



## Academic Promotion Application Form: Level B

### Instructions for Completing the Academic Promotion Application Form: Level B



### Instructions

Candidates for promotion to lecturer must complete all relevant sections in Parts 1 to 3 of this form, in accordance with the Staff Development Procedure: Academic Promotion for Candidates – Level B.

Part 1 - candidate details, weightings, statement of 'relevant circumstances' and curriculum vitae is to be completed by the **candidate**.

Part 2 - the case for promotion – achievements in research, education and service is to be completed by the **candidate** and **performance development supervisor**.

Part 3 - sign-off is to be completed by the **candidate**, **performance development supervisor** and **head of unit**.

Candidates must complete application forms using:

- 11 point Arial font
- Single sided A4 pages with minimum margins of 1.5 cm
- Black and white (or colours compatible with photocopying).

Candidates must not exceed the maximum number of pages, where specified, avoid duplication of information and use summaries and tables to present information.

Where irregular sized or photocopied materials are included with supporting evidence, for example copies of certificates or awards, some flexibility in the format is allowed.

Candidates must ensure that the completed application form is signed and submitted to the **dean**.

**This application form has been constructed so tables and text boxes will expand by either pressing the tab or enter key.**



## Academic Promotion Application Form: Level B

Part 1A: Candidate details and weightings	
<b>Personnel number</b>	<b>Appointment details</b>
<input type="text"/>	<b>Academic classification (Level)</b> <input type="text"/> <b>Current fraction (EFT)</b> <input type="text"/>
<b>Title</b> <input type="text"/> <b>Surname</b> <input type="text"/>	<b>Weightings</b>
<b>Given names</b> <input type="text"/>	Candidates must allocate a weighting to each of the three areas outlined below
<b>Position title</b> <input type="text"/>	<b>Research</b> <input type="text"/> % <b>Education</b> <input type="text"/> % <b>Service</b> <input type="text"/> %
<b>Faculty/division</b> <input type="text"/>	<b>Additional Information</b>
<b>Department/school/centre</b> <input type="text"/>	Does your promotion application include relevant circumstances? <input type="checkbox"/>
<b>Campus</b> <input type="text"/>	I consent to the information contained within this application to be used and disclosed as outlined in the <b>Staff Development Procedure - Academic Promotion for Candidates Level B.</b> <input type="checkbox"/>
<b>Preferred telephone number</b> <input type="text"/> <b>Gender</b> <input type="text"/>	<b>Privacy Collection statement</b>
<b>Email address</b> <input type="text"/>	The information on this form is collected for the primary purpose of assessing your application for academic promotion. Other purposes of collection include: communicating with you; attending to administration matters; and de-identified statistical analysis. If you choose not to complete all sections on this form, it may not be possible for the University to assess your application for promotion. You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the university privacy officer at <a href="mailto:privacyofficer@adm.monash.edu.au">privacyofficer@adm.monash.edu.au</a>
<b>Correspondence address</b> <input type="text"/>	<b>Signature of candidate</b> <input type="text"/>
<b>State</b> <input type="text"/> <b>Postcode</b> <input type="text"/>	<b>Date</b> / / 20

### Part 1 B: Relevant circumstances

Candidates are encouraged to ensure that their application for promotion clearly specifies any relevant circumstances that may have adversely affected their achievement in any of the three areas of academic activity. This statement should include an account of the relevant circumstance and the impact it has had on any of the three areas of activity relevant to the candidate's career progression during the period being considered in the application. Refer to supporting material: Suggestions for Preparing Relevant Circumstances.

#### Statement of relevant circumstances (to be completed by the candidate)

## Part 1 C: Curriculum vitae

**Please note:** in accordance with the academic promotion procedure, your curriculum vitae should not exceed three pages in length.

### Personal details

<b>Title</b>	<b>Surname</b>	<b>Campus</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Given names</b>	<b>Correspondence address</b>	
<input type="text"/>	<input type="text"/>	
<b>Current position</b>	<b>State</b>	<b>Postcode</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Department/school/centre</b>	<b>Email address</b>	
<input type="text"/>	<input type="text"/>	
<b>Faculty/division</b>	<input type="text"/>	
<input type="text"/>		

### Academic qualifications

**Formal qualifications** (note: tables are expandable)

Year	Qualifications	University/other institution
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Other qualifications

Year	Qualifications
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Appointments

**Current appointment**

Year	Position	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Previous appointments**

Year	Position	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Professional awards and distinctions

<input type="text"/>
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## Part 2: Case for promotion - achievements in research, education and service

### Instructions

1. You are required to prepare a brief statement in each of the academic achievement areas of research, education and service, designed to satisfy the dean that both criteria for promotion have been met.
2. You are required to provide supporting evidence to justify the achievements in your curriculum vitae and case for promotion. The supporting evidence should provide not only evidence of achievements in the three areas but also the quality and impact of achievements.
3. The tables below have been designed to assist candidates in the preparation of their supporting evidence. You must not delete columns or headings and should indicate if the headings or columns are not applicable to your outputs.

## Part 2A: Research

Short statement on research achievements (maximum of 1 page) *Note: text box is expandable*

**TABLE 1: Research outputs\***

You should list all the information requested in this template table

No	Description of research outputs e.g. books, book chapters, refereed and non-refereed journal articles, conference papers and creative outputs	Author(s), title of work, name of the journal / publisher, volume.	Year of publications	Individual contribution %	DEEWR/ERA category	Citation information	Number of words / pages
1							
2							
3							
4							
5							
6							
7							

\*Information and evidence of achievement in research and its quality and impact.

Research outputs should be listed in chronological order (starting with the most recent), numbered, and to be cited appropriately, including all authors and journal page numbers, where applicable. Where the candidate is not the single author, clear evidence of the contribution, for example indicated by a percentage figure, should also be provided:

**TABLE 2: Research funding**

No	Author(s) and brief title of grant	Funding body	Year	Successful (yes/no /pending)	Individual contribution %	Total value of grant (\$)
1						
2						
3						
4						
5						

**TABLE 3: Research supervision of higher degree by research (HDR), honours and masters honours students**

Name of HDR and honours student	Type of student**	Current student	Completed student	Years of enrolment	Role***

\*\*PhD, professional doctorate, masters by research, honours

\*\*\*Primary supervisor (M), Joint supervisor (J), Associate supervisor (A)

**Part 2A: Research continued**

Performance development supervisor's comments on research (including allocation of weighting to this area)

**Part 2B: Education**

Short statement on education achievements (maximum 1 page)

**Table 4: Summary of Teaching Evaluations (MonQueST results)**

No:	Unit (subject) details			Recommended items****									
	Year	Code	Unit name	1	2	3	4	5	6	7	8	9	10
1													
2													
3													
4													
5													
6													
7													
8													
My average:													
Faculty average:													
University average:													

\*\*\*\* Recommended items please see: <http://opq.monash.edu.au/cheq/evaluations/monquest/profiles/rec-items.html>**Table 5: Summary of Unit Evaluations**

No:	Unit (subject) details			University wide items (Questions 1-8)*****								
	Year	Code	Unit name	1	2	3	4	5	6	7	8	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

\*\*\*\*\* Unit evaluations report please see: [https://emuapps.monash.edu.au/unitevaluations/wr/uewr\\_rp1\\_public\\_yearseme.jsp](https://emuapps.monash.edu.au/unitevaluations/wr/uewr_rp1_public_yearseme.jsp)

**Part 2B: Education continued**

Performance development supervisor's comments on education (including allocation of weighting to this area)

[Empty box for comments]

**Part 2C: Service**

Short statement on service achievements (maximum 1 page)

[Empty box for service achievements]

Performance development supervisor's comments on education (including allocation of weighting to this area)

[Empty box for comments]

**Part 3: Sign-off**

**Signature of performance development supervisor**

[Signature box]

Date

/ / 20

Name

[Name box]

Ext. number

[Ext. number box]

Do you believe there is a prima facie case for this application to be considered by the dean?

**Candidate is required to complete the following section**  
Pursuant to the Staff Development Procedure – Academic Promotion for Candidates Level B, I agree that I have read the contents of the performance development supervisor's comments and head of unit's comments provided above.

**Signature of candidate**

[Signature box]

Date

/ / 20

Name

[Name box]

Ext. number

[Ext. number box]

**head of unit's recommendation**

Do you feel the weightings chosen by the candidate are appropriate?   
If **NO**, please indicate your reason(s) below.

[Reason box]

**head of unit's additional comments (optional)**

[Comments box]

Do you believe there is a prima facie case for this application to be considered by the dean?

**Recommended effective date of promotion**

Note: the earliest date on which the promotion can take effect is the date on which the application was submitted to the dean of unit.

**Signature of head of unit**

[Signature box]

Date

/ / 20

Name

[Name box]

Ext. number

[Ext. number box]