



Academic Promotion 2008

PROCEDURES FOR CANDIDATES APPLYING FOR PROMOTION TO SENIOR LECTURER

Preliminary Note:

These Procedures for candidates contain an outline of the process to be followed by academic staff applying for promotion to senior lecturer and should be read in conjunction with the [Academic Promotion 2008 Procedures for Senior Lecturer Promotions Committees](#).

These Procedures apply to staff appointed to undertake education and research activities. Staff appointed to undertake primarily research and research related activities ('research-only' staff) should refer to the [Research-Only Academic Staff - Advancement to a Higher Research Level Procedures](#).

If there are no heads of unit within the faculty, a deputy dean or equivalent may be delegated the head of unit's responsibilities for the academic promotions process.

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1. Introduction

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1.1 Promotion at Monash

Promotion at Monash University is based on merit following a thorough and fair process which applies the policy in these Guidelines and the [Academic Promotion 2008 Procedures for Senior Lecturer Promotions Committees](#).

Candidates who satisfy the promotions committee that they meet the criteria for promotion are to be promoted irrespective of extraneous considerations such as the staffing costs or profile of their academic unit.

In brief, candidates must meet two criteria: (i) that they have been sustained high performers at their current level of appointment; and (ii) that they have the capacity to perform satisfactorily at the level to which they seek promotion.

To satisfy a promotions committee that the criteria have been met, candidates must present a "case for promotion", which addresses their achievements in the areas of research, education and service. Candidates must attach weightings to each of

these areas, within parameters set out in these Guidelines, to assist a promotions committee in evaluating the achievements.

1.2 Who may apply

To be eligible to apply for academic promotion an academic staff member must be appointed to undertake research, education and service activities and must have a current engagement profile which complies with the requirements of the academic performance management scheme.

Academic staff holding a full-time or part-time position whether continuing or fixed-term may apply for promotion to senior lecturer.

Candidates may apply for promotion in the year immediately following an unsuccessful application.

1.3 When to apply

The dates for submission of an application for academic promotion are provided by global email each year. The promotions round normally opens in May and closes in June each year. Applications must be submitted to the relevant [faculty promotions co-ordinator](#) by the advertised closing date of the promotions round.

Unless a candidate has been offered a conditional promotion (refer to: [section 3.3](#)), all promotions will take effect from 1 January of the year following the promotion decision.

1.4 Withdrawal of an application

A candidate may withdraw an application at any time prior to its consideration by the faculty senior lecturer committee.

1.5 Applications for promotion from staff not located in faculties

Candidates should discuss their proposed application with their performance management supervisor and head of unit. If it is determined that the application is to proceed, candidates are required to complete their applications according to these Guidelines.

All applications for promotion to senior lecturer require the inclusion of associate dean teaching and associate dean research reports (refer to: [section 2.8](#)). Candidates not located in a faculty should contact the Human Resources Division for assistance with obtaining these reports, prior to submitting their application for promotion.

Academic staff not located in a faculty who are applying for promotion to senior lecturer under these guidelines are required to submit an application to the Deputy Vice-Chancellor (Education) by the specified promotion round closing date. The application will then be forwarded to the Committee of Academic Promotions and Appointments (CAPA) for consideration in accordance with these Guidelines. The CAPA is chaired by the Deputy Vice-Chancellor (Education).

The Deputy Vice-Chancellor (Education) has the power to co-opt additional staff members to the committee with expertise in the discipline area of the applicant to provide additional context.

For further information about the membership of the CAPA please refer to the [Academic Promotion 2007 Procedures for Senior Lecturer Promotions Committees](#).

2. Preparing an application for promotion

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2.1 The criteria for promotion

A candidate must satisfy the promotions committee that he or she:

- a) has been a sustained high performer at the present level of appointment; and
- b) has the capacity to perform satisfactorily at the level to which promotion is sought.

It may take several years to develop a track record of research, education and service which demonstrates that both the above criteria are met. For this reason, candidates who are at the top step at the time of their application are more likely to be successful.

Candidates are required to list their achievements and publications since their initial appointment to Monash University or since their most recent successful application for promotion at Monash University.

A candidate who moved to Monash from the same level of appointment or higher and who has not since been promoted pursuant to the [Monash University Academic Promotion Procedures](#) may refer in her or his application to achievements at that level of appointment at the previous university. The committee should take these achievements into account when considering whether the candidate has met both of the above criteria.

Achievements that pre-date the appointment or promotion can be included if they are still having a significant impact. For example a publication in a top journal that continues to be cited frequently.

The onus is on the candidate to satisfy the promotions committee that the criteria for promotion have been met. To do this, a complete application (refer to: [section 2.2](#)) must be submitted, which sets out the case for promotion (refer to: [section 2.3](#)). The faculty senior lecturer promotions committee will make its decision based on the curriculum vitae, the case put forward by the candidate and the supporting evidence, which will include referees' reports.

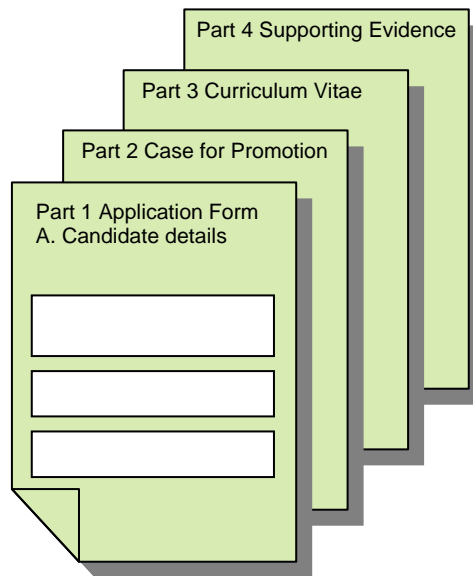
2.2 Content and structure of applications

2.2.1 A complete application

A complete application consists of the four parts, listed below. Each part has a template to be completed, available from the [academic promotions website](#).

- Part 1: A current academic promotion application form, consisting of the following subsections:
- A. Candidate application details and weightings (refer to: [section 2.5](#))
 - B. Head of unit report (refer to: [sections 3.2.1](#))
 - C. Performance management supervisor's report (refer to: [section 3.2.1](#))
 - D. Statement of 'relevant circumstances', if applicable (refer to: [section 2.7](#))
- Part 2. The 'case for promotion', comprising a short statement (maximum 10 pages) balanced according to the weighting attached to each area (refer to: [sections 2.3](#) and [2.5](#)),
- Part 3. A short curriculum vitae, using the [template format](#) (maximum 3 pages)
- Part 4. Supporting evidence consisting of the following subsections ([refer to: section 2.4](#)):
- A. A list of research outputs;
 - B. Research funding;
 - C. Assessment of competitive grants;
 - D. Research supervision of higher degree by research (HDR) and honours students;
 - E. Other significant research achievements;
 - F. Summary of teaching evaluations (MonQueST results);
 - G. Summary of unit evaluations;
 - H. Outline of education and unit improvement and innovation;
 - I. Other supporting evidence (maximum 5 pages);
 - J. A copy of the achievement report, signed by the performance management supervisor and candidate, from the candidate's last completed performance management cycle (optional); and
 - K. A copy of the engagement profile, signed by the performance management supervisor and candidate (optional).

In addition to the academic promotion application form, candidates may also be required to complete a summary table for the associate dean reports. For more information, refer to <http://adm.monash.edu/sss/academic-promotion/associate-dean-reports/>



2.2.2 Format of applications

Applications are to be formatted as follows:

- 11 point font
- Single sided A4 pages with minimum margins of 2 cm
- In black and white only (or colours compatible with photocopying)

Where irregular sized or photocopied materials are included with supporting evidence in section 4, for example, copies of certificates or awards, some flexibility in the above format is allowed.

The maximum page numbers, where specified, (refer to: [section 2.2.1](#)) must not be exceeded. Only applications within the correct length will be accepted for consideration by promotions committees.

Duplication of information should be avoided and the use of summaries and tables in to present information is encouraged. The committee may call for further information about summarised material if it wishes.

2.3 *The case for promotion*

The case for promotion is a brief statement of academic achievement in research, education and service, designed to satisfy the promotions committee that both criteria for promotion have been met (that is, sustained high performance at the current level of appointment, and capacity to perform satisfactorily at the next level). The maximum length of this statement is ten pages.

Academic achievement in research, education and service

Candidates must include comprehensive information about their activities in each of the following areas:

- Research
- Education
- Service

The purpose of this information is to enable the senior lecturer promotions committees to assess whether the candidate has met the criteria for promotion, taking into account the weighting allocated by the candidate for each of the areas (see [section 2.5](#)).

It is acknowledged that some achievements may feature in two areas. For example, assembling a successful research team is an achievement in research and also a form of service. Candidates should avoid unnecessary duplication but should draw out particular facets or dimensions of their achievements under the relevant headings.

Research

Candidates applying for promotion to senior lecturer should state their case by providing detailed information and evidence of the quality and impact of their achievements activities and standing in research, research training and research leadership. Examples of this evidence may include:

Research activity

- Publication of articles in refereed journals. Candidates clearly distinguish between refereed and non-refereed publications, include information about the publications citation and impact factors, where available, and where relevant indicate their contribution to the publication in percentage terms;
- Publication of books, chapters, monographs and edited collections. Candidates should clearly indicate their contribution to the publication in percentage terms;
- Presentation of research findings at conferences;
- Exhibiting at acknowledged galleries;
- Creative works relevant to the candidate's academic field;
- Development of computer software, technology, inventions, designs or patents;
- Competitive research grants (reported in AUS\$). Candidates should include comprehensive information about chief investigators, co-applicants and the percentage of individual contribution to the attainment of the grant;
- Funding received (reported in AUS\$). Candidates should provide evidence of the competitiveness of the funding, the independence and objectivity of the research, and detailed information about monies and in-kind resources received;
- Unsuccessful applications for grants with information about assessors' evaluations.

Research training (including research supervision*)

- Research qualifications appropriate to the discipline;
- Evidence of the delivery and provision of research supervision;
- Evidence of the contribution to and impact of the publications of higher degree by research students' work;
- Evidence of the number of honours and research higher degree students under supervision, and anticipated date of submission, in the context of the candidate's school and discipline (including any contextual issues relating to attracting research students).

**As research supervision may also be regarded as a form of education, candidates may elect to include achievements in research supervision in either the research or education category but not in both. This flexibility is being afforded to cater for the diversity of academic roles and the new minimum weightings of 30% for each of research and education.*

Leadership in research

- Contribution to the development of knowledge in an area, for example in the form of prizes or awards for research;
- Contribution to the extension of the candidate's discipline by developing and initiating new ideas and influencing the field;
- Contribution to internal processes and a research culture that promotes high quality researchers and research, such as development or coordination of educational resources and presentation of case studies, workshops, papers and reports at department, school, or faculty levels;
- Contribution to innovations in the use of research techniques;
- Furthering research in an area, as an individual or part of a team; collaborative research activities with other universities, industry and government institutions.

Research standing

- Citations by other scholars or critics in the field;
- Request to referee journal articles;
- Requests to examine theses at other universities;
- Commercialisation of research outcomes (including inventions, designs and patents);
- Development of public policy, for example through commissioned reports, with evidence of the impact of this work.

Education

Candidates applying for promotion to senior lecturer should state their case by providing detailed information and evidence of the quality and impact of their achievements, activities and standing in education, educational scholarship and leadership in education.

Candidates should include student evaluations of their teaching and the units in which they have taught. In addition, the results of peer and self-review may strengthen a case for promotion. Further information that may be of assistance can be found on the following websites:

- Centre for Higher Education Quality (<http://www.adm.monash.edu.au/cheq/evaluations/index.html>)
- Centre for the Advancement of Learning and Teaching (<http://www.calt.monash.edu.au>)

Candidates may also find it useful to include material referred to below:

Educational activities

- Attainment of the Graduate Certificate in Higher Education or comparable qualification;
- Evidence of development of approaches to improve teaching, curriculum design and assessment, including rationale and outcomes. Examples may include responding to feedback, increasing student-centredness, technology-enhanced approaches, fostering internationalisation and developing inclusive practices etc;
- Publications relating to teaching and learning in books, peer-reviewed educational journals and discipline-based journals; and
- Presentations relating to teaching and learning at conferences on higher education.

Leadership in Education

- Leadership in the development and co-ordination of units and courses;
- Leadership in the development and review of internal activities and processes to promote high quality teaching and learning, such as development of educational resources, workshops, seminars, conferences, papers and reports at department, school, or faculty levels;
- Participation in education committees;
- Coordination of induction and transition activities for students or staff; and
- Development of national linkages that assist in the development of education at Monash University.

Educational standing

- Nomination or receipt of internal or external university awards or prizes in relation to teaching and educational activities; and

- Receipt of internal or external grants relating to teaching and educational activities.

Service

All academic staff members are required to engage actively in the development and work of the university and with wider communities, disciplines, industries and professions.

It is recognised that there are a number of ways in which a staff member may contribute to the planning, governance and operations of the university and his or her discipline and profession. Consequently, the category of service can consist of both internal university service and external professional and community service activities.

Candidates applying for promotion to senior lecturer are expected to have demonstrated leadership in the activities of the university and to have represented the University in national and international communities and in their discipline or profession.

Candidates should provide evidence of internal and external service activities, outcomes and impact. They should describe in detail the type of service provided and the time and depth of input involved in the activity.

Candidates may also find it useful to include material referred to below:

Internal service within the university

- Reviewing and coordinating courses or programs;
- Membership of committees, boards, councils (at school, faculty or university level i.e. Academic Board). Please note: candidates should distinguish between membership, chairing or other substantial involvement;
- Involvement in policy-making or strategic planning at the departmental, school or faculty level;
- Membership of school or faculty working parties and task forces;
- Participation in recruitment and alumni activities on behalf of the faculty or University, locally and nationally;
- Contribution to public debate and advocacy in areas of discipline expertise and in more general areas relating to social justice, human rights and a sustainable environment.

External service to the profession, discipline and community

- Contribution to public debate on matters within the candidate's disciplinary expertise, through the media, the provision of expert commentary and reports;
- Provision of advice and expertise to organisations, such as membership or leadership of government, industry or community boards, committees or commissions at national and international levels;

- Active participation in professional societies, associations and organisations;
- Professional services as a consultant, making clear whether this is University Practice Paid Outside Work or Private Paid Outside Work (further information can be found at <http://www.adm.monash.edu.au/workplace-policy/conduct/paid-outside-work/index.html>);
- Developing and delivering public lectures, seminars or workshops and community education programs.

2.4 Supporting evidence and publications

Supporting evidence is required, to substantiate the achievements stated in the curriculum vitae and case for promotion. The supporting evidence should evidence the quality and impact of the achievements claimed.

A candidate who moved to Monash from the same level of appointment or higher and who has not since been promoted pursuant to the [Monash University Academic Promotion](#) Procedures may include in her or his application a representative spread of evaluations from that level of appointment at the previous university.

Evidence to support teaching achievements is particularly important. Candidates should use MonQueST evaluations, where possible, to indicate the quality of their teaching. Where there has been a significant contribution to the unit by the candidate, unit evaluations may also be included. When including information about unit evaluations, candidates are required to indicate their individual contribution to the unit's preparation and delivery.

The MonQueST and unit evaluations included in an application should comprise a representative spread of evaluations since the candidate's last promotion pursuant to the [Monash University Academic Promotion](#) Procedures.

Both MonQueST and unit evaluations should be summarised in a table format. A guide for summarising MonQueST and unit evaluations is provided in [Part 4F](#) of the application template, on the [academic promotions website](#).

The relevant set of the MonQueST and unit evaluations must be provided to the faculty promotions co-ordinator at the time of submitting the application, where summarised information is provided in the application.

Publications should be listed in chronological order (starting with the most recent), numbered, and 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. Please refer to the [academic promotions website](#) for further information.

2.5 Weightings

Candidates must allocate weightings to each of the categories of research, education and service. The purpose of requiring weightings lies in the diverse and changing nature of academic work. A candidate may choose weightings, within the parameters specified below, which will enable a promotions committee to assess whether he or she meets the criteria for promotion in the particular circumstances of her or his responsibilities and achievements at the current level of appointment. In

this way, particular combinations of expected achievements agreed annually with the candidate's supervisor in the academic performance management scheme are taken into account.

The total of the weightings should sum to 100%, and to ensure adequate coverage of all categories there is a minimum applicable to each:

- The minimum weighting for each of the categories of research and education is 30%; and
- The minimum weighting for service is 10%.

Candidates should consider the weighting of their case carefully and seek advice from their performance management supervisor and head of unit before finally determining the balance. The final decision regarding the allocation of weightings is the responsibility of the candidate.

Promotion at Monash focuses on the *quality* and *impact* of achievement in the three areas of academic activity rather than the relative time spent on each. Weightings should be chosen which strengthen the candidate's case in relation to achievements and reflect the assessments made annually in the achievement report completed as part of the academic performance management scheme.

The amount and type of information provided by candidates (within the page limits) may reflect the weightings attached to each area, but a lower weighting for a particular area still requires a thorough description and supporting evidence of the relevant achievements.

2.6 Referees

The considered, confidential opinions of referees may have a significant influence on a promotions committee's assessment of a candidate's case. Candidates should be careful when choosing referees. In making their choice, candidates should take into account the prospective referee's seniority, standing; familiarity with the candidate's work and capacity to make an objective evaluation may affect the weight given by the committee to the report. Candidates may wish to take advice from their performance management supervisor or head of unit.

Candidates applying for promotion to senior lecturer must nominate four referees of national standing in the discipline.

Referees should have some prior familiarity with the candidate's work and candidates should contact referees beforehand to ascertain their willingness to provide a confidential report. Candidates should provide their referees with a copy of their application for promotion and a copy of these guidelines.

If a candidate who is unsuccessful one year, applies for promotion again the following year, he or she may use the referee report from her or his previous application. In this situation, the faculty promotions co-ordinator is required to contact the referee to provide her or him with the opportunity to update the original report.

Candidates include within their application the details of the name, postal address, fax number and business or institution email address of all referees. They should comment in [Part 1A](#) of the promotion application form ([refer to section: 2.2.1](#)) on each referee's qualification to provide a report and the reason why each has been nominated.

Referee reports should be provided in English, unless prior arrangements are made with the faculty promotions co-ordinator.

The faculty promotions co-ordinator will make all reasonable efforts to contact each referee listed but it is the candidate's responsibility to establish that the referee will be available to provide a report prior to the faculty committee meeting.

2.7 Relevant Circumstances

The university is committed to the principle of equal opportunity in promotion and recognises that staff contribute to its vision and goals in diverse ways. Faculty and university promotions committees will be in a better position to make fair and valid judgements about each candidate's achievements if they are aware of the particular circumstances relevant to her or his career progression. Faculty and university promotions committees are to assess a candidate's achievements relative to the opportunities available to that candidate.

Candidates are therefore encouraged to ensure that their application for promotion clearly specifies any relevant circumstances that may have impacted on any of the three areas of academic activity.

Relevant circumstances can include:

- family responsibilities (for example child rearing, elder-care, illness of a partner or dependent);
- a temporary or permanent disability;
- relevant cultural expectations or circumstances;
- conditions of employment including access to authorised leave;
- limited access to university resources and facilities;
- issues relating to geographical distance, including the impact of travel requirements;
- a lack of opportunity to consult and collaborate with academic colleagues; or
- working in a developing area with limited established research, education or supervision opportunities.

Candidates who would like a promotions committee to take into account relevant circumstances should provide a separate brief statement in [Part 1D](#) of the promotion application form. Particular emphasis needs to be placed on providing **details of the impact** these circumstances have made on the candidate's ability to achieve during the **time period** that is being considered in the application i.e. since the last promotion or appointment. For further information, refer to Supporting Material: [Suggestions for preparing relevant circumstances](#).

2.8 Associate dean reports

Associate deans responsible for teaching and research in a faculty are required to provide a report on the candidate's case for promotion in the three areas of academic activity.

The reports will provide an overview and assessment of the candidate's achievements in the relevant area and where available should refer to faculty and university metrics or promotion case studies.

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

Applications from a candidate not located in a faculty also require associate dean reports to be prepared. Candidates not located in a faculty should contact the Human Resources Division prior to submitting their application to the Deputy Vice-Chancellor (Education) for assistance with this process (refer to: [section: 1.5](#)).

3. The Promotions Process

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 - 3.2.2 [Faculty committee meeting](#)
- 3.3 [Conditional promotion to senior lecturer.](#)

3.1 Introduction

A successful application for promotion requires candidates to plan ahead as it takes time to assemble the case for promotion and supporting evidence, prepare the documents, choose referees and ensure their availability.

Approximately three months prior to the commencement of the academic promotion round the faculty will hold information sessions for candidates intending to apply for promotion. The information sessions will explain the promotions process, the criteria to be met and the evidence to be supplied. It is highly recommended that candidates attend these sessions both in the year prior to applying and in the year that the application will be submitted.

3.2 Promotions process – lecturer to senior lecturer

3.2.1 Preliminary matters

Candidates should discuss with their performance management supervisor and head of unit their prospective promotion application to determine whether the application is timely. If it is determined that the application is to proceed the candidates performance management supervisor and head of unit are required to each provide a report that forms part of the academic promotion application form (refer to [Part 1B](#) and [Part 1C](#) of the promotion application form). The reports should address the merits of the candidate's case in each of the areas of research, education and service and indicate whether the candidate's application for promotion should be recommended to the faculty promotions committee (or the CAPA where candidates are not faculty based, refer to: [section 1.5](#)), for consideration.

The candidate is required to counter-sign the application form to indicate that he or she has read the contents of the performance management supervisor and head of unit's reports. Only when the candidate has counter-signed the application form can the complete promotion application be submitted to the faculty promotions coordinator (or the Deputy Vice-Chancellor (Education), where candidates are not faculty based, refer to: [section 1.5](#)).

In addition, the associate deans responsible for teaching and research in the faculty will each provide a report on the candidate's achievements in the relevant area. Further information is available in [section 2.8](#).

Applications for promotion to senior lecturer are assessed within the candidate's faculty (or the CAPA where candidates are not faculty based, refer to: [section 1.5](#)), by a committee chaired by the dean or acting dean.

Where an application is received from a candidate who is located at the Malaysia, South Africa or Gippsland campus, the dean is required to appoint a member from the relevant campus to be a member of the promotions committee to ensure that any campus-related contextual issues are presented. Members appointed under these circumstances hold full committee voting rights.

Where an application is received from a candidate who is located at the Berwick or Peninsula campus, it is the dean's decision whether to appoint a member from the relevant campus to the promotions committee. Members appointed under these circumstances hold full committee voting rights.

3.2.2 Faculty senior lecturer promotions committee meeting

When applications for promotion have been received, the faculty senior lecturer promotions committee will meet to consider them. Committee decisions regarding promotion to senior lecturer are made on the basis of a candidate's written application. Consequently, the committee will not interview candidates applying for promotion to senior lecturer.

The only new information which may be received by the faculty senior lecturer promotions committee will be that which became available subsequent to the lodgement of the application. The nature of the new information is either to:

- (i) clarify or update information alluded to in the application, for example the success of a grant application listed as "pending"; or
- (ii) provide new information about a fact or event that significantly strengthens the case for promotion, for example the receipt of an award or admission to a learned body or academy.

Candidates also have an obligation to correct any information that may mislead the promotions committee if left uncorrected, for example a manuscript submitted to a publisher or journal that has been rejected.

The dean will inform candidates in writing of the decision of the faculty senior lecturer promotions committee within seven days of the final sitting day of the committee. Copies of the letters are provided to the performance management supervisor and head of unit. In cases where the candidate is from a campus with a Pro Vice-Chancellor, a copy is provided to the Pro Vice-Chancellor in addition to the performance management supervisor and head of unit.

Unsuccessful candidates will be provided with written advice regarding the outcome of their application by the dean. Copies of the letters are provided to the performance management supervisor and head of unit. The advice will outline the areas that need strengthening before a future application is lodged. It is suggested that candidates use this advice, in consultation with their performance management supervisor, to guide the development of their engagement profile.

3.2.3 The rehearing process

Candidates not recommended for promotion by the faculty (or the CAPA where candidates are not faculty based, refer to: [section 1.5](#)) may lodge an application for a rehearing. The sole ground for lodging an application for a rehearing is that there has been a procedural irregularity resulting in material disadvantage.

“Procedural irregularity” refers to where the university has not followed a process that is articulated in these Guidelines or the [Academic Promotion 2008 Procedures for Senior Lecturer Promotions Committees](#).

Examples of procedural irregularities which may result in material disadvantage include:

- the membership of the committee was not properly constituted;
- a section of the application for promotion submitted by the candidate is omitted from the paperwork considered by the promotions committee; or
- a conflict of interest between the candidate and at least one member of the committee.

“Material disadvantage” refers to the effect that the procedural irregularity has had on the outcome of the assessment of the candidate’s application. A candidate has been materially disadvantaged if the procedural irregularity has had a direct impact on the decision not to promote the candidate.

A request for a rehearing which questions the decision not to promote based on the merit of the application does not constitute a procedural irregularity.

Candidates should seek the advice of the chairperson of the committee, the dean, or both, before lodging an application for a rehearing.

The application for rehearing must be made in writing within seven days of the candidate being notified of the committee's decision and addressed to the Deputy Vice-Chancellor (Education), in the case of a faculty promotions committee, or the Vice-Chancellor, in the case of the CAPA. A copy must also be provided to the chairperson of the faculty senior lecturer promotions committee (or the CAPA where candidates are not faculty based, refer to: [section 1.5](#)).

The application must include a statement of the alleged procedural irregularity and an explanation of how the candidate has been materially disadvantaged. It should be supported by sufficient evidence to enable the review panel to decide whether a prima facie case exists that the alleged procedural irregularity occurred.

Applications for a rehearing are subjected to a two-stage process with an initial assessment undertaken by a review panel. If the review panel is satisfied that a prima facie case exists, the application will then be referred to the relevant promotions rehearing committee.

The review panel will meet to consider an application within fourteen days of receipt. Applicants will be notified in writing of the outcome of the meeting by the chairperson of the review panel within seven days of the review panel making its decision.

Where the application is referred to the faculty promotions rehearing committee (or the CAPA where candidates are not faculty based, refer to: [section 1.5](#)), the committee will meet within twenty-one days of receiving notification from the chairperson of the review panel. Applicants will be notified in writing of the outcome by the chairperson within seven days of the committee making its decision.

For further information on the rehearing process refer to the [Academic Promotion 2008 Procedures for Senior Lecturer Promotions Committees](#).

3.3 Conditional promotion to senior lecturer

The faculty senior lecturer promotions committee may make a conditional promotion decision where the committee believes that the candidate's case for promotion is 'borderline' but that some specified achievements by the candidate before the next promotions round would lead to a clear case for promotion.

A conditional promotion means that the committee authorises the chairperson of the committee to approve the promotion if certain specific criteria are met before 31 May in the following year. A conditional promotion will come into effect on the date that the chairperson approves the promotion or 1 January in the year following the candidate's application, whichever is the later.

The conditions must be precisely defined by the committee, communicated clearly in writing to the candidate and based on the appropriate metrics for the level of senior lecturer.

If the candidate does not meet the specified promotion conditions before 31 May in the following year, and wishes to reapply for promotion, the candidate will be required to submit a new application for promotion.

If the candidate succeeds in meeting the specified conditions before 31 May in the following year, the head of unit must submit a written recommendation to the chairperson of the committee that the candidate be promoted.

The decision of the chairperson of the faculty senior lecturer promotions committee is final and there is no appeals process.