



## **Academic Promotion 2008 PROCEDURES FOR PROFESSORIAL PROMOTIONS COMMITTEES**

### **Preliminary Note:**

These Procedures for Professorial Promotions Committees contain an outline of the process to be followed by faculty and university promotions committees and should be read in conjunction with the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor](#).

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

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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, as reflected in these Procedures, the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor](#) and the [Equal Opportunity Procedures for Academic Promotion](#).

Candidates who satisfy the promotions committee that they meet the criteria are to be promoted irrespective of extraneous considerations such as the staffing costs or profile of the 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 are required to present a “case for promotion”, which addresses their achievements in the areas of research, education and service. Candidates are required to attach weightings to each of these areas, within parameters set out in the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor](#), to assist the promotions committee in evaluating the achievements.

## **1.2 Confidentiality**

Confidentiality is required of all persons involved in promotions processes. The chairperson of the committee will emphasise the importance of confidentiality during her or his welcome and overview. The duty of confidentiality continues after the promotions process has been concluded.

In maintaining confidentiality, access to all papers is restricted to those directly involved in the assessment process.

Where a stage of the process involves a promotions committee, all papers are to be returned to the secretary of the committee at the conclusion of the last meeting.

## **1.3 Conflict of interest**

A committee member must declare to the chairperson any actual, potential or perceived conflict of interest which may arise as a result of involvement in the promotions process. If a committee member is uncertain whether an actual, potential or perceived conflict of interest exists, advice should be sought from the chairperson prior to the meeting.

The chairperson is responsible for ensuring that no declared conflict of interest can influence the outcome of the application and that there can be no reasonable perception that it might have done. If necessary, the chairperson will require the committee member to withdraw from the committee.

## **2. Equal opportunity procedures and training for promotions committees**

The chairperson must ensure that all members are provided with a current copy of the university's [Equal Opportunity Procedures for Academic Promotion](#) and take reasonable steps to ensure that they have read and understood them.

The [Equal Opportunity Procedures for Academic Promotion](#) are designed to heighten awareness and understanding of circumstances that may be relevant when assessing applications for promotion, for example, family responsibilities. Please refer to [section 3](#) for further information about relevant circumstances.

The chairperson must ensure the committee has as close to equal gender representation as reasonably practicable, with a minimum of one-third representation of each gender. Gender balance can be facilitated through the deans' appointees, the choice of external member and drawing attention to the aim for gender balance when calling for faculty nominees.

Unless the chairperson has previously received or attended equal opportunity training, he or she is required to undertake equal opportunity training prior to chairing an academic promotions committee meeting. In addition, the opportunity to undertake equal opportunity training will be available to all promotions committee members, prior

to the commencement of the first committee meeting. All promotions committee members, with the exception of the external member, will be required to undertake the [equal opportunity \(EO\) online training](#), prior to the commencement of the first committee meeting.

### **3. Committee consideration of 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 professorial 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 professorial promotions committees are to assess a candidate's achievements relative to the opportunities available to that candidate.

Committees should be familiar with paragraph 2.7 of the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor](#) which invites candidates to submit a statement providing details of any relevant circumstances that have had an impact on her or his career progression.

Relevant circumstances can include:

- family responsibilities (for example child rearing, elder-care, illness of a partner or dependant);
- 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 location, 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, teaching or supervision opportunities.

In deciding whether a case has been made to take into account relevant circumstances, a promotions committee must assess the candidate's achievements relative to the opportunity to achieve that he or she has had over her or his career.

For example, if a staff member has been employed for ten years but has had a career break of two years to be the primary caregiver of a child or children, the promotions committee should consider the staff member's achievements over an eight year period.

For further information refer to the: [suggestions for preparing a statement of relevant circumstances](#).

### **4. Preparation for promotions committee meetings**

An orientation document is included in the information provided to promotions committee members. An orientation session is also held at the start of the first meeting of the promotions committee in each year.

The orientation session focuses on:

- familiarising members with the role and responsibilities of membership of the committee and the promotions procedures;
- raising awareness and understanding of equal opportunity in relation to matters that may impact on the assessment of applications for promotion;
- disciplinary differences;
- citation indexes, impact factor information, benchmarking data, use of team work, multiple authorship and differences in publishing protocols;
- different ways of assessing the range of academic activities – quantitative and qualitative; and
- good decision-making processes.

A Human Resources Division representative will present the orientation session and will be available at all meetings of the committee to provide procedural advice and other support. Faculty professorial promotions committees will also be supported locally by the faculty promotions co-ordinator.

### **5. Applications for promotion from staff not located in faculties**

Academic staff not located in a faculty who are applying for promotion under these procedures are required to submit an application to the Special Professorial Appointment Committee (SPAC) for consideration. The SPAC is chaired by the Vice-Chancellor.

Applications from a candidate not located in a faculty will require reports to be completed by the associate deans of teaching and research. Candidates should contact the Human Resources Division prior to submitting their application to the Vice-Chancellor for assistance with this process.

The membership of the Special Professorial Appointment Committee (SPAC) shall consist of:

- the Vice-Chancellor and President (Chairperson)
- the Deputy Vice-Chancellor (Education);
- the Deputy Vice-Chancellor (Research);
- A Dean of the university;
- A Professor of the university (not being a Dean); and
- Three external members on the University Council.

Members of the SPAC aside from the chairperson are to be appointed by Academic Board.

A non-voting representative of the Human Resources Division will provide procedural and secretarial support to the committee.

The committee shall have the power to co-opt other staff members to the committee when considering an application for promotion. SPAC may also co-opt up to two individuals of a relevant discipline from other universities when considering applications for promotion. Co-opted members will be nominated by the Vice-Chancellor.

When an application for professor is supported by the SPAC the application will be forwarded to the university professorial promotions committee for consideration, as outlined in [section: 8](#) of these procedures.

## **6. Faculty professorial promotions committee**

### 6.1 Committee membership, quorum and voting rules

#### 6.1.1 Faculty professorial promotions committee

### 6.2 Election and appointment of faculty professorial promotions committee members

#### **6.1. Committee membership, quorum and voting rules**

##### **6.1.1 Faculty professorial promotions committee**

The membership of the faculty professorial promotions committee is:

- the dean or acting dean (chairperson);
- three professors in the faculty who hold full voting rights on the faculty board, appointed by faculty board; and
- a professor of a relevant discipline from another university, nominated by faculty board.

The Human Resources Division will provide a non-voting representative to provide procedural support to the committee meeting.

Committee members must carry out a fair and objective assessment of applications for promotion and must not act as advocates for candidates.

Where an application is received from a candidate who is located at the Gippsland, Malaysia or South Africa campuses, the dean is required to appoint a member from the relevant campus to the promotions committee. The member is a full voting member of the committee for the whole of the promotions round, and is appointed to ensure that any campus-related contextual issues are presented. The member will be required to attend all relevant committee meetings.

Where an application is received from a candidate who is located at the Gippsland, Malaysia or South Africa campuses, the head of school is required to inform the relevant Pro Vice-Chancellor and the dean that a candidate from her or his campus is applying for promotion.

The travel costs associated with a non Australia based committee member attending any faculty promotions committee meetings will be met jointly by the faculty and the campus where the candidate is currently located.

If an application is received from a candidate who is located at the Berwick or Peninsula campuses, the dean may wish to appoint a member from the relevant campus to the promotions committee, but is not obliged to do so.

The dean (or acting dean) as the chairperson must ensure the committee has as close to equal gender representation as reasonably practicable, with a minimum of one-third representation of each gender (refer to: [section 2](#)). If the dean is unable to meet this requirement, the Human Resources Division will assist by contacting individuals (of the underrepresented gender) from a cognate area and provide the dean with the names of these individuals. If in exceptional circumstances, there are no available individuals (of the underrepresented gender) from a cognate area, a request by the dean to vary or waive the gender representation requirement may be made to the Deputy Vice-

Chancellor responsible for academic staffing issues. The Deputy Vice-Chancellor may approve that request in writing and confirm the composition of the committee.

Where the membership of the committee includes individuals from a cognate area and/or is composed in accordance with the written approval provided by the Deputy Vice-Chancellor in accordance with this clause, then the committee shall be a properly constituted committee for the purposes of these procedures.

The normal maximum size of the faculty professorial promotions committee is five members, except in cases where the dean co-opts additional professorial members in line with the above provisions.

A quorum for the faculty professorial promotions committee is four members, comprising the chairperson, external member and at least two of the professors appointed by faculty board. The Human Resources Division representative must also be in attendance.

If the dean is absent and the acting dean is not a professor, the acting dean may not be a member of the committee. In this event, the Vice-Chancellor will appoint a chairperson from amongst the three professors appointed by faculty board.

## **6.2 Appointment of faculty professorial promotions committee members**

The members of the faculty professorial promotions committee will normally be appointed for a three year term, with one-third of the membership being subject to appointment each year. Members may be re-appointed. When Faculty Board appoints members onto the committee, consideration should be given to all eligible staff members, including staff members located on the non-Australian based campuses.

Members appointed or co-opted to a committee under the provisions relating to representation of the Berwick, Gippsland, Malaysia, Peninsula or South Africa campuses, are appointed for one year at a time.

An appointment for a faculty professorial promotions committee position should include provision for alternate members.

The proceedings of an inquorate or improperly constituted faculty professorial promotions committee are void. However, in order not to disadvantage a candidate, the Vice-Chancellor in her or his discretion may either make the decision which the faculty committee purported to make or require that a properly constituted committee consider the application. The Vice-Chancellor in her or his discretion may also waive committee gender requirements in certain circumstances.

## **7. University professorial promotions committee**

- 7.1 Committee membership, quorum and voting rules
- 7.1.2 University professorial promotions committee

### **7.1 Committee membership, quorum and voting rules**

#### **7.1.2 University professorial promotions committee**

The membership of the university professorial promotions committee is:

- Vice-Chancellor and President (chairperson);
- Deputy Vice-Chancellor (Education);
- Deputy Vice-Chancellor (Research);
- Deputy Vice-Chancellor (International);
- President of Academic Board;
- An external member of the University Council appointed by the Council; and
- Four professors of the university appointed by the Vice-Chancellor.

A non-voting representative of the Human Resources Division will provide procedural and secretarial support to the committee.

The Vice-Chancellor may co-opt one or more professors, whether at Monash or elsewhere, to be members of the committee in a particular year if desirable for the purposes of improving gender representation or ensuring sufficient discipline expertise.

The Vice-Chancellor may authorise a Deputy Vice-Chancellor to chair any meeting of the committee which the Vice-Chancellor is prevented from attending.

Members of the committee represent the university and do not act as advocates for any candidate.

A quorum for the committee is five, including at least one of the Vice-Chancellor, the Deputy Vice-Chancellor (Education) or the Deputy Vice-Chancellor (Research), and the external member of Council. The Human Resources Division representative must be in attendance.

The proceedings of an inquorate or improperly constituted university professorial promotions committee are void. However, in order not to disadvantage a candidate, the University Council or its executive committee in its discretion may either make the decision which the committee purported to make or require that a properly constituted committee consider the application.

## **8. Application assessment process**

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### **8.1 Overview of committee responsibilities and powers**

Applications for promotion to professor undergo a two stage process. The faculty professorial promotions committee (or the SPAC where candidates are not faculty based, refer to: [section 5](#)) assesses applications initially and forwards recommendations for promotion to professor to the university professorial promotions committee, chaired by the Vice-Chancellor, if available, or a Deputy Vice-Chancellor.

The Vice-Chancellor has the formal delegation from University Council to offer a professorial position to successful applicants.

Applications are to be considered on their merits in relation to the criteria for promotion (refer to: [section 1.1](#)), taking into account the weighting selected by the candidate for each of the three areas of academic activity.

The purpose of requiring weightings lies in the diverse and changing nature of academic work. A candidate chooses weightings, within the specified parameters, to enable the 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.

The committee may vary the weightings of a candidate, if it believes that varying the weightings will assist the candidate in her or his application for promotion. However, the University Committee cannot recommend that a candidate change her or his application to a Special Case for Promotion.

Committees should refer to the following documents for further information about assessing applications for promotion:

- the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor, section 2.4](#) for a full description of the three areas of academic activity and examples at each level, and [section 2.5](#) for further information about weightings; and
- the standards for teaching and research staff on the Workplace Policy and Procedures website (<http://www.adm.monash.edu.au/workplace-policy/employment/categories/academic/teaching-research/>) which provide information about the responsibilities of staff appointed at each academic level.

Professorial promotions committees should take into account achievements at the previous university of 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 Procedures for Academic Promotion](#).

## **8.2 Referee and assessor reports**

Prior to the first meeting of a faculty professorial promotions committee, the faculty promotions co-ordinator will request written reports from referees listed in each application. In the case of promotion to professor, written reports will also be requested from external assessors. Referees are nominated by the candidate, whereas external assessors are nominated by the head of unit. All reasonable efforts will be made to contact each referee and assessor listed.

Candidates applying for promotion to professor should provide two referees of international standing. A referee is of international standing if he or she is recognised internationally for specialist knowledge and a reputation for research quality, irrespective of where the referee is actually based.

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.

In addition, referees and assessors will be provided with an opportunity to include additional information or respond to changes to an application if a Faculty (or SPAC in the case of non-faculty applications) recommends that a candidate adjust their application to a Special Case for Promotion.

Referees will be asked to provide comment on an application for promotion and an indication of the extent of their support for it.

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

In addition, the head of unit will also nominate 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 a professor in their particular field. Generally, external assessors will be asked to comment on an application in its entirety, however an assessor may be asked to make an assessment of the candidate's achievements in a specific area of activity in the particular circumstances of the case.

All contact with an assessor should be via the faculty promotions co-ordinator. Faculty promotions co-ordinators should inform assessors of their role and ensure that it is clear that they have been nominated by the university (as distinct from the candidate). External assessors should also be provided with the following:

- a standard information sheet for assessors (available from the Academic Promotion website);
- a full copy of the candidate's application; and
- a copy of the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor](#).

### **8.3 Interviews**

All candidates for promotion to professor will be interviewed by the faculty professorial promotions committee. Candidates are interviewed for the purposes of clarifying information contained in their application or statement of relevant circumstances and presenting and defending their case for promotion.

A candidate who is unable to attend an interview in person will be provided with an opportunity to be interviewed by the faculty professorial promotions committee via an audio-conferencing facility.

### **8.4 New Information**

The only new information which may be received by a professorial promotions committee will be that which became available subsequent to the lodgement of the application. The nature of the new information can either:

- (i) clarify or bring up to date information alluded to in the application, for example the success of a grant application that had been listed as "pending"; or
- (ii) refer to an unexpected fact or event that significantly strengthens the case for promotion, for example admission to a learned body or academy.

Conversely, candidates also have an obligation to correct any information in the application that may mislead the professorial promotion committee if left uncorrected,

for example a manuscript referred to as having been submitted to a publisher or journal that has been rejected since the submission of the application.

Any new information provided will be tabled at the relevant committee meeting or presented at the interview.

## **8.5 Committee procedures and decision making**

### **8.5.1 Preliminary assessment**

Whilst the chairperson, in consultation with committee members, may determine the method of voting used during the professorial promotions committee meeting, a system of preliminary assessment must be undertaken prior to the meeting of the committee.

The purpose of the preliminary assessment is to identify, via the independent assessment of all voting committee members acting separately, those candidates who appear clearly to meet the criteria for promotion and those who do not. This will assist in streamlining the process of decision making during the actual meeting, allowing more time for discussion of those candidates who fall in the middle band (i.e. about whom there are mixed views).

A [preliminary assessment form](#) has been developed to guide the preliminary assessment process which can be adapted to suit the needs of each committee. This is available on the [academic promotions website](#).

### **8.5.2 Voting**

During the meeting, each voting member of the relevant professorial promotions committee is permitted to cast one vote, which may be a 'yes' or 'no' vote. If a committee member chooses to abstain from voting, her or his decision is to be noted by the committee secretary and it will not be considered by the committee as a vote.

A candidate will be promoted if at least two-thirds of those present and voting cast a 'yes' vote.

### **8.5.3 Procedures for faculty professorial promotions committees**

Faculty professorial promotions committees make recommendations to the relevant university professorial promotions committees.

If a faculty professorial promotions committee recommends that a candidate be promoted, the dean must prepare a report addressing the candidate's case in the three areas of academic activity and send it to the university professorial promotions committee. The report should draw on the discussions of the faculty professorial promotions committee, including the contributions of the external member, but not in a way that might identify committee members individually. The dean will then discuss the report with the candidate and provide the candidate with a copy.

The candidate's complete application and other documentation will be sent by the faculty promotions co-ordinator to the university professorial promotions committee. The full documentation comprises:

- the candidate's complete application (in four parts);

- the referees' reports;
- the associate deans of research and teaching reports;
- the dean's report;
- external assessors' reports;
- a list in merit order of those candidates recommended for promotion; and
- a list of those candidates not being recommended for promotion and the reasons why they are not being recommended.

The merit listing of recommended candidates does not bind the university professorial promotions committees and is confidential. It is not provided at any stage to candidates, whether successful or unsuccessful.

Candidates will be informed in writing of the outcome of their application by the faculty professorial promotions committee (or SPAC where candidates are not faculty based) chairperson within seven days of the committee's last sitting day. In the case of promotion to professor, the faculty professorial promotions committee chairperson will advise candidates if further revisions are recommended before the application is forwarded to the university professorial promotions committee. The focus of the revisions is to provide clarification of information already provided in the application.

#### **8.5.4 Procedures for university professorial promotions committee**

When the list of ranked candidates, applications and associated reports have been received, the university professorial promotions committees will meet to consider the information provided and, where applicable, interview the relevant deans.

The dean may be interviewed by the university professorial promotions committee at the committee's request and may act as an advocate for the candidates from her or his faculty. The dean will be familiar with all background material relating to each candidate's case and be prepared to discuss it in detail with the university professorial promotions committee.

The external member who sat on the faculty professorial promotions committee must be in attendance, in person or by telephone or video-conference, if the dean is interviewed. The role of the external member is to offer the university professorial promotions committee an independent perspective on the strengths and weaknesses of each candidate's case. The external member must not adopt the role of advocate.

Candidates will be informed in writing of the outcome of their applications by the chairperson within seven days of the committee's last sitting day.

#### **8.5.5 Conditional promotion to professor**

The university professorial 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 promotion 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 professor. Appropriate conditions might include:

- success in a national competitive grant application which has been submitted (but not decided) at the time the promotions committee makes its decision;
- acceptance by a high impact refereed journal or a publisher of scholarly monographs of a manuscript submitted at the time the promotions committee makes its decision; or
- results at a specified minimum level of unit or teaching evaluations where those evaluations could not reasonably have been completed at the time the promotions committee makes its decision.

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 dean of the faculty must submit a written recommendation to the chairperson of the university promotions committee. Evidence that the candidate has met the specified conditions is to be provided with the dean's submission.

The decision of the chairperson of the university professorial promotions committee is final and there is no appeals process.

## **9. Notification of outcomes and support for unsuccessful candidates**

The only person that can provide feedback to candidates regarding their application is the chairperson or a representative appointed by the chairperson. All other committee members must refrain from discussing any aspect of the meeting with candidates or any other person.

All candidates will be provided with a letter notifying them of the outcome of their application by the chairperson of the relevant professorial promotions committee within seven days of the committee's last sitting date. [Letter templates](#) to guide the chairperson in drafting the letters are available from the [academic promotions website](#).

Letters notifying candidates of the outcome of their application are to be copied to the candidate's performance management supervisor and head of unit or equivalent. In cases where the candidate is from a campus with a Pro Vice-Chancellor, a copy is also to be provided to the Pro Vice-Chancellor.

Each letter to an unsuccessful candidate will include a summary of the reasons why the promotion was not supported and will outline the areas that, in the opinion of the committee, need strengthening before a future application is lodged. The major points to be made in the letter should be determined during the committee meeting.

Committee members will be given the opportunity to review the draft letters to unsuccessful candidates, to ensure that they accurately reflect the views of committee members.

For candidates who are unsuccessful at the faculty professorial promotions committee (or SPAC where a candidate is not faculty based), the chairperson of the committee, (or a nominated representative), will be available to meet with the candidates and their

performance management supervisor (at the candidate's request) to discuss the committee's decision.

Likewise for candidates for promotion to professor who are unsuccessful at the university level, the chairperson of the university professorial promotions committee (or a nominated representative), should be available to meet with them and their supervisor (at the candidate's request) to discuss the committee's decision.

Where relevant the chairperson of a faculty or university professorial promotions committee should also provide unsuccessful candidates with the contact details of an appropriate staff member nominated by the committee, to give the candidate additional support, mentoring and guidance on the development of a future application.

## **10. Rehearing**

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- 10.2 The review panel
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### **10.1 The rehearing process**

Candidates not recommended for promotion by the faculty (or SPAC where candidates are not faculty based) or university professorial promotions committee may lodge an application for a rehearing on the sole ground that there has been a procedural irregularity which is likely to have resulted directly in material disadvantage to the candidate.

"Procedural irregularity" refers to where the university has not followed a process that is articulated in [these Procedures](#) or the [Academic Promotion 2008 Procedures for Candidates Applying for Promotion to Professor](#).

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; and
- 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 SPAC, or the Secretary to Council, in the case of the university professorial promotions committee. A copy must also be provided to the chairperson of the committee that decided not to approve or recommend the application for promotion of the candidate.

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 faculty or university professorial 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 or university professorial promotions rehearing committee, 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.

## **10.2 The Review Panel**

The membership of the review panel will be:

- Deputy Vice-Chancellor (Education), or nominee;
- a representative from the university professorial promotions committee, nominated by the Deputy Vice-Chancellor (Education); and
- a representative at the level of professor nominated by Academic Board.

A representative of the Human Resources Division will attend to provide procedural and secretarial support.

The majority of the review panel will not have been members of the committee that dealt with the original application.

Should the review panel decide that the ground for a rehearing has been established, the decision will be referred to the relevant professorial promotions rehearing committee with a written report including:

- the original application;
- the application for a rehearing, with its supporting evidence; and
- The review panel's findings.

The relevant professorial promotions rehearing committee will then reconsider the case, taking into account the facts of the procedural irregularity as found by the review panel and the extent of the material disadvantage to the candidate.

### **10.3 Faculty Rehearing Committee**

The membership of the faculty professorial promotions rehearing committee will be:

- At least two thirds of the members of the professorial promotions committee, including the chairperson;
- a representative appointed by the Deputy Vice-Chancellor (Education); and
- a nominee of the Chair of the Monash University Staff Implementation Committee from the pool of elected staff members of the University established under clause 12 of the Monash University Enterprise Agreement (Academic and General Staff) 2005.

A representative of the Human Resources Division will attend to provide procedural and secretarial support.

Committee members must carry out a fair and objective assessment of applications for promotion and must not act as advocates for candidates.

The chairperson must ensure the committee has as close to equal gender representation as reasonably practicable, with a minimum of one-third representation of each (refer to: [section 2](#)).

A quorum for the faculty professorial promotions committee is six members, comprising the chairperson, external member, at least two of the professors appointed by faculty board, a representative appointed by the Deputy Vice-Chancellor (Education) and the nominee of the Chair of the Monash University Staff Implementation Committee. The Human Resources Division representative must also be in attendance.

If a quorum has been achieved, each voting member of the committee shall be permitted to cast one vote. Each voting member has the ability to cast a 'yes' or 'no' vote. If a committee member chooses to abstain from voting, her or his decision is to be noted by the committee secretary and will not be considered by the committee as a vote.

A candidate will be promoted if at least two-thirds of those present and voting cast a 'yes' vote.

### **10.4 Non faculty rehearing committee**

The membership of the non faculty rehearing committee will be:

- At least two thirds of the members of the SPAC, including the chairperson;
- a representative appointed by the Vice-Chancellor; and
- a nominee of the Chair of the Monash University Staff Implementation Committee from the pool of elected staff members of the University established under clause 12 of the Monash University Enterprise Agreement (Academic and General Staff) 2005.

A representative of the Human Resources Division will attend to provide procedural and secretarial support.

Committee members must carry out a fair and objective assessment of applications for promotion and must not act as advocates for candidates.

The chairperson must ensure the committee has as close to equal gender representation as reasonably practicable, with a minimum of one-third representation of each (refer to: [section 2](#)).

A quorum for the committee is five members, comprising the chairperson, the Deputy Vice-Chancellor (Education), the Deputy Vice-Chancellor (Research), a dean and the nominee of the Chair of the Monash University Staff Implementation Committee. The Human Resources Division representative must also be in attendance.

If a quorum has been achieved, each voting member of the non faculty rehearing committee shall be permitted to cast one vote. Each voting member has the ability to cast a 'yes' or 'no' vote. If a committee member chooses to abstain from voting, her or his decision is to be noted by the committee secretary and will not be considered by the committee as a vote.

A candidate will be promoted if at least two-thirds of those present and voting cast a 'yes' vote.

### **10.5 University rehearing committee**

The membership of the university rehearing committee will be:

- at least two thirds of the university professorial promotions committee, including the chairperson;
- a representative appointed by the Vice-Chancellor; and
- a nominee of the Chair of the Monash University Staff Implementation Committee from the pool of elected staff members of the University established under clause 12 of the Monash University Enterprise Agreement (Academic and General Staff) 2005.

(A representative of the Human Resources Division will attend to provide procedural and secretarial support.)

Committee members must carry out a fair and objective assessment of applications for promotion and must not act as advocates for candidates.

The chairperson must ensure the committee has as close to equal gender representation as reasonably practicable, with a minimum of one-third representation of each (refer to: [section 2](#)).

A quorum for the committee is seven members, including at least one of the Vice-Chancellor, the Deputy Vice-Chancellor (Education) or the Deputy Vice-Chancellor (Research), the external member of Council, a representative appointed by the Vice-Chancellor and the nominee of the Chair of the Monash University Staff Implementation Committee. The Human Resources Division representative must be in attendance.

If a quorum has been achieved, each voting member of the committee shall be permitted to cast one vote. Each voting member has the ability to cast a 'yes' or 'no' vote. If a committee member chooses to abstain from voting, her or his decision is to

be noted by the committee secretary and will not be considered by the committee as a vote.

A candidate will be promoted if at least two-thirds of those present and voting cast a 'yes' vote.