



ACADEMIC PROMOTION

Checklist for Promotion Candidates

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 Academic Promotion Procedures for Candidates.	<input type="checkbox"/>
2	Ensure you are eligible to apply for promotion under the Academic Promotion Procedures (i.e. must be currently undertaking research, education and service and have a current engagement profile which complies with the requirements of the academic performance management scheme).	<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 an academic promotion information session. For information session times refer http://adm.monash.edu/sss/academic-promotion/ or contact your faculty promotions co-ordinator.	<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, a recommended CV format, guidance for candidate's who wish to include 'relevant circumstances' in their promotion application and suggested formats to present evidence of research, education and service.	<input type="checkbox"/>
6	Discuss your promotion application with your: <ul style="list-style-type: none"> • Performance management supervisor and head of unit; • Dean if you are seeking promotion to associate professor, reader or professor; • Associate Dean (research); and • Associate Dean (teaching). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	Seek the prescribed number of referees. Ensure that your referees 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 timeframes. Generally in June however you may wish to confirm this with your faculty promotions co-ordinator.</p> <p>(It is suggested that referees are provided 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	<p>You are required to complete summary tables on the Associate Dean Research and Teaching Reports.</p> <p>Candidates or faculty promotions coordinators (depending on the faculty) will provide the associate deans with summary tables and a copy of the application before the end of the promotions round. Please note that some faculties do not require summary tables. Candidates are advised to contact their faculty promotions coordinator for this information.</p> <p>The associate deans will complete the report after the academic promotions round has closed. All candidates will have the opportunity to sight these reports.</p>	□
9	<p>Meet with your head of unit to discuss your application for promotion and ensure that the application form is completed and signed by both parties.</p> <p>(Candidates applying for promotion to professor who objects to the choice of one or both of the assessors may notify the chairperson of the faculty committee, within seven days of counter-signing the letter. Refer to section 3.2.1 of the academic promotion procedures for candidates applying for promotion to professor).</p>	□
Compiling and submitting your application		
10	<p>Your application for promotion should include the following:</p> <p><u>Part 1:</u> A current academic promotion application form, consisting of the following subsections:</p> <p>A. Candidate application details and weightings (refer to: section 2.5) □</p> <p>B. Head of unit report (refer to: sections 3.2.1) □</p> <p>C. Performance management supervisor's report (refer to: section 3.2.1) □</p> <p>D. Statement of 'relevant circumstances', if applicable (refer to: section 2.7) □</p> <p><u>Part 2.</u> 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). □</p> <p><u>Part 3.</u> A short curriculum vitae, using the template format (maximum 3 pages) □</p> <p><u>Part 4.</u> Supporting evidence consisting of the following subsections (refer to: section 2.4):</p> <p>A. A list of research outputs; □</p> <p>B. Research funding; □</p> <p>C. Assessment of competitive grants; □</p> <p>D. Research supervision of higher degree by research (HDR) and honours students; □</p> <p>E. Other significant research achievements; □</p> <p>F. Summary of teaching evaluations (MonQueST results); □</p> <p>G. Summary of unit evaluations; □</p> <p>H. Outline of education and unit improvement and innovation; □</p> <p>I. Other supporting evidence (maximum 5 pages); □</p> <p>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 □</p> <p>K. A copy of the engagement profile, signed by the performance management supervisor and candidate (optional). □</p>	
11	<p>Ensure that weightings have been correctly allocated and sufficient evidence has been provided to support your case for promotion.</p>	□
12	<p>Format of promotion application should be in:</p> <ul style="list-style-type: none"> • Size 11 font; • All pages numbered; and • Black and white only. 	□ □ □
13	<p>If MonQueST evaluations and unit evaluations have been summarised in your promotion application, you are required to provide a full set of these evaluations to the faculty promotions co-ordinator at the time of submitting the application.</p>	□

14	Ensure publications are in chronological order (starting with most recent), numbered, and cited appropriately, including all authors and journal page numbers, where applicable. For further information, refer to section 2.3 of the promotion procedures.	<input type="checkbox"/>
15	Provide the complete promotion application to faculty promotions co-ordinator within the required time frame.	<input type="checkbox"/>