refer to tables 4 and 5 below.

Table 4

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.

Table 5

Associate Professor/Associate Professor (Research) (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.

Indonesia Promotion Committees (level D equivalent)

- 7.47 Associate Dean (Education) and (Research) are not members of the Monash University Indonesia promotion committee. Refer to Table 6 below.

Table 6

Associate Professor	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 • 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 candidates (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); and • Dean or nominee.

University Professorial Promotion Committee (Professorial equivalent)

7.48 The Provost or nominee is the Chair of the University Professorial Promotion Committee. Refer to Table 7 below.

Table 7

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.

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

7.50 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.

Inquorate or improperly constituted committees

7.51 Where a committee is inquorate or improperly constituted, in order not to disadvantage the staff member, the Provost (or nominee) may use discretion to continue with the Committee composition. Alternatively, a quorate or properly constituted committee is to be constituted to consider the application.

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

7.53 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.

Roles and responsibilities of committee members

7.54 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.

7.55 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](#).

7.56 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.

7.57 The Chair is responsible for ensuring that declarations of interest cannot influence or be perceived to influence the outcome of the application. Prior to committee meetings, the promotion coordinator will liaise with committee members (including the Chair) for declarations of interest relating to staff. The promotion coordinator will liaise with the Chair in management of the declarations.

7.58 If the Chair of the Committee has declared an interest and proposed a management plan, management of that interest will be determined by the appropriate delegated authority associated with the proceedings.

7.59 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.

7.60 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.

- 7.61 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;
 - restrict the staff member's involvement or actions in the situation that is leading to the conflict of interest.
- 7.62 Any declaration of interest and management action should be recorded.
- 7.63 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 staff member (past or present);
 - co-publishing or collaborating with the staff member;
 - co-teaching or joint coordination of a course;
 - a mentoring or personal relationship with the staff member; and/or
 - a material personal interest that may impact their ability to objectively perform in the role.
- 7.64 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.

Committee deliberations

- 7.65 The committee will convene to determine whether a staff member meets the criteria for promotion.
- 7.66 During deliberations, members of 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. 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 or Practice Academics appointed at each level; and
 - the relevant academic performance framework.
 - The impacts on academic activity where a staff member 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.

Candidate interviews

- 7.67 Interviews of staff members by Promotion committees will occur in accordance with this procedure. Refer to Table 8 below.

Table 8

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

- 7.68 It is a staff member's responsibility to be available for all dates on which the relevant committee meeting is held, pending an invitation being received. Individual requests for a specific interview date or time will not normally be met.

Dean interviews (Professorial only)

- 7.69 The relevant Dean will be interviewed by the Committee. The focus of the interview is to allow the committee to ask questions regarding an application or to seek further clarity or context. The Dean is expected to be familiar with all background material relating to the case and be prepared to discuss it in detail. In exceptional circumstances, the Dean may nominate a nominee as their proxy.
- 7.70 For non-faculty applications, the relevant Pro Vice-Chancellor or Director of Centre/Institute (i.e. MUARC and MSDI) will attend the interview.

Voting

- 7.71 The Chair should call for a show of hands when voting. Each voting member must cast one vote. There can be no abstentions.
- 7.72 For levels C and D, the Committee vote will inform the decision of the Chair's recommendation to the Provost (or nominee).
- 7.73 For Professorial applications, the Committee vote will inform the decision of the Chair. The Chair's decision is final.
- 7.74 Any committee member with an unresolved conflict of interest should not be present during the vote and will be excluded from the requirement at clause 7.71.

8. Application outcomes

- 8.1 The Approver(s) or Chair will endeavour to inform staff in writing of the outcome within 21 working days of receiving an application (level B only), or the final committee meeting date for the level (C, D & E only) being applied for. This timeframe may be extended in exceptional circumstances should the approver(s) require more time to review the application and advise the outcome.

Successful outcomes

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

Conditional promotion outcomes (levels C-E only)

- 8.6 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.
- 8.7 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 type.
- 8.8 Staff must provide evidence of meeting the condition(s) before 30 September of the year following application submission to the [relevant promotion coordinator](#) for review by the Chair or their nominee.
- 8.9 If conditions are not met before 30 September of the year following application submission, staff are unsuccessful in this promotion application. If the staff member wishes to be reconsidered for promotion, they must submit a new application in accordance with this procedure.
- 8.10 If the conditions are achieved prior to or on 1 July, the effective date will be 1 July. If the conditions are met between 2 July and 30 September, the effective date will be the date the condition was met.
- 8.11 The Chair's decision is final and there is no appeal for conditional promotion.

Unsuccessful outcomes

- 8.12 If the promotion application is not successful, the staff member will receive written feedback outlining the areas for strengthening before a future application is lodged. Staff are encouraged to meet with the Approver(s) or Chair (or nominee) to discuss the feedback. The staff member is also encouraged to take their performance supervisor or head of unit to this meeting. The staff member should use this feedback to inform their performance development plan. Staff are unlikely to be successful in subsequent promotion applications unless they have addressed recommendations in the feedback. Also, even if a staff member addresses the previous recommendations, it does not automatically mean they will be promoted.
- 8.13 Where a staff member is applying to levels C, D or E, only the Chair or a representative nominated by the Chair can provide feedback to the staff member on their application. All other Committee members must not discuss the meeting with the staff member or anyone else. Where relevant, the Chair may provide the name of an appropriate staff member nominated by the Committee to give them additional support, mentoring and guidance on the development of a future application.
- 8.14 Staff who are unsuccessful in applying to levels C, D or E in any given year, are not permitted 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 staff member can reapply for promotion. Exceptions may apply and must obtain both the Executive Leader's endorsement and Provost's [approval](#).

9. Lodging an appeal

9.1 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. An appeal is not available based on the merit of the decision alone.

9.2 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.
- 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;
 - 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.

9.3 Appeals will follow the relevant steps detailed in Table 9 below.

Table 9

Levels	Step 1		Step 2	Step 3
level B	Review by Provost (or Vice-Chancellor in accordance with clause 9.4 below)		Outcome provided to staff	N/A
levels C-E	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

Appeal review (level B)

9.4 The Provost (or nominee) ('reviewer') will review the initial promotion application and make a final determination of the application decision normally within 20 working days from Monash HR receiving the appeal.

9.5 Where the Provost was the 'approver' of an original application, the reviewer will be the Vice-Chancellor (or nominee).

Initial review by an Appeals Panel (levels C-E)

9.6 The application will be reviewed normally within 15 working days of lodgement by the relevant reviewers to determine if there is a prima facie case for a promotion rehearing.

9.7 The Appeals Panel will determine whether a prima facie case exists for a promotion rehearing. The panel will comprise:

- the Vice-Chancellor (or nominee) as Chair of the review panel;
- 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.

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

9.9 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).

Promotion Rehearing Committees (levels C-E)

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

9.11 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).

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

9.13 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.

Monash University Australia and Monash Suzhou Promotion Rehearing Committee

Table 10

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 member of the faculty 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.

Table 11

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 member of the faculty 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.

Monash University Malaysia Promotion Rehearing Committee

Table 12

Senior Lecturer Committee (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 member of the faculty 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.

Table 13

Associate Professor/Associate Professor (Research) (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 member of the faculty 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.

Monash University Indonesia Promotion Rehearing Committee

Table 14

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 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.

Monash University Professorial Promotion Rehearing Committee

Table 15

Professor (Level E)	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.

Appeals outcomes

- 9.14 The outcome of the promotion appeal will be notified to the staff member normally within 10 working days of the decision by the reviewer or Promotion Rehearing Committee.
- 9.15 The decision of the reviewer, appeals panel or Promotion Rehearing Committee, as relevant, is final, and there is no further appeal.
- 9.16 If the appeal decision is to 'promote', the promotion will be effective retrospectively to the date the original promotion application would have become effective.

10. Breach of procedure

- 10.1 The University treats any breach of policies, procedures and schedules 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

Executive Leader	The relevant Executive Leader is 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 staff member.
Head of Unit	<p>For the purpose of promotion, the relevant Head of Unit is determined by a faculty, location or Centre/Institute reporting line as follows:</p> <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, Head of 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 staff member, the staff member'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.

GOVERNANCE

Parent policy	Probation, performance and promotion
Supporting procedures	TBC
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 (3 years from last full review date)
Version	10.2 (administrative amendment effective on 22 November 2023)
Content enquiries	ask.monash or phone Monash HR on (03) 990 20400 Access MUM HR (https://hrhelpdesk.monash.edu.my/)