ACADEMIC STAFF POLICY

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                                  2023

Related documents

Australian Qualifications Framework

Higher Education Standards Framework section 3.2

Regulation 8: *Members of the University*

1.   Rationale and Objectives

1.1   This Policy implements the University's aim to provide its students and stakeholders with academic programs and research of the highest quality in divinity and its associated disciplines.

1.2   As required by Regulation 8: Members of the University, this Policy supports this aim by establishing standards for the accreditation and classification of academic staff.

1.3   This Policy supports the University's collegiate structure by establishing standards that enable mutual recognition of academic staff, units, and courses across all Colleges, while allowing flexibility appropriate to particular contexts.

1.4   This Policy provides comprehensive procedures for all matters involving academic staff accreditation and classification to ensure compliance with this Policy can be achieved through the simplest possible administrative framework.

2.   Scope

2.1   This Policy applies to all academic staff of the University and to all persons seeking accreditation or classification or promotion as academic staff of the University (including honorary appointments) for the purposes of delivery of awards, courses, or units, or contributing to research and research training at the University.

3.   Principles

3.1   The accreditation standards for academic staff at the University meet or exceed the thresholds prescribed by the *Higher Education Standards Framework* and the *Australian Qualifications Framework* (AQF) and lead to academic outcomes of the highest possible quality.

3.2   The University values the nexus of formation and learning, and the nexus of research, teaching and learning.

3.3   The Colleges contribute to the academic activities of the University through the appointment of academic staff in accordance with this Policy and through the maintenance of staff succession plans for future appointments.

3.4   The Academic Board supports the collegiate structure of the University through:

a)   recognition of the critical role of Colleges in appointing staff

b)   ensuring that all accreditations by the University meet agreed standards that promote trust and cooperation across all Colleges

c)   requiring any person accredited under this Policy (except the Vice-Chancellor or an Emeritus Professor) to maintain a formal association with at least one College of the University

d)   ensuring that the expertise and qualifications of academic staff are appropriate to the vision, mission, and standards of the University

e)   providing opportunities for all academic staff of the University to undertake professional development and training and ensuring that sufficient resources are available for this purpose.

3.5   The Office of the Vice-Chancellor administers efficient procedures for accreditation and classification of staff and maintains accurate, current records of all academic staff.

4.   Definitions

4.1   **Early career academic:** A person whose first doctoral degree was conferred within the last five years and who is classified at Level A or Level B.

4.2   **Professional equivalence**: Relevant academic or professional or practice-based experience and expertise, equivalent to the achievement of the volume of learning and course outcomes of an academic qualification required under this Policy for accreditation to deliver a unit or to be a supervisor.

4.3   **Research Active**

"Research active" means

a)   a person who within the last 5 years from the date at which an audit is conducted has achieved a minimum of 5 points including at least 3 points for peer-reviewed publications (categories A – B) and 2 points in categories C – G; or

b)   an early career academic who has achieved either an average of 1 point per year in the first 3 years since conferral of a doctoral award or 3 points within the first 4 years since conferral of a doctoral award, with no limit on points achieved in categories C – G and an expectation that points are achieved in categories A – B.

Table of points

1.   For co-edited or co-authored works, or co-awarded grants or funding, points are assigned fractionally to participating staff.

2.   A "standard" work is a piece of work of 2 months to 1 year in duration.

3.   A "major" work is a sustained piece of work of 1 year to 5 years in duration.

Category	Points	Maximum	Description

A	1	none	Peer-reviewed publication of a journal article (in a journal of national or international standing), conference paper, book chapter, standard work of translation, or completion and performance of a public exhibition of a standard original creative work
B	5	none	Peer-reviewed publication of a monograph, major work of translation, or completion and performance of a public exhibition of a major original creative work
C	2	none	Editing a peer-reviewed collection of essays in a book or journal
D	1 (MPhil) 2 (PhD)	2	Supervision to successful completion of a candidate for a higher degree by research.
E	1	1	Obtaining $10,000 in total of external research grants or industry research funding
F	0.25	2	Peer assessment (PhD examination, peer review of scholarly articles or book manuscripts, assessment of an external competitive grant application, publication of a book review in a peer-reviewed journal). Maximum of 1 point for book reviews.
G	up to 1	1	Other research activity not defined above and recognised by the Research Strategy Committee.

4.4 **Teaching active:** A person who within the last three years has delivered a unit or a significant part of a unit of study in higher education and in that time has either

a)   participated in at least six hours of professional development related to teaching at tertiary level; or

b)   participated in a peer review process approved by a College Academic Committee or by the Academic Board; or

c)   successfully completed a unit of study towards an academic qualification in the practice of higher education; or

d)   published a peer-reviewed journal article, book chapter or book relating to the practice of learning or teaching.

5. **Academic titles and classifications**

5.1 **Tutor:** A person appointed by a College to assist student learning in a unit, under the supervision of the academic staff member or members with responsibility for the delivery of that unit. A tutor may prepare or present material, assist in grading and providing feedback on assessment tasks, and participate in activities that support student learning.

5.2   **Associate Lecturer:** An accredited member of academic staff of the University classified by the University at Level A. A Level A academic may work under the supervision of more senior academic staff or as part of a team.

5.3   **Lecturer:** An accredited member of academic staff of the University classified by the University at Level B. A Level B academic contributes to undergraduate and postgraduate learning and teaching, may engage in supervision, and conducts research that leads to peer-reviewed publications usually at an average of one article per year.

5.4   **Senior Lecturer:** An accredited member of academic staff of the University classified by the University at Level C. A Level C academic contributes to learning and teaching, leadership in the academy, engagement, and conducts research that leads to peer-reviewed publications usually at an average of one article per year and an academic monograph every five to eight years.

5.5   **Associate Professor:** An accredited member of academic staff of the University classified by the University at Level D. A Level D academic contributes to learning and teaching, leadership in the academy including service in University-wide roles and mentoring of other academics, engagement, and conducts research that leads to peer-reviewed publications usually at an average of one article per year and an academic monograph every five to eight years that achieve national or international recognition.

5.6   **Professor:** An accredited member of academic staff of the University classified by the University at Level E who has been awarded the title Professor by the Council. A Level E academic contributes to learning and teaching, leadership in the academy within and beyond the University, engagement, and conducts research that leads to peer-reviewed publications that achieve international recognition.

5.7   **Emeritus Professor:** A person who meets the standards established by Regulation 12.2.2 and has been awarded the title Emeritus Professor by the Council.

5.8   **Visiting Professor:** A person who meets the standards established by paragraph 10.1 of this Policy and has been awarded the title Visiting Professor by the Council.

5.9   **Visiting Academic:** A person who meets the standards established by paragraph 6.7 and is appointed as a Visiting Academic in accordance with this Policy.

5.10   **Honorary Postdoctoral Associate:** A person who:

a)   is not an ongoing member of academic staff of the University

b)   is recognised by the University as an honorary member of the University equivalent to a Level B academic

c)   is an early career academic who shows potential to engage in significant research in divinity or an associated discipline.

The term of appointment of a person as an Honorary Postdoctoral Associate expires on the 31 December of the year in which the person attains the fifth anniversary of the date of graduation with a doctoral qualification.

5.11   **Honorary Research Associate:** A person who:

a)   is not an ongoing member of academic staff of the University

b) is recognised by the University as an honorary member of the University equivalent to a Level B or Level C academic

c) is appointed for a period of up to three years

d) is research active

e) at the time of appointment has made a recognised contribution to research equivalent to publication of at least five peer-reviewed journal articles across a five-year period and an academic monograph every five to eight years.

5.12 **Honorary Research Fellow:** A person who:

a) is not an ongoing member of academic staff of the University

b) is recognised by the University as an honorary member of the University equivalent to a Level D or Level E academic

c) is appointed for a period of up to three years

d) is research active

e) at the time of appointment has made an internationally recognised contribution to research equivalent to publication of at least one peer-reviewed journal article every year and an academic monograph every five to eight years.

6. Academic accreditation criteria

6.1 A person who holds an ongoing or casual or honorary academic appointment at a College of the University or who has successfully applied for such an appointment is eligible to apply for initial academic accreditation by the University.

6.2 A person who holds a current academic accreditation at the University is eligible to apply for a variation of academic accreditation.

6.3 To be accredited under this Policy, a person must consent to abide by the University's Code of Conduct.

6.4 Unit delivery

6.4.1 To be accredited to deliver the whole or a significant part of a unit an applicant must have successfully completed an academic qualification in a relevant discipline at least one AQF level above the level of any award in which the unit may be offered. This is demonstrated by attainment of the following thresholds:

a) For a Diploma unit an applicant requires either an undergraduate degree with a major in the relevant discipline or a coursework master's degree with at least three units of study in the relevant discipline

b) For an Undergraduate level 1 unit an applicant requires either a master's degree with a research thesis of at least 20,000 words in the relevant discipline or the equivalent of four years' full-time study in a relevant discipline of which at least one year was at AQF level 8

c) For an Undergraduate level 2 or 3 unit an applicant requires a master's degree with a research thesis of at least 20,000 words in the relevant discipline

d) For a Foundational unit an applicant requires either a master's degree with a research thesis of at least 25,000 words in the relevant discipline or a Licentiate from a Pontifical University

e) For an Elective unit an applicant requires either a doctoral degree with a research focus in the relevant discipline or a Licentiate from a Pontifical University

f) For a Clinical Pastoral Education unit an applicant requires accreditation as a Clinical Pastoral Educator or Clinical Pastoral Education Consultant by one of the member bodies of Australian and New Zealand Association of Clinical Pastoral Education.

6.4.2 An applicant who does not meet the requirements of 6.4.1 may be accredited to deliver a unit at a particular course level by demonstration of professional equivalence. The applicant must produce evidence to satisfy the approving body under this Policy that the applicant:

a) has scholarly attainments or current professional practice at a senior level relevant to the unit for which accreditation is sought, or

b) has met the course outcomes of a relevant academic qualification at least one AQF level higher than any award in which the unit is to be offered, or

c) is currently enrolled in and has completed two thirds of an award that is at one AQF level higher than the award in which the unit is being taught, and

d) has supervisory arrangements in place for the delivery of academic content at tertiary level.

6.4.3 Evidence of professional equivalence for the purposes of 6.4.2 is guided by the following options:

Award Level	Option 1	Option 2	Option 3 (a sufficient combination of the following)
AQF 7	At least 3 years' professional or teaching experience, aligned with unit learning outcomes.	Enrolment in and two-thirds completion of award AQF 8 or higher.	- Clinical experience, - Professional Development programs - Publications and reports - Development of curriculum and standards - Higher Education research - Higher roles in academic judgement

AQF 8	At least 5 years' professional or teaching experience, aligned with unit learning outcomes.	Enrolment in and two-thirds completion of award AQF 9 or higher.	• Clinical experience, • Professional Development programs • Publications and reports • Development of curriculum and standards • Higher Education research • Higher roles in academic judgement
AQF 9 / 10 (Coursework)	At least 5 years' professional or teaching experience, aligned with unit learning outcomes	Enrolment in and two-thirds completion of AQF 10 award.	• Clinical experience, • Professional Development programs • Publications and reports • Development of curriculum and standards • Higher Education research • Higher roles in academic judgement

6.4.4   An applicant who does not meet the requirements of 6.4.1 or 6.4.2 may be appointed as a Tutor or be accredited to deliver a significant part of a unit if the applicant's home College has established arrangements for the applicant to be supervised by a member of the University where the supervising academic:

a)   is accredited under this Policy to deliver the unit

b)   is present for at least 50% of the delivery of the unit

c)   takes responsibility for the examination of all assessment tasks in the unit.

6.5   Supervisors

6.5.1   Persons accredited as Supervisors are members of the School of Graduate Research for so long as they meet the accreditation requirements of this Policy.

6.5.1.1   To be accredited as a person eligible to be appointed as a Principal Supervisor or an Associate Supervisor supervising as the majority Supervisor of a higher degree by research thesis, an applicant must:

a) demonstrate attainment of a doctoral qualification, or in exceptional circumstances provide evidence of professional equivalence to the satisfaction of the School of Graduate Research Committee

b) be research active in an area or areas in the discipline or disciplines in which accreditation is sought

c) consent to meet the requirements of the relevant Regulations and Determinations and the Supervisors Policy

d) attend a research supervisors training or development seminar at once least once every three years.

6.5.2. A person may only be appointed as supervisor of a particular higher degree by research thesis by the School of Graduate Research Committee if the person has met the requirements of the Supervisors Policy and of section 6.5.1.1 of this Policy.

6.6 Honorary researchers

To be accredited as an Honorary Postdoctoral Associate, Honorary Research Associate, or Honorary Research Fellow, an applicant must:

a) demonstrate attainment of a doctoral qualification, or in exceptional circumstances provide evidence of professional equivalence to the satisfaction of the Research Strategy Committee

b) either be research active or an early career academic

c) consent to meet the requirements of this Policy.

6.7 Visiting Academics

To be accredited as a Visiting Academic, an applicant must:

a) hold an academic appointment at a tertiary or research institution in Australia or overseas

b) be nominated by a College of the University for appointment as a Visiting Academic for a specified period of time

c) provide evidence of the support a College or Colleges of the University will provide during the period of appointment

d) provide evidence of the contribution the applicant intends to make to the University through education, scholarship or research, usually including collaboration with a member or members of the University's academic staff

e) in the case of international applicants who require a visa to enter Australia, have adequate means to support themselves and any accompanying dependents in Australia (including access to health insurance) and be eligible to obtain a visa with the University as an academic sponsor.

7. Academic accreditation assessment

7.1 An application for accreditation to deliver a unit or to be a supervisor, or for initial academic classification, or a combination of these accreditations, or for variation of an existing accreditation may be submitted at any time to the Office of the Vice-Chancellor, provided that:

a) the application has been made on the form approved by the Vice-Chancellor and published on the University website

b) the application has been approved by a College Academic Committee

c) the application provides evidence of qualifications and experience

d) the applicant does not undertake any activities in relation to delivery of University awards prior to approval.

7.2 An application for accreditation or for variation of accreditation to deliver a unit is determined by the Dean of Academic Programs. Provided that the requirements of section 6 of this Policy are met, this determination may include accreditation:

a) to deliver a specified unit or units of study

b) to deliver any unit in a discipline of the University at a specified level or levels

c) to deliver any unit in a discipline of the University at any level of study.

7.3 The Dean of Academic Programs must inform each applicant for accreditation to deliver a unit and the applicant's College of the outcome of the application. The Dean of Academic Programs must report to the Academic Board the person's name, College, and accreditation for each applicant granted accreditation.

7.4 An application for accreditation as a supervisor is determined by the Dean of the School of Graduate Research.

7.5 An application for appointment as an Honorary Postdoctoral Associate, Honorary Research Associate, Honorary Research Fellow or Visiting Academic is determined by the Dean of Research Strategy. The application must include:

a) evidence of how the applicant meets the criteria of this Policy for the category sought

b) a statement of support from the College sponsoring the application.

7.6 The Dean of the School of Graduate Research must inform each applicant for appointment as a supervisor, and the applicant's College, of the outcome of the application. The Dean of the School of Graduate Research must report to the Academic Board the name, College, and category of appointment of each person so appointed.

The Dean of Research Strategy must inform each applicant for appointment as an Honorary Postdoctoral Associate, Honorary Research Associate, Honorary Research Fellow or Visiting Academic, and the applicant's College, of the outcome of the application. The Dean of Research Strategy must report to the Academic Board the name, College, and category of appointment of each person so appointed.

8. Academic accreditation renewal and review

8.1   The home College of a person accredited under this Policy is responsible for ensuring that person continues to meet the requirements of this Policy.

8.2   Accreditation of a person to deliver a unit or to be a supervisor is reviewed when a College undergoes a Major Review by the University in accordance with the College Review Policy. This review is completed by the College and reported to the University Major Review Panel. The College review must:

a)   demonstrate that as a group the College's academic staff continue to be qualified to deliver the University awards which the College is accredited to offer and meet the standards of the Higher Education Standards Framework

b)   demonstrate that academic staff accredited to deliver units are teaching active

c)   demonstrate that supervisors of higher degree by research students are research active

d)   assess and revise or renew any special arrangements such as accreditation to deliver a unit under the supervision of a more senior academic.

8.3   If the College review undertaken under section 8.2 finds that a person accredited under this Policy is no longer eligible for accreditation, then the College is expected to report to the University Major Review Panel on the steps it is taking to address the matter. The University Major Review Panel may recommend to the Council termination of a person's accreditation where it finds that the person is no longer eligible under this Policy and that the College is not taking action sufficient to address the matter.

8.4   A person who holds a current academic accreditation at the University as an Honorary Research Associate or Honorary Research Fellow may apply to the Dean of Research Strategy for renewal of that accreditation prior to the expiry of that accreditation.

9.   Academic classifications and promotions

9.1   Academic staff of the University who hold an ongoing appointment or a fixed term appointment of twelve months or longer must be classified in accordance with Regulation 8.3.2 at one of the following levels:

a)   Associate Lecturer (Level A)

b)   Lecturer (Level B)

c)   Senior Lecturer (Level C)

d)   Associate Professor (Level D)

e)   Professor (Level E)

9.2   The University classification is assigned independently of remuneration or salary arrangements, other than at the sole discretion of the College with which the staff member is associated or by which the staff member is employed.

9.3   Classification of an academic staff member at Levels A, B, C, or D is determined by the Vice-Chancellor acting on the advice of:

a)   the College Principal for classification at Level A or B

b) the Academic Promotions Committee for classification at Level C or D

9.4 Classification of an academic staff member at Level E is determined by the Council taking into account the advice of the Academic Promotions Committee.

9.5 Areas of assessment

Applications for classification or promotion are assessed against four areas of assessment: learning and teaching, research, leadership in the academy, engagement with the churches and wider community.

9.5.1 Learning and Teaching

This area includes experience and achievement in contribution to teaching and learning, curriculum development, supervision of higher degree by research students, and the scholarship of teaching and learning.

Evidence of achievement in this area may include but is not limited to: student unit evaluations, peer review, scholarly publications, course development, supervision to completion of higher degree by research students, direction of doctoral programs, and conference presentations and invitations to other higher education institutions.

9.5.2 Research

This area includes advancement of the discipline through published research, involvement in editorial boards, and competitive research grants.

Evidence of achievement in this area may include but is not limited to: peer-reviewed publications such as monographs, book chapters, journal articles and conference papers; reviews of the applicant's research publications, acceptances or invitations to present papers at scholarly conferences, successful application for University research grants, successful application for external competitive research grants.

9.5.3 Leadership in the academy

This area includes contribution to the governance of the University through active participation in committees, boards and working groups over and above the normal duties expected of all academic staff (such as attendance at Staff Days), and leadership in the wider university sector, including in relevant professional and consultative bodies.

Evidence of achievement in this area may include but is not limited to: leadership roles such as College Principal, Academic Dean, committee Chair or Chair of Examiners, participation in course reviews, leadership of a strategic goal, acting as an external reviewer for other Universities, council membership of professional organisations; conference organisation.

9.5.4 Engagement with the churches and community

This area includes engagement in the activities of the churches and the broader community that are directly relevant to theological education or the disciplinary expertise of the faculty member.

Evidence of achievement in this area may include but is not limited to:

a) Official positions (both paid and honorary) held on the basis of the person's academic expertise, including membership of councils, boards, ethics committees

b) Expert contribution to seminars for clergy, religious, parishes, schools, teachers

c) Consultancies to church agencies on the basis of the person's academic expertise, including invitations to make specialised presentations

d) Initiation of projects within the churches or community that result from a person's academic expertise

e) Unrefereed publications such as essays, opinion pieces, interviews, moderated blogs, submissions to inquiries, which make a contribution to public debates on relevant issues

f) Any other service in the local or wider community where the person's expertise and experience is called upon as an academic, including consultation in the areas of policy and education.

9.6 Assessment criteria

9.6.1 Appointment at Level A requires:

a) completion of four years' full-time or part-time equivalent of higher education study in a relevant discipline, including at least one year at AQF Level 8, or professional equivalence.

9.6.2 Appointment at Level B requires:

a) completion of a doctoral qualification or a Licentiate from a Pontifical University in a relevant discipline, or professional equivalence

b) evidence of a strong contribution to at least one area of assessment.

9.6.3 Appointment at Level C requires:

a) completion of a doctoral qualification in a relevant discipline, or in exceptional circumstances, professional equivalence

b) evidence of a strong contribution to at least two areas of assessment.

9.6.4 Appointment at Level D requires:

a) completion of a doctoral qualification in a relevant discipline

b) evidence of a strong contribution to at least three areas of assessment, one of which must be research

c) evidence of an outstanding contribution to at least one area of assessment.

9.6.5 Appointment at Level E requires:

a) completion of a doctoral qualification in a relevant discipline

b) evidence of a strong contribution to all four areas of assessment over a sustained period

c) evidence of an outstanding contribution to at least two areas of assessment.

9.6.6 Applications for initial classification are assessed against how the person's activities as an academic have met the qualifications and experience for the classification sought.

9.6.7 Applications for promotion are assessed against how a person's activities since the date of his or her initial classification or last promotion, whichever is later, have met the qualifications and experience for the classification sought.

9.7 Initial classification

9.7.1 A person is eligible to apply for initial classification if he or she:

a) is a member of academic staff of the University accredited to deliver units or to supervise higher degree by research students or who has applied for such accreditation

b) holds or has been appointed to an academic position at a College of the University

c) is not an Honorary Postdoctoral Research Associate, Honorary Research Associate, or Honorary Research Fellow of the University.

9.7.2 A member of academic staff who holds an ongoing appointment or a fixed term appointment of twelve months at a College of the University must obtain an academic classification within twelve months of the date of commencement of appointment by:

a) applying to the Vice-Chancellor for classification at Level A or B, which may occur in conjunction with an application for initial academic accreditation; or

b) applying to the Academic Promotions Committee for classification at Level C, D or E, in which case the person is provided with a temporary classification at Level A or B.

9.7.3 A College may be approved by the Vice-Chancellor to advertise an academic position or appoint a new member of academic staff at a specified classification level, with the person so appointed to receive that classification. The Vice-Chancellor may authorise such an advertisement or appointment at Level A, B, C or D if:

a) the selection criteria for the proposed appointment meet the criteria for the classification level

b) at least one person delegated by the Vice-Chancellor and external to the College is a member of the body which makes the appointment

c) a person delegated by the Vice-Chancellor under section 9.7.3. b) certifies to the Vice-Chancellor that the successful candidate meets the criteria for the classification level.

9.7.4 A College may be approved by the Council to advertise an academic position or appoint a new member of academic staff at Level E if:

a) the selection criteria for the proposed appointment meet the criteria for a Professor of the University

b) at least one person delegated by the Vice-Chancellor and external to the College is a member of the body which makes the appointment

c) a person delegated by the Vice-Chancellor under section 9.7.4 b) certifies to the Vice-Chancellor that the successful candidate meets the criteria for the classification level

d) the Vice-Chancellor recommends to the Council that the successful candidate be awarded the title of Professor

d) the award of the title Professor to the successful candidate is approved by the Council on conclusion of the appointment process.

9.7.5 A member of academic staff who holds a Level C, D or E position at an Australian University or who holds the title of Professor at an overseas University recognised by the Academic Board may apply directly to the Vice-Chancellor for initial classification at Level C, D or Level E within twelve months of becoming a member of academic staff of the University. The applicant must provide a letter of application, curriculum vitae, and evidence of their current classification.

In considering the application the Vice-Chancellor:

a) must consult the Chair of the Academic Board about the application

b) may have regard to the standing of the institution which granted the initial classification

c) may consider the classification held by the applicant at another institution as evidence of having met the assessment criteria of this Policy.

The Vice-Chancellor is authorised to decide:

d) to classify the applicant at a lower level than that sought in the application, or

e) to classify the applicant at Level C or D or to recommend the applicant to Council for classification at Level E, or

f) to refer the application to the Academic Promotions Committee for assessment under this Policy.

9.8 Promotion

9.8.1 A member of academic staff who has previously received academic classification may only apply for promotion if either:

a) at least one year has passed since the person submitted an application for initial classification; or

b) at least two years have passed since the person last submitted an application for promotion.

9.8.2 Promotion may be sought by:

a) applying to the Vice-Chancellor for promotion from Level A to Level B; or

b) applying to the Academic Promotions Committee for promotion from Level B to Level C, Level C to Level D, or Level D to Level E.

9.9   Assessment Procedures

9.9.1   Application for initial classification at Level A or Level B or promotion to Level B must be made in writing to the Vice-Chancellor at any time and must:

   a)   provide an argument and accompanying evidence of the applicant's eligibility for the level of classification sought

   b)   supply under separate cover a confidential written reference from the applicant's College Principal.

9.9.2   Application for initial classification at or promotion to Level C or Level D must be made in writing to the Academic Promotions Committee no later than the closing date advertised on the University website and must:

   a)   be submitted on the application form approved by the Vice-Chancellor and published on the University website

   b)   provide an argument and accompanying evidence of the applicant's eligibility for the level of classification sought

   c)   supply under separate cover a confidential written reference from the applicant's College Principal.

9.9.3   Application for initial classification at or promotion to Level E must be made in writing to the Academic Promotions Committee no later than the closing date advertised on the University website and must:

   a)   be submitted on the application form approved by the Vice-Chancellor and published on the University website

   b)   provide an argument and accompanying evidence of the applicant's eligibility for the level of classification sought

   c)   supply under separate cover a confidential written reference from the applicant's College Principal

   d)   nominate two independent academic referees, who would normally be at Level E or have equivalent seniority, who are able to supply confidential written references to the Chair of the Academic Board.

9.9.4   Applications are assessed on merit relative to opportunity and applicants are therefore encouraged to show how the quality and level of performance is relative to opportunities, including where the following circumstances apply:

   a)   the applicant holds a fractional or honorary appointment

   b)   the applicant has been affected by circumstances such as changes in work responsibilities and duties, family responsibilities, carer duties, disability, career interruptions, chronic medical conditions.

9.10   Academic Promotions Committee Procedures

9.10.1 The Academic Promotions Committee normally meets twice per year to consider applications for classification at or promotion to Level C, D or E. The closing date for

each round must be advertised on the University website and advised to College Principals.

9.10.2   A copy of each application received by the advertised closing date is provided in confidence to each member of the Academic Promotions Committee.

9.10.3   Each member independently assesses each application and reports findings to the Chair of the Academic Promotions Committee.

9.10.4   The Chair circulates a summary of assessments to all members before or at a meeting of the Academic Promotions Committee.

9.10.5   The Academic Promotions Committee may request further information from an applicant or seek confidential references in relation to an application.

9.10.6   In exceptional circumstances, where an applicant has made sustained and outstanding contributions to one or more of the four areas of assessment, the Academic Promotions Committee may determine that limited contributions to one or more of the other areas of assessment are acceptable for the purpose of initial classification or promotion.

9.10.7   The Academic Promotions Committee must communicate in writing to the Vice-Chancellor:

a)   its decision in relation to each application received

b)   a brief statement, suitable for distribution to the applicant, of how the application did or did not meet the assessment criteria of this Policy for appointment at the level sought, which may include advice on how the application might be improved

c)   (if the recommendation is for classification or promotion to Level E) a brief citation suitable for public distribution.

9.10.8   On receipt of the communication from the Academic Promotions Committee, the Vice-Chancellor must:

a)   recommend classifications or promotions to Level E to the Council for its decision

b)   appoint successful applicants for classifications or promotions to Level C or Level D to that level as appropriate

c)   advise all applicants and their Colleges of the outcome of their applications including in each case a copy of the brief statement provided by the Academic Promotions Committee

d)   notify the Academic Board of the name and classification of all successful applicants.

10.   Visiting Professor

10.1   To be eligible for appointment as Visiting Professor of the University, a person must:

a)   be a former Professor of the University, or on a person who holds the title of Professor at another institution recognised by the Council.

b) have the capacity to render sustained and distinguished service, through leadership or personal performance, which adds to the reputation of the University in one or more of the following areas: teaching and learning, research, leadership of the academy, engagement with the churches and wider community.

10.2 A nomination for appointment of a person as Visiting Professor may be made in writing by a member of Council or a College Principal to the Vice-Chancellor. The nomination must include:

a) information as to how the nominee meets the criteria of 10.1

b) a current curriculum vitae

c) a one-page statement on the nominee's contribution to the discipline, the profession, the University, and the wider community.

10.3 If the nominee is eligible for consideration under 10.1, the Vice-Chancellor must refer the nomination to the Governance Committee for assessment. If the nominee is ineligible, the Vice-Chancellor must inform the nominator and nominee in writing.

10.4 The nomination is to be assessed by the Governance Committee having regard to the criteria of Regulation 40.6. The Committee may seek further information from any person at its discretion.

10.5 Following assessment, the Governance Committee must prepare a recommendation to Council in regards to a nomination for appointment of a person as Visiting Professor.

10.6 A recommendation for appointment of a Visiting Professor must be referred to Academic Board for advice prior to being submitted to Council. The Council's decision on the nomination is final.

10.7 If Council determines not to confer the title of Visiting Professor, the Vice-Chancellor must notify the nominator and nominee in writing.

10.8 If Council confers the title of Visiting Professor:

a) it must determine the period of time for which a person may hold the title

b) the Vice-Chancellor must notify the nominator and nominee in writing, specifying any obligations on the University or on the Visiting Professor.

10.9 A person appointed as a Visiting Professor must, for all purposes of courtesy and on ceremonial occasions, be accorded the style, precedence and dignity of a Professor of the University.

10.10 A person appointed as a Visiting Professor is expected, when visiting the University, to contribute to the academic life of the University.

11.   Staff entitlements and responsibilities

11.1 Academic staff who are responsible for the delivery of a unit of study or a substantial part of a unit of study are expected to remain teaching active as defined in this Policy.

11.2 Academic staff, Honorary Postdoctoral Associates, Honorary Research Associates, Honorary Research Fellows, and Emeritus Professors are responsible for:

a) including acknowledgment of their association with the University in all published research materials and for submitting details of all such publications for inclusion in the University's Research Repository

b) contributing to the research activities of the University through publication, supervision, participation in seminars and professional development events, and collegial exchange with academic staff of the University

c) submitting an annual report through their College to the University of research activity, including details of all peer-reviewed publications.

11.3 Academic staff, Honorary Postdoctoral Associates, Honorary Research Associates, Honorary Research Fellows, Emeritus Professors, Visiting Academics and Visiting Professors are entitled:

a) to access the resources of the University's libraries and the learning management system

b) to participate and to receive invitations to participate in University events including academic staff development activities

c) to have use of a College or University email account

d) to have all personal information handled in accordance with the University's Privacy Policy.

11.4 Academic staff, Honorary Postdoctoral Associates, Honorary Research Associates, Honorary Research Fellows, and Emeritus Professors are entitled to apply for research grants if eligible under the University's Research Grants Policy

12. Academic Staff Development

12.1 The University is committed to the ongoing learning and formation of all its members, including academic staff.

12.2 All new academic staff must undergo an appropriate induction program supervised by their College.

12.3 All ongoing academic staff must be provided with opportunities to acquire and improve skills and performance in teaching, research, leadership and engagement.

12.4 The Council and the Colleges are responsible for providing appropriate allocations in their budgets to fund academic staff development activities.

12.5 The Academic Board is responsible for monitoring professional development activities, including identification of need and assessment of effectiveness.

12.6 The Colleges are responsible for:

a) ensuring academic staff are aware of the mission of their College, employment conditions, occupational health and safety, courses and awards, policy, accountability, expected outcomes, and relevant contact information

b) supervising the performance of their academic staff

c) enabling the participation of academic staff in staff development activities

d) supporting the ongoing formation of academic staff.

12.7 The Office of the Vice-Chancellor is responsible for:

a) ensuring academic staff are aware of the University's vision and mission, graduate attributes and course outcomes, and for resourcing staff development in higher education pedagogy, developments in theological education, online learning, mentoring and peer support, supervision of higher degrees by research, access to University-wide resources

b) ensuring a range of professional development activities are available to academic staff each year to support this Policy

c) communicating information about professional development activities to academic staff.

13. Data Management and Publication

13.1 The Vice-Chancellor is responsible for the secure collection, management, and storage of data about academic staff under this Policy.

13.2 A person who holds the written authority of the Vice-Chancellor is permitted to collect, store, and access personal data about academic staff only for the purposes of statistical analysis and government reporting, provided that the data is managed in accordance with the University's Privacy Policy.

13.3 Personal data about academic staff may be released or accessed only on the written authority of the Vice-Chancellor in accordance with the University's Privacy Policy where one of the following circumstances applies:

a) provision of the data to a Commonwealth Government department or agency is required by law

b) an academic staff member requests access to their own data

c) the College Principal of the academic staff member or an officer appointed by the Principal requests or is required to review or correct the data

d) a member of staff of the Office of the Vice-Chancellor is required to review or correct the data

e) a member of staff of the Office of the Vice-Chancellor is required to prepare a deidentified summary of part or all of the data to a College or committee of the University or as otherwise required to meet the requirements of this section of the Policy.

13.4 The Vice-Chancellor must ensure that the University website includes the name, College, and discipline area of all academic staff who hold an ongoing or honorary appointment under this Policy.

14. Cessation of appointment

14.1 Academic staff other than Emeritus Professors cease to hold an academic classification under this Policy from the date of their retirement or resignation or the date at which they otherwise cease to hold an appointment at a College.

14.2 Academic staff other than Emeritus Professors may only retain accreditation under this Policy after retirement, resignation or other cessation of an appointment at a College if they:

a) continue to hold another appointment at a College of the University or immediately take up a new appointment at a College of the University; and

b) meet the requirements of this Policy.

15. Appeals

15.1 A person may appeal a decision made under this Policy through the provisions of the University's Appeals Policy.

16. Forms

16.1 Forms required to give effect to this Policy may only be approved by the Vice-Chancellor.

17. Transitional

17.1 A person who holds accreditation to deliver a unit, to be a supervisor, or to be an honorary researcher at the date on which this Policy comes into effect continues to hold that accreditation subject to any cycle of review required by this Policy.

18. Date of Next Review

18.1 This policy is to be reviewed no later than 31 December 2022.