



Academic Promotion

Checklist for Candidates Applying for Promotion to C-E

The following checklist is designed to assist candidates applying for promotion. It is NOT to be included in the candidate's academic promotion application.

Checklist for Promotion Candidates		
Pre-promotion round		
1	Read the Staff Development Procedure – Academic Promotion for Candidates’ Levels C – E	<input type="checkbox"/>
2	Ensure you are eligible to apply for promotion under the Staff Development Procedure – Academic Promotion for Candidates’ Levels C – E	<input type="checkbox"/>
3	Check the opening and closing dates for the academic promotion round. For promotion round dates refer to http://adm.monash.edu/sss/academic-promotion/	<input type="checkbox"/>
4	Attend a faculty or campus academic promotion information session. For information session times refer http://adm.monash.edu/sss/academic-promotion/ or contact your faculty promotions coordinator.	<input type="checkbox"/>
5	Access the supporting material for candidates applying for promotion. The material is available on the academic promotion web page http://adm.monash.edu/sss/academic-promotion/ . Included in the material are FAQs and guidance for candidate’s who wish to include ‘relevant circumstances’ in their promotion application.	<input type="checkbox"/>
6	Flag your intention to submit a promotion application with your: <ul style="list-style-type: none"> • performance development supervisor and head of unit; • dean, if you are seeking promotion to associate professor, reader or professor; • associate dean (research); and • associate dean (education). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	Identify the prescribed number of referees and ensure that they are: <ul style="list-style-type: none"> • appropriate for the level to which you seek promotion; • familiar with Monash University’s criteria for promotion; and • familiar with your academic activities. <p>Confirm referee contact details and ensure they will be contactable in the required timeframe. Normally referees are contacted in late June and early July however you may wish to confirm this with your faculty promotions coordinator.</p> <p>(It is suggested that you provide your referees with a copy of your promotion application and the academic promotion procedures).</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	Meet with your performance development supervisor and head of unit to discuss your application for promotion.	<input type="checkbox"/>

Completing and submitting your application		
9	<p>Complete and sign all relevant sections in parts 1 to 3 of your application for promotion form, using:</p> <ul style="list-style-type: none"> • size 11 font; • single sided A4 pages with minimum margins of 1.5 cm • all pages numbered; and • black and white only (or colours compatible with photocopying) <p>Note that some flexibility in the format is allowed where irregular sized or photocopied materials are included with supporting evidence in Part 2.</p> <p>Attach no more than 5 pages of supporting evidence.</p>	
10	<p>Contact your faculty promotions coordinator to see if you are required to complete a summary evidence table for Part 4 of the form. Candidates who are not located in a faculty should contact the Human Resources Division prior to submitting their application for assistance in obtaining the associate deans' reports.</p>	
11	<p>Allow your performance development supervisor and head of unit enough time during the promotions round to complete their sections of the application form.</p>	
12	<p>Ensure that the completed application form is signed by your performance development supervisor and head of unit.</p>	
13	<p>Notify the chairperson of the faculty committee, within seven days of counter-signing the report if you object to the head of unit's choice of one or both of the assessors (candidates applying for promotion to associate professor, reader or professor only)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14	<p>Submit the completed and signed promotion application to your faculty promotions coordinator by the round closing date.</p>	<input type="checkbox"/>
15	<p>Provide a full set of Monquest and unit evaluations to the faculty promotions coordinator at the time of submitting the application if you have included MonQueST and unit evaluation summaries in your promotion application.</p>	