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Academic Appointment, Performance and Promotion Policy (MPF1299)

1. Objective

1.1 The objective of this policy is to articulate the University of Melbourne's Academic Appointment, Performance and Promotion Policy and procedural principles, in order to ensure alignment and facilitate compliance with the strategic documents and legislative and statutory instruments specified as inputs to this policy.

1.2 Officers will exercise their authority under this policy in a manner that:

(a) is guided by the principles outlined below at all times;

(b) is compliant with all relevant legislation, statutory instruments, regulatory requirements and University policies, procedures and processes is consistent with the University's objectives and functions;

(c) protects the University's reputation and best interests;

(d) ensures the commitment of University funds is appropriate;

(e) ensures appropriate risk assessments are carried out in accordance with the University's risk management framework, and risk mitigation strategies are identified and implemented where appropriate ensures conflicts of interest are managed properly;

(f) ensures appropriate legal advice is obtained when required; and

(g) ensures records are maintained and managed appropriately.

2. Scope

This policy applies to academic staff (employees and honorary appointments) Levels A-E, including clinical appointments.

3. Authority

This policy is made under the *University of Melbourne Act 2009* (Vic) and the Vice Chancellor Regulation .

4. Policy

4.1. All decisions on the management of academic positions will be informed by workforce planning and the ability to adapt to and shape the changing tertiary education environment.

4.2 All decisions on the management of academic appointments, performance and promotion will comply with the Minimum Standards for Academic Levels (as per Schedule 5 of The University of Melbourne Enterprise Agreement 2013) and align with the Academic Career Benchmarks and Indicators (the ACBI).

4.3 Excellence across the academic domains of Teaching, Research, and Leadership and Service is expected from all academic staff. The ACBI provides the framework for expectations and performance and the ACBI guide all appointment, performance and promotion decisions for all workforce categories.

4.4 Future promotion potential will guide appointment decisions, and the University will endeavour to actively support and develop staff throughout their careers.

4.5 Academic achievements and their quality and impact (rather than length of service) will be the ultimate determinant of all appointment and promotion decisions, while ensuring that an assessment of performance relative to opportunity is made on all occasions.

4.6 All decisions in relation to appointment, performance and promotion will comply with all applicable provisions of the Enterprise Agreement.

5. Procedural principles

5.1.   Officers with the authority to establish a new academic position, commence recruitment, shortlist candidates, approve the appointment of academic staff and independent contractors and award eminent titles are outlined in the University's conferral and delegations framework.

5.2.   Officers with the authority to confirm academic appointments and to approve academic promotions are outlined in the University's conferral and delegations framework.

Academic appointment, promotion and confirmation committees

5.3 Vice-Chancellor's Delegation 2.1 gives the Provost the authority to approve the establishment and membership of appointments and promotions committees.

5.4 University Appointments and Promotions Committee

Composition	Provost or Nominee (Chair)
	Pro Vice-Chancellor (Academic) (Joint Deputy Chair)
	President, Academic Board (Joint Deputy Chair)
	Deputy Vice-Chancellor (Research)
	Vice-President, Academic Board
	Up to 6 members nominated by the President, Academic Board and Provost

Formation of an Executive	An Executive of the University Appointments and Promotions Committee will be formed so that where it is necessary to secure an urgent appointment cases can be approved out of round. The Executive will be the Chair (or a Deputy Chair) and President (or Vice-President) of the Academic Board. Any cases approved out of session by the Executive will be reported to the next University Appointments and Promotions Committee.
Appointment of the Members nominated by President Academic Board and Provost	Non ex-officio members will be appointed for three years, and these appointments will be staggered to ensure continuity. Re-appointment for a second term will be possible (but not expected) and a further third term may be considered at the discretion of the Chair.
Proxy	Ex-officio members appointed to the committee may nominate a proxy to attend in their absence. Only one proxy will be nominated on a yearly basis to represent the member in their absence.
Quorum	The quorum will be at least three members.
Regulation of proceedings	UAPC may regulate its own proceedings, including: • requiring a Dean or Dean's nominee to attend meetings to present and discuss case • co-opting additional members of the Professoriate from time to time. • establishing sub-committees to manage committee workload.

Terms of Reference	UAPC will provide the advice to the Provost, in relation to academic positions and appointments and confirmations and promotions, as required by the Human Resources Delegations in the Vice-Chancellor's Delegations Manual, and such other advice as the Provost may require or request.
	UAPC will also:
	- recommend to the Provost an outcome regarding a decision to appoint without advertising and appointing by invitation (fixed-term and continuing Level E).
	- Report successful Level E appointments and promotions to the Academic Board.
	- Receive reports (for information) on appointments for honorary Level E appointments of full professors:
	- at a Group of Eight, Universitas 21, Asia Pacific Rim Universities, China 9 group institution; or
	- at an institution ranked, in the last three years, in the Academic Ranking of World Universities (ARWU) top 100 institutions; or
	- who are recognised as a Level E equivalent by the NH&MRC or ARC; or
	- who are members of the following learned academies:
	- United Kingdom:
	- The Royal Society
	- The British Academic
	- United States of America:
	- National Academy of Sciences
	- National Academy of Engineering
	- American Academy of Arts and Letters
	- American Academy of Political and Social Science
	- Australia:
	- Australian Academy of the Humanities
	- Australian Academy of Science
	- Australian Academy of Technological Sciences and Engineering
	- Academy of Social Sciences in Australia.
	Decisions made by the Provost, on the advice of UAPC, will be reported to Council on a quarterly basis.

5.5 The Dean is responsible for establishing and regulating the proceedings of his or her Academic Divisions' Faculty Appointments and Promotions Committee (FAPC), in accordance with the specifications set out below.

Composition	Dean or Nominee (Chair)
	Deputy Dean or Associate Dean (Deputy Chair)
	At least 4 professors, including 2 internal and 1 external to the faculty
	1 UAPC nominee, who is external to the faculty
	At least 2 and up to 4 other members appointed as necessary, either for the full year or to assist with particular matters.
	The Dean has flexibility in FAPC membership within the above composition guidelines.
	Core membership should represent the faculty in terms of research, teaching, engagement and discipline spreads.
	FAPC members who are also UAPC members will not participate in FAPC deliberations and recommendations on confirmations and Level E promotions that are submitted to UAPC.
Proceedings	The quorum of the FAPC will be at least 3 members, including 1 who is external to the faculty.
	In order to manage committee workload, the FAPC may:
	• assign responsibility for routine or urgent matters to other individuals or bodies within the faculty
	• establish committees or sub-committees to manage workload
	provided that, any recommendations made by such individuals, bodies, committees or subcommittees must be reported to the next FAPC meeting.
Terms of Reference	FAPC will provide the advice to the Dean, in relation academic positions and appointments and confirmations and promotions, as required by the Human Resources Delegations in the Vice-Chancellor's Delegations Manual, and such other advice as the Dean may require or request.

Academic Employees Performance

5.6.   The University's Academic Performance Framework (APF) guides all planning, reviewing, feedback and reporting of academic performance for all fixed-term and continuing academic positions, levels and work focus categories.

The APF recognises the following three core dimensions of academic performance at the University of Melbourne across the academic domains of Teaching and Learning, Research and Research Training, and Leadership and Service:

- Activity: The range and volume of academic activities, inputs and outputs;
- Engagement: The nature and role of engagement with communities, industry and government embedded within Teaching, Research and Research Training, Leadership and Service; and
- Quality and impact: Which is multifaceted and includes academic excellence, originality and recognition, as well as impact, adoption, benefits and influence, within and beyond the academy.

5.8. Illustrative indicators of academic performance are provided in the ACBI .

5.9. Confirmation criteria, probation criteria and academic performance expectations are established, and assessments of academic performance in confirmation, promotion and the academic Performance Development Framework (PDF) are made:

- With the objective of supporting the career development of academic staff;
- Across the relevant performance dimensions of activity, engagement and quality and impact and academic domains of Teaching and Learning, Research and Research Training, and Leadership and Service;
- Appropriate to academic positions, levels, work focus categories and time fractions;
- Within the context of faculty- and discipline-specific performance expectations and measures; and

- Relative to opportunity, in accordance with the University's Guidelines on Considering Academic Performance Relative to Opportunity.

5.10.   Officers with the authority to approve the outcome of a performance review for fixed-term and continuing academic staff are outlined in the University's conferral and delegations framework.

Special Studies Programs (SSP)

5.11 The objective of Special Studies Programs (SSP) is to support and build upon high performance by enabling and encouraging academic employees to undertake a program of special studies instead of their normal academic duties that:

(a) contributes to their individual career development and renewal and the achievement of excellence across the academic domains of research, teaching and learning, engagement and/or leadership;

(b) contributes to the achievement of unit, faculty and University strategic objectives, as expressed in faculty strategic plans and Growing Esteem, and the introduction of new ideas into the University; and

(c) strengthens and increases engagement with industry, government and the professions, and develops opportunities for future collaboration, including with international partner institutions.

5.12 The University promotes a flexible approach to the design of Special Studies Programs (known also as sabbatical). Programs should be tailored to meet the expectations of staff members' position level and in accordance with their work focus category.

5.13 Programs should involve activities that contribute to:

(a) individual career development and renewal and the achievement of excellence across the academic domains of research, teaching and learning, engagement and/or leadership;

(b) individual performance development;

(c) the achievement of current work role goals and objectives;

(d) the achievement of unit, faculty and University-wide strategic goals across the triple helix, as expressed in faculty strategic plans and Growing Esteem; and

(e) the introduction of new ideas and approaches into the University.

5.14 In so doing, programs should demonstrate long-term value to both individuals and the University.

5.15 Examples of program activities that contribute to the academic domains of:

(a) Research: Research field trips, research collaboration and/or at-home research data analysis and writing, resulting in new research publications, grant applications and the development of new research networks.

(b) Teaching and learning: Investigation of educational practices or teaching a program at a host university in order to gain exposure to new teaching modes and approaches to assessment, leading to the introduction of new teaching and learning practices within the University of Melbourne and to the development of ongoing teaching networks.

(c) Engagement: An industry sabbatical involving a placement providing hands-on industry experience with the opportunity to contribute to an external workplace and industry-funded research and training, leading to the acquisition of updated knowledge on current industrial practice and the development of strategic ongoing industry linkages.

(d) Leadership: Developing new leadership skills and knowledge by undertaking a strategic program of work or by shadowing a leader within a higher education institution, research institute or industry workplace, contributing to the achievement of individual professional development objectives and University and faculty leadership succession planning.

5.16 Programs should form part of the normal career planning cycle, and the outcomes and outputs of programs are considered in the assessment of individual academic performance as part of the Performance Development Framework (PDF). Program planning should take into account current academic role, career aspirations and personal situations.

5.17 Programs may vary in length and normally range from 6 weeks up to 6 months.

5.18 Programs may be undertaken in one continuous period. Alternatively, where advantageous for the individual staff member and achievement of program objectives, programs may be completed over a series of multiple shorter periods.

5.19 Programs of up to 6 weeks may be undertaken without meeting the normal prior-service eligibility requirements (described below).

5.20 Programs should be undertaken in appropriate environments and may involve activities carried out at home, on campus, locally, interstate and internationally. The University's policies and procedures continue to apply to staff on SSP and staff should ensure they are familiar with the University's travel, insurance and health and safety policies.

5.21 Staff should be provided adequate relief from their normal academic duties in order to undertake and maximise the benefits from their proposed study program. Staff seeking SSP may request continuity for modest levels of normal activities, such as RHD supervision, where these do not impact on the achievement of SSP objectives and outcomes.

5.22 Continuing academic employees at Level B or above are normally eligible to undertake SSP after three years of continuous service at Level A or above at this University and if they have PDF ratings that demonstrate that performance expectations have been met or exceeded over the same period.

5.23 Where funding arrangements permit, fixed-term academic employees at Level B or above are normally eligible to undertake SSP after three years of continuous service at Level A or above at this University if they have PDF ratings that demonstrate that performance expectations have been met or exceeded over the same period. SSP must be within the life of the fixed-term contract.

5.24 Staff with work roles that include teaching responsibilities are normally eligible for up to one semester of release from teaching duties, in order that programs may be undertaken within normal teaching periods.

5.25 Proposals for SSP are assessed on merit and their alignment with the purpose of SSP outlined in this policy.

5.26 Proposals are also assessed on staff members' capacity to:

(a) undertake the proposed activities;

(b) achieve the proposed outcomes and outputs.

5.27 Staff members' previous career developmental opportunities will be taken into account when considering proposals for new programs.

5.28 New knowledge obtained during SSP should be actively applied, utilised and disseminated in an appropriate manner within the University community and program outcomes should provide long-term value to the University. Post-SSP reports must be submitted in accordance with faculty reporting guidelines.

5.29 SSP should be a noted discussion item within the PDF cycle.

5.30 In accordance with the University's delegations framework, Deans have the authority to approve SSP and are responsible for maintaining faculty application, assessment and approval guidelines and processes for SSP in accordance with this policy.

5.31 Faculties are also responsible for funding SSP and any associated approved funding requests to cover essential program expenses. Where SSP involve a substantial portion of travel or relocation, it is expected that appropriate funding will be made available to staff.

5.32 To this end, faculties are responsible for maintaining clear guidelines on applications for and granting of funding for SSP and individual staff members are responsible for observing University and Australian Tax Office requirements for the documentation and recording of activities and expenses.

Secondments and International Exchanges

5.33 The objective of secondments and international exchanges is to support and build upon high performance by enabling and encouraging academic employees to undertake secondments and international exchanges that:

(a) contribute to individual academic career development and renewal and the achievement of excellence across the academic domains of research, teaching and learning, engagement and/or leadership;

(b) contribute to the achievement of unit, faculty and University strategic objectives, as expressed in faculty strategic plans and Growing Esteem; and

(c) strengthen and increase engagement with industry, government and the professions, and develop opportunities for future collaboration, including with international partner institutions.

5.34 The University provides for three types of secondments:

(a) Secondment out, where a University of Melbourne academic staff member is seconded out into an external, host organisation;

(b) Secondment in, where an individual from an external, releasing organisation is seconded into the University; and

(c) Internal secondment, where a University of Melbourne academic staff member is seconded within the institution to another position.

5.35 International exchanges provide for a University of Melbourne academic staff member to undertake a temporary exchange with another academic staff member at an equivalent level and academic work focus category at an international university.

5.36 Secondments and international exchanges must be based on the mutual agreement of, and should demonstrate long-term value to, the individual staff member/s, the University and the releasing or host organisation. In particular, secondments and international exchanges should contribute to:

(a) individual career development and renewal and the achievement of excellence across the academic domains of research, teaching and learning, engagement and/or leadership;

(b) individual performance development;

(c) the achievement of current work role goals and objectives;

(d) the achievement of unit, faculty and University-wide strategic goals across the triple helix, as expressed in faculty strategic plans and Growing Esteem;

(e) the introduction of new ideas and approaches into the University;

(f) the development of mutually beneficial links with other international universities;

(g) the enhancement of the University's engagement with industry, government and the professions.

5.37 Examples of the purpose of secondments and international exchanges include to:

(a) bring specialist disciplinary knowledge and skills to industry-funded research and development;

(b) bring industry expertise, skills and experience into the University's teaching and learning, research and engagement activities;

(c) contribute to the development and implementation of public policy;

(d) bring specialist knowledge to contribute to the delivery of teaching at another institution;

(e) gain leadership skills and experience in an internal academic leadership role, in alignment with and to support University leadership succession planning.

5.38 Secondments and international exchanges are for a specified period normally no more than one year in length. Ongoing secondment arrangements with strategic partner organisations could be considered by the University.

5.39 New knowledge obtained during a secondment or international exchange should be actively applied and utilised as appropriate manner within the University community and secondment and international exchange outcomes should provide long-term value to the University.

5.40 Secondments and international exchanges should form part of the normal career planning cycle, and activities undertaken on secondments and exchanges, and their quality and impact, are considered in the assessment of individual academic performance as part of the Performance Development Framework (PDF).

5.41 All continuing academic employees are eligible to undertake secondments and international exchanges.

5.42 Fixed-term academic employees are eligible to undertake secondments and international exchanges within the life of their contract and where funding arrangements permit.

5.43 Proposals for secondments and international exchanges are assessed on merit and their alignment with the purpose of secondments and international exchanges outlined in this policy.

5.44 Proposals are also assessed on individual staff members' capacity to:

> (a) undertake and fulfil the roles and responsibilities of the proposed secondment or international exchange;

> (b) achieve proposed outcomes and outputs of the secondment or international exchange.

5.45 Staff members' previous career developmental opportunities will be taken into account when considering proposals for new secondments or exchanges.

5.46 In accordance with the University's delegations framework, Level 2B, 3 and 4 Delegates have the authority to approve secondments into and out of the University and international exchanges (Vice-Chancellor's Delegation 2.37). The Provost and Deans have the authority to approve and renew fixed-term contracts created for the purpose of internal secondments for Level E (Vice-Chancellor's Delegation 2.3 and 2.9) and Levels A to D (Vice-Chancellor's Delegation 2.4 and 2.10) respectively.

5.47 Faculties are responsible for maintaining application, assessment and approval processes for secondments and international exchanges in accordance with this policy.

> Note: Secondments out and into the University and international exchanges must be ratified in a formal secondment or international exchange agreement between individual staff members, the University and the releasing or host organisation.

> Note: Contractual details will be dealt with in secondment or exchange agreements.

> Note: Internal secondments may be advertised as part of an internal recruitment process, where eligibility is limited to existing University appointees and in accordance with normal academic appointment policies, procedures and processes.

5.48 Secondments out of the University will normally be funded by external host organisations.

5.49 Secondments into the University will normally be funded by the University.

5.50 Internal secondments will normally be funded by the receiving division.

5.51 International exchanges will normally be funded by the University.

Note: Divisional or departmental funds may also be approved by the head of budget division or department for air fares and living away from home expenses for staff undertaking approved international exchanges.

5.52 At the conclusion of a secondment or international exchange, individual staff members are expected to return to their substantive position, either within the University or at their releasing, external organisation.

5.53 Vacated positions may be filled with a fixed-term appointment for the duration of the secondment in accordance with normal academic appointment delegations, policies, procedures and processes.

5.54 Individual staff members of the University will continue to accrue normal leave entitlements while on secondment or international exchange, except where external secondments or international exchanges are undertaken while on leave without salary from the University, in accordance with the University's Leave Policy.

5.55 As per the University's Guidelines for Assessing Academic Performance Relative to Opportunity, the University recognises that authorised absences from normal duties, such as secondments and international exchanges, may affect the time available for academic work, the capacity to undertake certain types of work and the overall academic productivity. As such, confirmation periods may be extended by the duration of the secondment or international exchange at the request of the individual staff member.

6. Roles and responsibilities

Role/Decision/Action	Responsibility	Conditions and limitations
Provide for the overall management of academic positions, appointment, performance and promotion	Provost and the Deans	In accordance with this policy
In relation to positions, provide for the: - creation of new positions - categorisation of positions as teaching-focused, research-focused, teaching and research-focused, or academic specialist - determination of position appointment type, that is, whether a position holder will be an honorary appointee, employee, academic visitor or independent contractor - classification of positions as Level A, B, C, D or E - determination of position employment type, that is, whether a position is casual (sessional), fixed-term or continuing; including the conversion of positions from fixed term to continuing - determination of position employment basis, that is, whether a position is full-time, part-time, annualised hours or casual - determination of position descriptions	Provost and the Deans	In carrying out their responsibilities under this policy, the Provost is advised by the University Appointments and Promotions Committee (UAPC) and the Deans are advised by their Faculty Appointments and Promotions Committees (FAPC), in accordance with the HR Delegations in the Vice-Chancellor's Delegations Manual

In relation to appointments, provide for: - Formulating selection criteria based on position descriptions - Recruitment strategy - Selection instruments - Shortlisting candidates for selection - Assessing and ranking the suitability of shortlisted candidates - Determining the terms of any offer of employment; including any relocation allowance, probationary or confirmation criteria.	Provost and the Deans	In carrying out their responsibilities under this policy, the Provost is advised by the University Appointments and Promotions Committee (UAPC) and the Deans are advised by their Faculty Appointments and Promotions Committees (FAPC), in accordance with the HR Delegations in the Vice-Chancellor's Delegations Manual
In relation to performance management, provide for: - Performance review and assessment including the determination of probation - Assessment criteria and ratings including clarifying probation criteria post appointment - Performance planning and professional development.	Provost and the Deans	In carrying out their responsibilities under this policy, the Provost is advised by the University Appointments and Promotions Committee (UAPC) and the Deans are advised by their Faculty Appointments and Promotions Committees (FAPC), in accordance with the HR Delegations in the Vice-Chancellor's Delegations Manual
In relation to confirmation and promotion, provide for: - clarifying confirmation criteria post-appointment - promotion benchmarks - determining applications for confirmation and/or promotion.	Provost and the Deans	In carrying out their responsibilities under this policy, the Provost is advised by the University Appointments and Promotions Committee (UAPC) and the Deans are advised by their Faculty Appointments and Promotions Committees (FAPC), in accordance with the HR Delegations in the Vice-Chancellor's Delegations Manual
Provide advice to the Provost and the Deans as required in relation to compliance with the legislative and statutory instruments outlined in the specified inputs for this policy and any similar applicable laws.	Executive Director, Human Resources & OHS	

Provide advice on any requirement or need to: - create, classify and categorise academic staff positions in accordance with the MSALs - offer fixed-term employment only where work falls within the circumstances described in section 19 of The University of Melbourne Enterprise Agreement 2013 - create continuing positions where there is a clear and ongoing need for a position provide practical guidance to members of the University community as to their responsibilities and the University's responsibilities in relation to academic appointments, performance and promotion including but not limited to compliance obligations.	Executive Director, Human Resources & OHS	

7. Definitions

Academic Career Benchmarks and Indicators (ACBI) means benchmarks and indicators which elaborate on the MSALs and reflect the specific requirements of the University of Melbourne, used as a basis for classifying and describing positions, for formulating selection and performance assessment criteria, for making assessments against such criteria, and for making decisions in relation to the appointment, confirmation and promotion of academic staff, as detailed in Schedule A - Academic Career Benchmarks and Indicators (ACBI).

Annualised hours employment means employment for a specific number of ordinary hours within any one year (which may be a calendar year) where the total number of annual hours is averaged to a fortnightly salary.

Appointment means appointment to a position by agreement between the employee and the University in the form of an employment contract signed by both parties.

Casual employment means employment by the hour which is paid on an hourly basis that includes a loading to compensate for benefits which a casual employee is not eligible to receive.

Confirmation period is the desginated time period prior to a continuing academic appointment being confirmed.

Continuing employment means ongoing employment with no fixed end date and includes Research continuing employment (contingent-funded).

Employee means a person who performs work for the University of Melbourne under a contract of employment.

Engagement means engagement with government, business and community organisations and influential contributions to projects and activities of mutual benefit, underpinned by research and scholarship. Indicators of Engagement are detailed in Schedule A - Academic Career Benchmarks and Indicators (ACBI).

Fixed-term employment applies only where a staff member is to be engaged in a work activity that falls within one of the categories listed in clause 19 of the Agreement.

Honorary appointments are University of Melbourne academic titles which may be awarded to individuals on an honorary basis in recognition of achievement, contribution or former academic employment. By law, an honorary appointee is not an employee of the University. Honorary appointments may include:

- **Honorary fellows and honorary clinical fellows.** For individuals (e.g. academic, industry, clinical) who make significant contribution to the University on an ongoing basis. Such appointees are awarded titles in accordance with the equivalent level of academic employment (for example, professorial fellow and clinical professor are equivalent to academic employment at Level E).
- **Visiting Professor.** For senior (usually academic international) visitors.
- **Professor Emeritus.** For Professors who have resigned or retired from the University of Melbourne.

Independent Contractor means an individual providing services to the University on a fee for service basis.

Leadership means leadership and citizenship that generates change and contributes to capability-building and improvement within departments, faculties and across the University. Indicators of Leadership are detailed in Schedule A - Academic Career Benchmarks and Indicators (ACBI).

Performance review means a formal review of an employee's performance conducted annually and triennially within the University's Performance Development Framework for Academic Staff.

Probation period means the designated time period prior to fixed-term academic employment being confirmed.

Sessional staff are staff employed under casual conditions of employment to undertake a series of sessions over a specific period. Sessional staff members are engaged with no guarantee or expectation of work beyond any given agreed period of employment.

University visitor means a person appointed as a member of the University community who, while not required to perform any specific work for the University, contributes to the teaching and research or general betterment of the University through voluntary activities. A University visitor is not awarded an academic title. By law, a University visitor is not an employee of the University.

Work focus categories are four groups of academic positions based on the specific duties, focus and emphasis undertaken by the staff member who occupies or will occupy the position and include:

- **Teaching and research** positions which are involved principally or wholly with teaching and associated activities and original research with the primary aim of publishing and disseminating new knowledge from the work undertaken in the position.
- **Research focussed** positions which are principally focussed upon original research with the primary aim of publishing and disseminating new knowledge.
- **Teaching specialist** positions which are principally focussed upon teaching and associated activities including; lecturing, group or individual tutoring, preparation of teaching materials, educational design, educational leadership, supervision of students, marking and preparation for such activities; and clinical or professional practice where appropriate.
- **Academic specialists** positions which are appropriately classified as academic but which are not expected directly to undertake teaching or research activities. This will include staff involved in community engagement, academic policy development, research service and leadership and senior management roles such as the Vice-Chancellor and Deputy Vice-Chancellor.

POLICY APPROVER

Provost

POLICY STEWARD

Chief Human Resources Officer

REVIEW

This policy is to be reviewed by 24 February 2018.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost	24 February 2015	6 March 2015	New Policy as part of Policy Consolidation Project.
2	Provost	19 August 2015	21 August 2015	Amendment to Terms of Reference in section 4.2
3	VP Admin & Finance	10 December 2015	10 December 2015	Fix broken links in 5.8, 5.8 and 6.11.
4	Provost	18 December 2015	21 December 2015	Amendments to composition of UAPC and FAPC in section 4.2 and 4.3
5	Provost	21 January 2016	27 January 2016	Amend Terms of Reference of UAPC in section 4.2
6	Provost	21 March 2016	23 March 2016	Insert new section 6 Special Studies Programs and new section 7 Secondments and International Exchanges.

7	Provost	21 July 2016	22 July 2016	Converted to new policy template as part of the Policy Consolidation Project, including a minor amendment to section 4.1 and 4.2.
8	Provost	21 Dec 2016	21 Dec 2016	Academic employees performance amended to align with and support new academic PDF process.
9	Exec Director, Human Resources & OHS	30 July 2018	31 July 2018	Fixing links in 4.2, 5.3 and 5.6
10	*Policy Officer*	*N/A*	*N/A*	*Created in error.*
11	Chief Human Resources Officer	30 March 2022	9 May 2022	Amendment made at 5.4 - 'non ex officio members will not be appointed for a third term' was removed, and 'a further term may be considered at the discretion of the Chair' was added.