

Category: [Employment](#)

Version: 13

Document Type: Policy

Document Status: Published

Approved On: 19 December, 2024

Audience: Academic

Effective Date: 20 December, 2024

Review due by: 20 December, 2027

Policy Approver: Provost

Policy Steward: Chief Human Resources Officer

Supporting Process:

[Employment Processes](#)

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, the Enterprise Agreement and University policies, procedures and processes;
- c) is consistent with the University's objectives and functions;
- d) protects the University's reputation and best interests;
- e) ensures the commitment of University funds is appropriate;
- f) 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;
- g) ensures conflicts of interest are disclosed and managed in accordance with the Managing Conflicts of Interest Policy ([MPF1366](#)) ;
- h) ensures appropriate legal advice is obtained when required; and
- i) ensures records are maintained and managed appropriately.

2. Scope

2.1. This policy only applies to continuing and fixed-term academic employees of the University covered by Division 1 and Division 2 of the University of Melbourne Enterprise Agreement 2024 ('Enterprise Agreement') and working in Levels A to E academic positions ('academic employees').

2.2. This policy supplements the operation of clauses 2.14 ("Classification, Appointment & Promotion") and 2.15 ("Academic Confirmation") in the Enterprise Agreement.

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 strategy and planning and the ability to adapt to and shape the changing tertiary education environment as contemplated at clause 1.15 of the Enterprise Agreement.
- 4.2. All decisions on the management of academic appointments, confirmation, performance and promotion will comply with the Minimum Standards for Academic Levels, under clause 2.14.2 of the Enterprise Agreement and align with the Academic Career Benchmarks and Indicators (ACBI).
- 4.3. Excellence across the academic domains of Education, Research and Research Training, and Leadership and Service is expected from all academic employees. The ACBI provides the framework for expectations and performance and the ACBI guide all appointment, confirmation, performance and promotion decisions for all workforce categories.
- 4.4. Competency, capability and suitability to sustain and develop an academic career consistent with a leading University will guide appointment and confirmation decisions, and the University will endeavour to actively support and develop academic employees throughout their careers.
- 4.5. Academic activities and engagements, and their quality, impact and influence (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 and promotion are at the discretion of the University as set out at clause 2.14 of the Enterprise Agreement.
- 4.7. All decisions in relation to academic performance are at the discretion of the University as set out in policy and separate to the Enterprise Agreement as set out at clause 1.35.3.
- 4.8. All decisions in relation to academic confirmation will accord with clause 2.15 of the Enterprise Agreement. The University acknowledges that level D and E continuing academic employees have progressed through the academic levels to the University's satisfaction by virtue of their classification. Accordingly, as a matter of policy, the University applies its discretion to waive the 5-year confirmation Assessment Period described at clause 2.15.1 of the Enterprise Agreement for all Levels D and E appointments.

5. Procedural principles

- 5.1. The Vice-Chancellor's Instrument of Delegations (Schedule D) lists the officers with the delegated authority to establish a new academic position, appoint an individual to an academic position, award the title of Professor Emeritus, and approve academic promotions.
- 5.2. The Provost has the authority to approve confirmation and non-confirmation of academic employees, after considering advice from the University Appointments and Promotions Committee (UAPC).

Academic appointment, promotion and confirmation committees

- 5.3. The Provost has the authority to approve the:
- a) establishment and disestablishment of appointments and promotions committees; and
 - b) membership and recission of membership of appointments and promotions committees.
- 5.4. University Appointments and Promotions Committee

<p>Composition</p>	<p>Provost or Nominee (Chair)</p> <p>Pro Vice-Chancellor (Academic) (Joint Deputy Chair)</p> <p>President, Academic Board (Joint Deputy Chair)</p> <p>Deputy Vice-Chancellor (Research)</p> <p>Up to 7 members nominated by the President, Academic Board and Provost</p>
<p>Formation of an Executive</p>	<p>An Executive of UAPC 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 of the Academic Board. Any cases approved out of session by the Executive will be reported to the next UAPC meeting.</p>
<p>Appointment of the Members nominated by President Academic Board and Provost</p>	<p>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.</p>
<p>Proxy</p>	<p>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.</p>
<p>Quorum</p>	<p>The quorum will be at least three members.</p>

<p>Regulation of proceedings</p>	<p>UAPC may regulate its own proceedings, including:</p> <ul style="list-style-type: none">a) requiring a Dean or Dean's nominee to attend meetings to present and discuss caseb) co-opting additional members of the Professoriate from time to time.c) 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, and such other advice as the Provost may require or request.

UAPC will also:

a) advise the Provost regarding approvals required for the appointment of fixed-term and continuing Level E roles under the Recruitment and Appointment Policy (MPF1152) and Recruitment and Appointment Procedure (MPF1159).

b) Report successful Level E appointments and promotions to the Academic Board.

c) Receive reports (for information) on appointments for honorary Level E appointments of full professors:

i. at a Group of Eight, Universitas 21, Asia Pacific Rim Universities, China 9 group institution; or

ii. at an institution ranked, in the last three years, in the Academic Ranking of World Universities (ARWU) top 100 institutions; or

iii. who are recognised as a Level E equivalent by the NH&MRC or ARC; or

iv. 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.

<p>Composition</p>	<p>Dean or Nominee (Chair)</p> <p>Deputy Dean or Associate Dean (Deputy Chair)</p> <p>At least 4 professors, including 2 internal and 1 external to the faculty</p> <p>1 UAPC nominee, who is external to the faculty</p> <p>At least 2 and up to 4 other members appointed as necessary, either for the full year or to assist with particular matters.</p> <p>The Dean has flexibility in FAPC membership within the above composition guidelines.</p> <p>Membership should represent the diversity of faculty in terms of Education, Research, Leadership and Service and discipline spreads, as well as diversity of academic work focus categories, gender, cultural identity, lived experience and career stages.</p> <p>Sub-FAPCs established to manage committee workload should also represent the diversity of faculty. Sub-FAPCs established to provide advice to the Dean on applications for promotion to Levels B and C should include representation from Level D.</p> <p>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.</p> <p>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).</p> <p>The Dean is responsible for publishing the composition of their Academic Divisions' FAPC.</p>
--------------------	---

<p>Proceedings</p>	<p>The quorum of the FAPC will be at least 3 members, including 1 who is external to the faculty.</p> <p>In order to manage committee workload, the FAPC may:</p> <ul style="list-style-type: none"> a) assign responsibility for routine or urgent matters to other individuals or bodies within the faculty b) establish committees or sub-committees to manage workload <p>provided that any recommendations made by such individuals, bodies, committees or subcommittees must be reported to the next FAPC meeting.</p>
<p>Terms of Reference</p>	<p>FAPC will provide the advice to the Dean, in relation to academic positions and appointments and confirmations and promotions, and such other advice as the Dean may require or request.</p>

Academic Work Focus Categories

5.6. Work focus categories are four groups of academic positions established through this policy and based on the specific duties, focus and emphasis undertaken by the employee who occupies or will occupy the position and include:

- a) **Education and Research** positions which make scholarly-based contributions and achievements primarily in the domains of Education and Research and Research Training, with the aim of advancing the transformative impact of the University's education, student experience, research and research training.
- b) **Research Focussed** positions which make scholarly-based contributions and achievements primarily in the domain of Research and Research Training, with the aim of advancing the transformative impact of the University's research and research training.
- c) **Education Focussed** positions which make scholarly-based contributions and achievements primarily in the domain of Education, with the aim of advancing the transformative impact of the University's education and student experience.
- d) **Academic Specialist** positions which make scholarly-based contributions and achievements in any one or more of the domains of Education, Research and Research Training, and/or Leadership and Service, with the aim of advancing the transformative impact of the University's education, student experience, research and/or research training, but which are not expected to directly undertake teaching delivery or research activities. This will include employees involved in community engagement, academic policy development, research service and leadership.

5.7. The University equally values academic roles and pathways in all academic work focus categories, and roles are created in any one of these work focus categories to meet the education, research, leadership and service needs of local organisational units and to deliver on the University's academic mission.

5.8. An employee appointed to a position must meet the benchmarks and indicators relevant to the position detailed in the [ACBI by Work Focus Category and Level](#) .

5.9. Appointment to any one of the categories does not establish an automatic pathway to a different work focus category. Other than through a competitive selection process, change of work focus category occurs only under exceptional circumstances where:

- a) Substantial changes to the education, research, leadership and service work or workforce needs of a local organisational unit necessitates a review of the work focus categorisation of its academic employees, to ensure the balance of individual roles is enabling the collective delivery of our academic mission; and
- b) There is mutual agreement between the employee, supervisor and Head of Department/School; and
- c) An evidence-based case is made to and approved by the Dean or authorised nominee; or
- d) Where there is a regulatory requirement:
 - i. where a change in work focus category would (in part) reasonably assist in enabling the University's obligation arising from a request for formal flexible work arrangements (as contemplated in the Flexible Work Arrangements Policy (MPF1374): or
 - ii. for suitable alternative employment set out in the Enterprise Agreement as a consequence of redundancy (e.g. a move from Education & Research full-time hours to Education Focused part-time hours).

5.10. With exception to 5.11(d) which will be assessed against the prevailing regulatory requirements, cases for a change of work focus category are made using the [HR64 Work Focus Category - Approval form](#) .

5.11. Employees wishing to pursue a role and career pathway beyond their current work focus category are eligible to apply for advertised positions and to enter competitive selection processes for their appointment into a new role in a different work focus category.

Academic Employees Performance

5.12. 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 two core dimensions of academic performance at the University of Melbourne across the academic domains of Education, Research and Research Training, and Leadership and Service:

- a) Activities and engagement:
 - i. The overall volume and range of academic activities, contributions and outputs;
 - ii. The patterns of scholarly engagement beyond the academy with communities, industries and public policy;
- b) Quality, impact and influence:
 - i. Indicators of scholarly excellence, originality and recognition by the academy;
 - ii. Indicators of impact and influence beyond the academy;
 - iii. Indicators of contributions of public value.

5.13. Illustrative indicators of academic performance are provided in the ACBI and associated [ACBI by Work Focus Category and Level](#) .

5.14. 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:

- a) With the objective of supporting the career development of academic employees;
- b) Across the relevant performance dimensions of activities and engagement and quality, impact and influence and domains of Education, Research and Research Training, and Leadership and Service;
- c) Appropriate to academic positions, levels, work focus categories and time fractions;

- d) Within the context of faculty- and discipline-specific performance expectations and measures; and
- e) Relative to opportunity, in accordance with the [University's Guidelines on Considering Academic Performance Relative to Opportunity](#) .

5.15. Officers with the authority to approve the outcome of a performance review for fixed-term and continuing academic employees are outlined in the Vice-Chancellor's Instrument of Delegation (Schedule D).

5.16. The University's Academic Confirmation Guidelines set out the applicable academic confirmation periods and common criteria for continuing academic appointments.

Special Studies Programs (SSP)

5.17. 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 Education, Research and Research Training, and/or Leadership and Service;
- b) contributes to the achievement of unit, faculty and University strategic objectives, as expressed in faculty strategic plans, Advancing Melbourne and associated University strategies, and the introduction of new ideas into the University; and
- c) strengthens and increases engagement with industry, government, communities and the professions, and develops opportunities for future collaboration, including with international partner institutions.

5.18. 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 employees' position level and in accordance with their work focus category.

5.19. Programs should involve activities that contribute to:

- a) individual career development and renewal and the achievement of excellence across the academic domains of Education, Research and Research Training, and/or Leadership and Service;
- b) individual performance development;
- c) the achievement of current work role goals and objectives;
- d) the achievement of unit, faculty and University-wide strategic objectives, as expressed in faculty strategic plans, Advancing Melbourne and associated University strategies; and
- e) the introduction of new ideas and approaches into the University.

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

5.21. Examples of program activities that contribute to the academic domains of:

- a) Education: Investigation of educational practices or teaching a program at a host university in order to gain exposure to new education modes and approaches to assessment, leading to the introduction of new education practices within the University of Melbourne and to the development of ongoing education networks.
- b) Research and Research Training: 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; or 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.
- c) Leadership and Service: 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, community organisation, government or industry workplace, contributing to the achievement of individual professional development objectives and University and faculty leadership succession planning.

5.22. 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.

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

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

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

5.26. 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 employees on SSP and staff should ensure they are familiar with the University's travel, insurance and health and safety policies and comply with the obligations set out in section 5.37(b) below.

5.27. Employees should be provided adequate relief from their normal academic duties in order to undertake and maximise the benefits from their proposed study program. Employees 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.

5.28. 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.

5.29. 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.

5.30. Employees 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.

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

5.32. Proposals are also assessed on employees' capacity to:

- a) undertake the proposed activities;
- b) achieve the proposed outcomes and outputs.

5.33. Employees' previous career developmental opportunities will be taken into account when considering proposals for new programs.

5.34. 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.

5.35. 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.

5.36. 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 employees.

5.37. To this end:

- a) faculties are responsible for maintaining clear guidelines on applications for and granting of funding for SSP;
- b) before and during SSP, individual employees are subject to University policies and are responsible for:
 - i. observing University and Australian Tax Office requirements for the documentation and recording of activities and expenses;
 - ii. booking any travel arrangements in accordance with the Employee Travel Policy ([MPF1300](#)) ; and
 - iii. ensuring that expenditure of funding is in accordance with the Financial Code of Conduct Policy ([MPF1338](#)) and guidelines for the appropriate payment channels.

5.38. A SSP will be temporarily deferred on occasion where the employee is subject to an investigation. The SSP will cease immediately on occasion where there are findings of misconduct or serious misconduct against the employee.

Academic Secondments and International Exchanges

5.39. 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 Education, Research and Research Training, and/or Leadership and Service;
- b) contribute to the achievement of unit, faculty and University strategic objectives, as expressed in faculty strategic plans, Advancing Melbourne and associated University strategies; and
- c) strengthen and increase engagement with industry, government, communities and the professions, and develop opportunities for future collaboration, including with international partner institutions.

5.40. 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 transfer, where a University of Melbourne academic staff member is transferred within the institution to another position on a temporary basis, is subject to the requirements of the Recruitment and Appointment Policy ([MPF1152](#)) and Recruitment and Appointment Procedure ([MPF1159](#)) .

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

5.42. Secondments and international exchanges must be based on the mutual agreement of, and should demonstrate long-term value to, the individual employee/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 Education, Research and Research Training, and/or Leadership and Service;
- b) individual performance development;
- c) the achievement of current work role goals and objectives;
- d) the achievement of unit, faculty and University-wide strategic objectives, as expressed in faculty strategic plans, Advancing Melbourne and associated University strategies;

- 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, communities and the professions.

5.43. 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 education and research activities;
- c) contribute to the development and implementation of public policy;
- d) bring specialist knowledge to contribute to the delivery of education activities 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.

5.44. 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.

5.45. 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.

5.46. 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 \(PDF\)](#) .

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

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

5.49. 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.

5.50. Proposals are also assessed on individual employees' 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.

5.51. Employees' previous career developmental opportunities will be taken into account when considering proposals for new secondments or exchanges.

5.52. Secondments and exchanges require the following approval:

- a) for secondments into and out of the University, and University exchanges, approval from a Head of Department, Head of School, Dean (or delegate) or the Provost;
- b) for internal transfers, in addition to the requirements of section 5.40(c) above, the creation or renewal of any fixed-term contracts that are needed for the secondment require the following approval under the Vice-Chancellor's Instrument of Delegation:

- i. For Level E appointments, approval by the Provost; or
- ii. For Level A-D appointments, approval by the Dean.

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

- a) Secondments out and into the University and international exchanges must be ratified in a formal secondment or international exchange agreement between individual employees, the University and the releasing or host organisation;
- b) Contractual details will be dealt with in secondment or exchange agreements; and
- c) In addition to the requirements noted under section 5.40(c) above, internal transfers 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.

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

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

5.56. Internal transfers will normally be funded by the receiving division.

5.57. International exchanges will normally be funded by the University.

5.58. 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.

5.59. While on exchange the employee is subject to University policies and will:

- a) book any travel arrangements in accordance with the Employee Travel Policy ([MPF1300](#)) ; and
- b) ensure that expenditure of funding is in accordance with the Financial Code of Conduct Policy ([MPF1338](#)) and guidelines for the appropriate payment channels.

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

5.61. 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.

5.62. Individual employees 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 ([MPF1343](#)) .

5.63. Consistent with 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 employee.

5.64. A secondment or exchange may be temporarily deferred on occasion where the employee is respondent to a workplace investigation. The secondment or exchange will cease immediately on occasion where there are findings of misconduct or serious misconduct against the employee.

6. Roles and responsibilities

Role/Decision/Action	Responsibility	Conditions and limitations
----------------------	----------------	----------------------------

<p>Provide for the overall management of academic positions, including:</p> <p>a) selecting the appropriate appointment type</p> <p>b) creating positions (and finalising the nature of those positions)</p> <p>c) appointing individuals to those positions</p> <p>d) performance</p> <p>e) confirmation</p> <p>f) promotion</p>	<p>Provost and the Deans and (where relevant) other officers listed under Schedule D of the Vice-Chancellor's Instrument of Delegation.</p>	<p>In accordance with this policy, other University policies including the Recruitment and Appointment Policy (MPF1152), Recruitment and Appointment Procedure (MPF1159), the Enterprise Agreement and the Vice-Chancellor's Instrument of Delegation.</p> <p>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).</p>
<p>In relation to performance management, provide for:</p> <p>a) Performance review and assessment including the determination of probation</p> <p>b) Assessment criteria and ratings including clarifying probation criteria post appointment</p> <p>c) Performance planning and professional development.</p>	<p>As above.</p>	<p>As above.</p>
<p>In relation to confirmation and promotion, provide for:</p> <p>a) clarifying confirmation criteria post-appointment</p> <p>b) promotion benchmarks</p> <p>c) determining applications for confirmation and/or promotion.</p>	<p>As above.</p>	<p>As above.</p>

<p>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.</p>	<p>Chief People Officer and the Executive Director, Workplace Relations, Governance & Investigations.</p>	<p>Provide advice consistent with legislation, the Enterprise Agreement, University policy and the Vice-Chancellor's Instrument of Delegation.</p>
<p>Provide advice on any requirement or need to:</p> <p>a) create, classify and categorise academic employees positions in accordance with the MSALs</p> <p>b) offer fixed-term employment in accordance with University policy and the Agreement, and in particular only where work falls within the circumstances described in clause 2.6 (academic employees)</p> <p>of the Agreement</p> <p>c) create continuing positions where there is a clear and ongoing need for a position</p> <p>d) 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.</p>	<p>Chief People Officer and the Executive Director, Workplace Relations, Governance & Investigations</p>	<p>Provide advice consistent with legislation, the Enterprise Agreement, University policy and the Vice-Chancellor's Instrument of Delegation.</p>

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 employees, as detailed in the Academic Career Benchmarks and Indicators (ACBI).

Academic employees is defined in section 2.1.

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 designated 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(s) means a person who performs work for the University of Melbourne under a contract of employment and in this policy refers to academic employees.

Engagement means the patterns of scholarly engagement beyond the academy with communities, industries and public policy. Indicators of Engagement are detailed in the Academic Career Benchmarks and Indicators (ACBI).

Enterprise Agreement means the University of Melbourne Enterprise Agreement 2024.

Fixed-term employment applies only where an employee is to be engaged in a work activity that falls within one of the categories listed in clause 2.6 of the Agreement.

Leadership means leadership and service that generates change and contributes to capability-building and improvement within departments, faculties and across the University. Indicators of Leadership are detailed in the 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.

POLICY APPROVER

Provost

POLICY STEWARD

Chief People Officer

REVIEW

This policy is to be reviewed by 20 December 2027.

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 December 2016	21 December 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			<i>Created in error.</i>
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.
12	Provost	16 December 2024	17 December 2024	Major amendments made to policy.

13	Provost	19 December 2024	20 December 2024	Minor changes made to Composition of UAPC and FAPC sections.
----	---------	------------------	------------------	--