

# ACADEMIC PROMOTION APPEALS PROCEDURE

## SCOPE

This procedure applies to the below candidates who received an unsuccessful promotion decision for Level B - lecturer or research fellow, Level C - senior lecturer or senior research fellow, Level D - associate professor or associate professor (research) and Level E - professor or professor (research).

For the purpose of this procedure, such candidates are herein collectively referred to as 'you'.

## PROCEDURE STATEMENT

Unsuccessful promotion candidates may appeal the unsuccessful decision by lodging an application for rehearing. The sole ground for appeal is a procedural irregularity resulting in a material disadvantage in the unsuccessful promotion decision. An appeal is not available based on the merit of the decision alone.

### 1. Appealing the unsuccessful promotion decision

1.1 To appeal your promotion decision, you must:

- seek advice and further information on the reason(s) for the decision not to promote, from the Dean or in Malaysia from the Pro-Vice-Chancellor and President (Malaysia) for faculty applications or the Provost (or their delegated nominee) for Level E or non-faculty applications;
- submit your appeal application (and supporting information) within 20 working days after receipt of notification of the decision of the original application to the Chief Human Resources Officer in Monash HR, Australia (hr-academic.promotion@monash.edu);
- include in your appeal application:
  - details of the procedural irregularity
  - details of the consequent material disadvantage in the unsuccessful promotion decision;
  - evidence in support of the grounds of appeal (where available); and
  - a copy of the promotion decision letter;

1.2 Your application will be reviewed within 14 days of lodgement by the relevant reviewers to determine if there is a prima facie case for a promotion rehearing.

### 2. Level B appeals

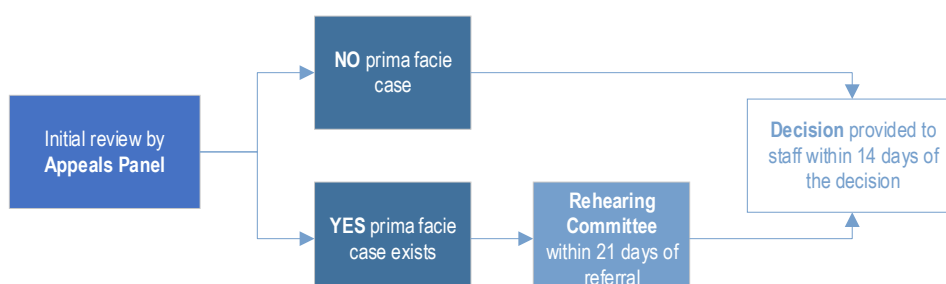
2.1 The Provost and Senior Vice-President (reviewer) will review the initial promotion application and make a final determination of the application decision. Where the Provost and Senior Vice President was the 'approver' of an original application, the reviewer will be the President and Vice-Chancellor (or nominee).

2.2 Your application will be reviewed within 14 days of your submission.

2.3 The outcome of your promotion appeal will be notified to you within fourteen (14) days of the decision.

2.4 The decision of the reviewer is final, and there is no further appeal.

### 3. Levels C-E appeals



## Initial review by an Appeals Panel

- 3.1 The Appeals Panel will determine whether a prima facie case exists for a promotion rehearing. The panel will comprise:
- the President and Vice-Chancellor (or nominee) as Chair of the review panel;
  - a representative from the University professorial promotion committee, nominated by the Provost and Senior Vice-President; and
  - a representative at the level of professor nominated by the President, Academic Board.

The majority of panel members must not have been members of the promotion committee.

- 3.2 The decision as to whether a prima facie case exists for a promotion rehearing will be provided to you in writing within fourteen (14) working days of the decision.
- 3.3 If it is determined that a rehearing is required, your application will be submitted to the rehearing committee together with:
- the panel's findings;
  - your original promotion application; and
  - your appeal application (including your supporting evidence).
- 3.4 The decision of the panel is final, and there is no further appeal.

## Promotion Rehearing Committee - Levels C and D

- 3.5 Where a prima facie case exists, the Promotion Rehearing Committee will meet within twenty-one (21) working days of the referral.
- 3.6 Australian non-faculty applications will be considered by the faculty promotion rehearing committee in the faculty that assessed the application for promotion.

Faculty Promotion Rehearing Committees	
Senior Lecturer Committee (Level C)	Associate Professor Committee (Level D)
<ul style="list-style-type: none"> <li>• President and Vice Chancellor or nominee (Chair);</li> <li>• the Chair of the faculty senior lecturer (Level C) promotion committee;</li> <li>• the Associate Dean (Research) or nominee;</li> <li>• the Associate Dean (Education) or nominee for applications with an education component;</li> <li>• one senior member of the faculty appointed by the Chair; and</li> <li>• a nominee of the President of the National Tertiary Education Union, Monash Branch.</li> </ul>	<ul style="list-style-type: none"> <li>• President and Vice Chancellor or nominee (Chair);</li> <li>• President, Academic Board (or nominee);</li> <li>• the Chair of the faculty associate professor (Level D) promotion committee;</li> <li>• the Associate Dean (Research) or nominee;</li> <li>• the Associate Dean (Education) or nominee for applications with an education component;</li> <li>• one senior member of the faculty appointed by the Chair</li> <li>• one member of the faculty from either the discipline or a cognate discipline appointed by the Chair; and</li> <li>• a nominee of the President of the National Tertiary Education Union, Monash Branch.</li> </ul>
<p><b>Quorum:</b> five members including:</p> <ul style="list-style-type: none"> <li>• Chair (President and Vice Chancellor or nominee);</li> <li>• Chair of the faculty senior lecturer promotion committee; and</li> <li>• a nominee of the President of the National Tertiary Education Union, Monash Branch.</li> </ul>	<p><b>Quorum:</b> six members including:</p> <ul style="list-style-type: none"> <li>• Chair (President and Vice Chancellor or nominee);</li> <li>• Chair of the faculty associate professor promotion committee;</li> <li>• President, Academic Board (or nominee); and</li> <li>• a nominee of the President of the National Tertiary Education Union, Monash Branch.</li> </ul>

3.7 The Monash University Malaysia promotion rehearing committee is constituted as follows:

Monash University Malaysia Rehearing Committees	
Senior Lecturer Committee (Level C)	Associate Professor Committee (Level D)
<ul style="list-style-type: none"> <li>• President and Vice Chancellor or nominee (Chair);</li> <li>• the Chair of the campus promotion committee;</li> <li>• the Associate Dean (Research) or nominee;</li> <li>• the Associate Dean (Education) or nominee; and</li> <li>• one senior member of the faculty appointed by the Chair.</li> </ul>	<ul style="list-style-type: none"> <li>• President and Vice Chancellor or nominee (Chair);</li> <li>• President, Academic Board (or nominee);</li> <li>• the Chair of the campus promotion committee;</li> <li>• the Associate Dean (Research) or nominee;</li> <li>• the Associate Dean (Education) or nominee;</li> <li>• one senior member of the faculty appointed by the Chair;</li> <li>• one member of the faculty appointed by the Chair.</li> </ul>
<p><b>Quorum:</b> three members including:</p> <ul style="list-style-type: none"> <li>• President and Vice Chancellor/nominee (Chair); and</li> <li>• the Chair of the campus promotion committee.</li> </ul>	<p><b>Quorum:</b> five members including:</p> <ul style="list-style-type: none"> <li>• President and Vice Chancellor/nominee (Chair);</li> <li>• the Chair of the campus promotion committee; and</li> <li>• President, Academic Board (or nominee).</li> </ul>

### Promotion Rehearing Committee – Level E

3.8 Where a prima facie case exists, the Promotion Rehearing Committee will meet within twenty-one (21) working days of the referral.

3.9 The University professorial promotion rehearing committee is constituted as follows:

University Professorial Promotion Rehearing Committee
<ul style="list-style-type: none"> <li>• The President and Vice-Chancellor or nominee (Chair)</li> <li>• at least two-thirds of the University Professorial Committee, including the Chair that presided on the original panel; and</li> <li>• a nominee of the President of the National Tertiary Education Union, Monash Branch (Australian-based campus applications only).</li> </ul>
<p><b>Quorum:</b> six members of the full professorial committee, including the following:</p> <ul style="list-style-type: none"> <li>• Chair;</li> <li>• at least one of the following: Deputy Vice-Chancellor and Senior Vice-President (Research) or nominee; Vice-Provost (Academic Affairs) or nominee; or Deputy Vice-Chancellor and Vice-President (Education) or nominee; and</li> <li>• nominee of the President of the National Tertiary Education Union, Monash Branch (Australian-based campus applications only).</li> </ul>

## 4. Rehearing committee information – all levels

4.1 A representative of Monash HR will attend to provide administrative and procedural support.

4.2 The promotion rehearing committee will determine the outcome of the application:

- each voting member may cast one 'yes' or 'no' vote.
- a majority vote is required at the rehearing committee, with the Chair having a casting vote (if required).

4.3 You will be notified in writing of the final determination within fourteen (14) working days of the decision.

4.4 The decision of the Committee is final, and there is no further appeal.

## 5. Breach of procedure

5.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

Procedural irregularity	Refers to where the University has not followed a process that is articulated in the <a href="#">Academic Promotion: Level B Procedure</a> or <a href="#">Academic Promotion: Level C-E Procedure</a> .
Promotion committee	The relevant committee constituted in accordance with the <a href="#">Academic Promotion: Level C-E Procedure</a> that is responsible for assessing and determining the promotion application.
Promotion coordinator	<p>A designated employee within Monash HR who is responsible for the administration and coordination of the promotion process. The relevant promotion coordinators are:</p> <ul style="list-style-type: none"> <li>• for applications to professor (Level E), the Senior Adviser, Academic Performance (Promotion) in Monash HR;</li> <li>• for Australian-based applications to lecturer or research fellow (level B), senior lecturer or senior research fellow (level C) and associate professor (level D), an employee within the Academic Performance team, Workplace Relations, Monash HR; and</li> </ul> <p>for Malaysian-based applications to senior lecturer or senior research fellow (level C) and associate professor (level D), a member of the HR Team at the University's Malaysia campus.</p>

## GOVERNANCE

Parent policy	<a href="#">Probation, performance and promotion</a>
Supporting schedules	
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Equal opportunity policy</a></li> <li>• <a href="#">Ethics Statement policy</a></li> <li>• <a href="#">Integrity and respect policy</a></li> <li>• <a href="#">Academic Promotion: Level B procedure</a></li> <li>• <a href="#">Academic Promotion: Levels C-E procedure</a></li> </ul> <p><b>Supporting documents</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Academic promotion website</a></li> <li>• <a href="#">Contact list of promotion coordinators</a></li> </ul>
Legislation mandating compliance	N/A
Category	Human Resources
Approval	Chief Operating Officer and Provost & Senior Vice-President – 26 March 2020
Endorsement	Chief Human Resources Officer and Vice-Provost (Faculty and Graduate Affairs) – 26 March 2020
Procedure owner	Director, Workplace Relations
Date effective	27 March 2020
Review date	27 March 2023 (3 years from last full review date)
Version	8
Content enquiries	<a href="mailto:ask.monash">ask.monash</a> or phone Monash HR on (03) 990 20400