



## Academic Promotion Application Form: Levels C – E

Instructions for Completing the Academic Promotion Application Form: Levels C - E



### Instructions

Candidates for promotion to senior lecturer, associate professor, reader and professor must complete all relevant sections in Parts 1 to 4 of this form, in accordance with the Staff Development Procedure: Academic Promotion for Candidates – Levels C-E.

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

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**.

Part 4 - associate dean reports is to be completed by the **associate deans of education and research**. In addition, **candidates** should check with their faculty promotions coordinator to see if they are required to complete a summary evidence table.

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.

**Candidates may attach a maximum of 5 pages of supporting evidence.**

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 with relevant attachments to the faculty promotions coordinator by the promotion round closing date.

**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: Levels C – E

### Part 1A: Candidate details and weightings

Personnel number

Title

Surname

Given names

Position title

Faculty/division

Campus

Monash telephone number

Gender

Email address

Correspondence address

State	Postcode
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#### Appointment details

Academic classification (Level)

Current fraction (EFT)

Year of appointment to current level: (mm/yy)

Promotion level sought

#### Weightings

Candidates must allocate a weighting to each of the three areas outlined below.

Research

%

Education

%

Service

%

### Additional Information

Does your promotion application include relevant circumstances?

Are you applying for promotion under a 'special case for promotion'?

I consent to the information contained within this application and the associate dean reports be used and disclosed as outlined in the **Staff Development Procedure - Academic Promotion for Candidates Levels C – E.**

#### Privacy Collection statement

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. Information contained within this application may also be disclosed to University nominated external assessors for assessment purposes. Note: this will occur only if you are applying for promotion to a level **D or E appointment (see Staff Development Procedure- Academic Promotion for Candidates Levels C – E).**

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 [privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

Signature of candidate

Date

/ /20

**Part 1 B: Referee and assessor details**

Please provide the contact details for your referees. If you are applying for promotion to senior lecturer you must nominate four referees. If you are applying for promotion to associate professor, reader or professor, you must nominate two referees.

**Referee 1**

<b>Title</b>	<b>Surname</b>	<b>Telephone</b>	<b>Facsimile</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Given names</b>	<b>Correspondence address</b>		
<input type="text"/>	<input type="text"/>		
<b>Email address</b>			
<input type="text"/>	<b>State</b>	<b>Postcode</b>	
<b>Reason for choosing referee</b>			
<input type="text"/>			
<b>Head of units comments on the candidate's referees</b>			
<input type="text"/>			

**Referee 2**

<b>Title</b>	<b>Surname</b>	<b>Telephone</b>	<b>Facsimile</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Given names</b>	<b>Correspondence address</b>		
<input type="text"/>	<input type="text"/>		
<b>Email address</b>			
<input type="text"/>	<b>State</b>	<b>Postcode</b>	
<b>Reason for choosing referee</b>			
<input type="text"/>			
<b>Head of units comments on the candidate's referees</b>			
<input type="text"/>			

**Part 1 B: Referee and assessor details continued****Referee 3**

Title	Surname	Telephone	Facsimile
Given Names		Correspondence address	
Email address			
		State	Postcode
Reason for choosing referee			
Head of units comments on the candidate's referees			

**Referee 4**

Title	Surname	Telephone	Facsimile
Given Names		Correspondence address	
Email address			
		State	Postcode
Reason for choosing referee			
Head of units comments on the candidate's referees			

**ONLY FOR PROMOTION TO ASSOCIATE PROFESSOR, READER & PROFESSORIAL APPLICATIONS (LEVELS D-E)**

The head of unit is required to appoint two external assessors. External assessors will be asked for their considered opinion whether the candidate has met the criteria for promotion, and in forming that opinion to draw on their understanding of the achievements expected of an associate professor, reader or professor in their particular field. All contact with external assessors should be via the faculty promotion coordinator.

**Assessor 1**

<b>Title</b>	<b>Surname</b>	<b>Telephone</b>	<b>Facsimile</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Given names</b>	<b>Correspondence address</b>		
<input type="text"/>	<input type="text"/>		
<b>Email address</b>			
<input type="text"/>			
		<b>State</b>	<b>Postcode</b>

**Assessor 2**

<b>Title</b>	<b>Surname</b>	<b>Telephone</b>	<b>Facsimile</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Given Names</b>	<b>Correspondence address</b>		
<input type="text"/>	<input type="text"/>		
<b>Email address</b>			
<input type="text"/>			
		<b>State</b>	<b>Postcode</b>

**Please note:** A candidate may object to the choice of one or both of the assessors by notifying the dean, as chair of the faculty committee, within seven days of counter-signing the head of unit's recommendations. Refer to the Staff Development Procedure - Academic Promotion for Candidates Levels C – E.

**Part 1 C: 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)**

Note: Text boxes are expandable.

## Part 1 D: 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/section</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"/>
<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 promotions committee 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 2 pages) *Note: text box is expandable*

TABLE 1: Research outputs*							
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 %	DEST category	Citation information	Number of words / pages
1							
2							
3							
4							
5							
6							
7							
8							
9							

\*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: Assessor of competitive grants				
No	Funding body (i.e. ARC / NHMRC / other)	Category of assessor (if applicable)	Number of applications assessed	Year
1				
2				
3				
4				
5				

**Part 2A: Research continued**

**TABLE 4: 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)

**List any additional research evidence that you have attached  
(Your attached additional evidence must not exceed 5 pages in total for research, education and service)**

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

**Part 2B: Education**

**Short statement on education achievements (maximum 2 pages)**

**Table 5: 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													
<b>My average:</b>													
<b>Faculty average:</b>													
<b>University average:</b>													

\*\*\*\* Recommended items please see: <http://opq.monash.edu.au/cheq/evaluations/monquest/profiles/rec-items.html>

**Part 2B: Education continued**

**Table 6: 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)

**Table 7: Outline of teaching and unit improvement and innovation**

Unit (subject) code	Unit name	Sessions (lecture, tutorial, practical, etc)	Number of weeks / sessions per semester	No. of students	Years taught e.g. 2001-2005	Improvement / innovation

List any additional education evidence that you have attached (Your attached additional evidence must not exceed 5 pages in total for research, education and service)

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

**Part 2C: Service**

Short statement on service achievements (maximum 2 pages)

**Part 2C: service continued**

List any additional service evidence that you have attached (Your attached additional evidence must not exceed 5 pages in total for research, education and service)

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

**Part 3: Sign-off**

**Performance development supervisor's recommendation**

- Do you feel the weightings chosen by the candidate are appropriate?
- If **NO**, please provide a written comment in your report
- Do you believe there is a prima facie case for this application to be considered by the faculty promotions committee?

**Signature of performance development supervisor**

<input type="text"/>	Date / /20
Name	Ext. number
<input type="text"/>	<input type="text"/>

**Head of unit's comments on the candidate's application**

- The head of unit is asked to comment on the candidate's choice of referees – refer to page 2 of this form.
- In addition, head of unit is required to appoint two external assessors if the candidate is applying for promotion to associate professor, reader or professor – refer to page 3 of this form.

**Head of unit's recommendation**

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

- Do you believe there is a prima facie case for this application to be considered by the faculty promotions committee?

**Signature of head of unit**

<input type="text"/>	Date / /20
Name	Ext. number
<input type="text"/>	<input type="text"/>

**Candidate is required to complete the following section**

Pursuant to the Staff Development Procedure – Academic Promotion for Candidates Levels C–E, I agree that I have read the contents of the performance development supervisor's report and head of unit's comments provided above. I will/will not be lodging an objection to the external assessor/s within seven days (only applicable to candidates applying for promotion to associate professor/ reader and professor).

**Signature of candidate**

<input type="text"/>	Date / /20
Name	Ext. number
<input type="text"/>	<input type="text"/>

## Part 4: Associate dean research report

The associate dean for research will complete a report **after** the academic promotions round has closed. All candidates will have the opportunity to sight these reports

Weighting allocated to research

%

### Summary table - Research (to be completed by the candidate)

To access information in relation to whether you are required to complete this table, please contact your **faculty promotions coordinator** or refer to the **academic promotions website**.

#### Overview of research achievements

Research outputs	Qty	Research outputs	Qty
Books and edited journals		Manuscripts reviewed for publishers	
Book chapters		Honours and awards	
Journal articles (C1, excluding lecture notes in computer science (LNCS))		Invitations to speak at major national/ international conferences	
Appeared or in-press		Articles refereed for journals	
Submitted		Patents	
Refereed conference papers		Spin-off companies	
Appeared or in-press		HDR load	
Submitted		HDR completions	
Working papers/technical reports		HDR attritions	
Commercial reports		Publications by supervised HDR candidates	
Memberships of editorial boards		Other	
<b>Comments</b>			

### Grants/projects where the candidate is a chief investigator (to be completed by candidate)

Specify whether C1 or C12*	Category**	No. of grants / projects	Value (\$)

\* C1: Chief Investigator One (Principal Investigator)  
C2: Chief Investigator Two

\*\* The Categories are as follows:  
C1: National Competitive Grants (e.g. ARC, NH & MRC)  
C2: Government grants/ funding  
C3: Industry grants/ funding  
C4: Cooperative Research Centre (CRC) funding

### Comments by associate dean for research (maximum 2 pages)

(Evaluate the candidate's performance against department / school quality information and, if available, any other benchmarking data)

### Signature of associate dean for research

Date	Name	Ext. number
/ /20		

## Part 5: Associate dean education report

The associate dean for education will complete this report **after** the academic promotions round has closed. All candidates will have the opportunity to sight these reports.

Weighting allocated to teaching

%

### Summary table – Education (to be completed by the candidate)

To access information in relation to whether you are required to complete this table, please contact your **faculty promotions coordinator** or refer to the **academic promotions website**.

#### List of units taught from your last promotion

No.	Unit code	Unit title	Teaching role (% contribution)	Teaching mode(s) e.g. Distance, web based	Teaching year	No. of student enrolment
1						
2						
3						

### Comments by associate dean for education (maximum 2 pages)

Evaluate the candidate's performance against department/school quality information and, if available, any other benchmarking data)

### Signature of associate dean for education

Date	Name	Ext. number
/ /20		