

Advice for Candidates

Preparing an application for academic promotion

Below are some suggestions that may assist you in preparing your application for promotion.

1. Plan ahead and read the relevant Academic Promotions Procedures for Candidates.
2. Collect sufficient evidence and material to support your academic achievements.
3. Be aware of the University's plans and future direction, as outlined in documents such as [Monash Directions 2025](#), and [Excellence and Diversity - Strategic Framework 2004-08](#) and where appropriate make reference to how your academic activities and achievements have assisted the University to achieve its plans and objectives.
4. Seek advice from and consult widely with:

Performance Development Supervisors
Head of Unit or Dean (as appropriate)
Senior academic colleagues /mentors
Associate Dean Teaching and Associate Dean Research
Higher Education and Development Unit
Equity and Diversity Centre

Suggestions in relation to preparing your application

To assist Academic Promotions Committees in their assessment of your application, you should ensure that your application:

1. Educates the promotion committee about your activities in relation to your discipline. (e.g. publishing one paper a year in one discipline might not be understood by a staff member whose discipline members produce on average five papers per year).
2. Is concise, clear and coherent. For example, use dot points if appropriate to summarise your main points.
3. Clearly indicates your academic achievements. You should ensure you focus on 'activity, outcome impact and informed reflection'.
4. Focuses on quality rather than quantity.
5. Contains benchmarking data if available and relevant.
6. Provides comprehensive information and evidence that supports your stated achievements and the weightings you have allocated to the area of academic activity.
7. Does not exceed the specified maximum page numbers for each section (outlined in the academic promotions procedures for candidates).
8. Identify your weaker areas and address them in your application.

9. Is timely (i.e. you have consulted widely and are confident that you are applying for promotion at an appropriate stage of your academic career)

Suggestions for use of referees

1. Provide the names and contact details of the required number of referees as indicated in the academic promotions procedures for candidate. The number of referees required for each promotion level are as follows:
 - 4 for promotion to senior lecturer
 - 2 for promotion to associate professor, reader or professor (note: the Head of Unit will also nominate two independent assessors)
2. Select referees who can assist in developing the various strengths of your case for promotion e.g. Education, Research and Service.
3. It is important that the referees you nominate hold a position at least at the level of the position to which you are seeking promotion.
4. Seek the support of referees early. It is suggested that referees are provided with a copy of your application for promotion and the academic promotions guidelines for candidates.
5. Ensure your referees are informed of the time in which they are likely to be contacted and make sure they are available during that period.

Suggestions as to how to prepare for an interview with promotions committee

(Please note, only candidates applying for promotion to Professor will be required to be interviewed by the Faculty Professorial Promotions Committee)

1. Arrive early.
2. Listen to the questions being asked and answer the questions clearly and concisely.
3. Be well prepared and take the opportunity to highlight the strengths of your application.
4. Prepare a brief statement highlighting the strengths of your case for promotion.