POLICIES AND ASSOCIATED PROCEDURES

POLICY NUMBER:	POH120118006
PREVIOUS POLICY NUMBERS:	POH110711000 *(amended 18/01/21 via modifications)*
	POH100323000 *(amended 11/07/11 via modifications)*
	POH071114000 *(amended 23/03/10 via modifications)*
	POH051125000 *(amended 19/11/07 via review)*
POLICY NAME:	Academic Classification
DATE APPROVED:	15 November 2007
POLICY OWNER:	Vice-President, People and Culture
POLICY ADVISOR:	HR Strategist
FIRST EFFECTIVE DATE:	22 November 2005

1.0   PURPOSE

To broaden the minimum standards for academic levels (MSALs) (for teaching and research academic staff) through the introduction of the Victoria University Standard Academic Levels (VUSALs). The VUSALs have been developed with the intention of building on from the MSALs to provide greater clarity for staff and assist the operation of related policies and processes, such as the Higher Education Academic Promotion Policy and the Academic Workload Model.

2.0   BACKGROUND

The Higher Education Salaries Award 2002 (the Award) introduced the minimum standards for academic levels, known as the "MSALs", for all academic staff except casuals.

The Award established a role for the use of MSALs for incremental progression, annual staff development/performance review and identification of development/training needs of academic staff.

In acknowledgement that the responsibilities of academic staff my vary according to the requirements of each institution to meet its specific objectives, it was intended, within the provisions of the Award, that the MSALs would be built on by each institution in order to address different discipline requirements and/or to individual staff development requirements.

Victoria University has developed the VUSALs as the mechanism to build on the MSALs. These were endorsed in principle by the Education and Research Board in October 2006.

3.0   DEFINITIONS

MSAL – Minimum Standard for Academic Level – the MSALs for each level of academic staff are set out in *Appendix 1*

VUSAL – Victoria University Standard Academic Level ('the standard academic level") - the VUSALs for each level of academic staff are set out in *Appendix 2*

RAI – Research Active Index

4.0   KEY WORDS

Academic promotion; position classification standards; standard academic levels.

5.0   POLICY

5.1   Victoria University provides a standard of academic levels as defined by the VUSALs. These VUSALs expand on the minimum standards provided under the Higher Education Salaries Award.

5.2   The VUSALs are differentiated by level of complexity, degree of autonomy, leadership requirements of the position and level of achievement of the academic. The work is anticipated to increase in complexity, the degree of autonomy and required level of achievement as the level increases.

5.3   The VUSALs set out the scope of work to be undertaken at each level. It will cover academic staff currently working within support areas. There is no expectation that an academic at a particular level will be required to undertake every activity identified within that level. Nor is it expected that Academics will only undertake the activities indicated at that particular level as defined in *Appendix 2.* The activities to be actually undertaken will be determined through processes such as the academic workload allocation and the Staff Performance and Development Plan (SPDP).

5.4   All academic positions at Victoria University, except casual academic positions and Academics in Teaching and Learning Services where they do not fit the models, will be allocated an appropriate standard academic level in accordance with the VUSALs.

5.5   An Academic appointed to a particular level may be assigned and may be expected to undertake responsibilities and activities at any level up to and including the level to which the Academic is appointed or promoted, for example, tutoring can be required at all levels. In addition, an Academic may undertake elements of the work of a higher level in order to gain experience and expertise, for example where the Academic is working towards promotion to the next level.

5.6   Academics employed at VU will normally be General Teaching and Research academics. However, an academic may be appointed to a research-focused position and will usually undertake activities as listed in the VUSALs excepting Teaching and Learning and Scholarship of Teaching and Learning. As well, research-focused academics would generally undertake the research activities listed at greater depth and breadth compared to General Teaching and Research Academics.

5.7   It is expected that these descriptions in the standard academic levels document at *Appendix 2* will evolve over time to reflect changing circumstances and VU's strategic priorities.

5.8   The VUSALs will underpin and guide academic position description development, and recruitment, promotion, professional development and SPDP processes.

5.9   The VUSALs must **not** be used as a basis for claims for reclassification.

6.0   PROCEDURES

6.1   When an academic position is created or becomes vacant and is to be filled, the Head of School or Centre must review the required duties, develop a position description and recommend the standard academic level that will apply to the position.

6.2   The Executive Dean/ Principal Officer/Vice Chancellor who authorises the establishment or advertising of the position in accordance with the People and Culture Delegations Policy also authorises the appropriate standard academic level for the position.

7.0   CONGRUENCE WITH LEGISLATION AND RELATED POLICIES

- Victoria University (Academic & General Staff) Enterprise Agreement (current version)
- Educational Leadership Policy
- Recruitment and Selection of Staff Policy
- Higher Education Academic Promotion Policy
- Staff Performance and Development Plan (SPDP) Policy
- People and Culture Delegations Policy
- Academic Workloads Model
- Research Active Index (RAI) Policy

8.0   ACKNOWLEDGEMENT

9.0   CONSULTATION

Education and Research Board in October 2006.

10.0   REVIEW

The policy will be reviewed again in three (3) years.

11.0   ACCOUNTABILITIES

11.1   RESPONSIBILITY

The Vice-President, People and Culture has responsibility for the implementation, maintenance and update of the policy.

11.2   IMPLEMENTATION PLAN

A report is to be provided to the Education and Research Board on the implementation of the VUSALs in mid-2007 by the Senior Deputy Vice-Chancellor Education Programs.

This policy should be referred to when developing position descriptions for academic roles. The policy is also referenced in the SPDP template plans for academic staff.

11.3   TRAINING PLAN

People and Culture Advisors will ensure academic staff in their portfolios are aware of this updated policy.

11.4   COMPLIANCE

All academic positions except casuals are allocated to one of the VUSALs.

11.5   EFFECTIVENESS OF THIS POLICY

All academic positions except casuals are allocated to one of the VUSALs.

12.0   FORMS

None

13.0   APPENDICES

Appendix 1: Minimum Standards For Academic Levels - For Teaching And Research Academic Staff

Appendix 2: Victoria University Standard Academic Levels

MINIMUM STANDARDS FOR ACADEMIC LEVELS - FOR TEACHING AND RESEARCH ACADEMIC STAFF.

Level A

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop their expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

Level B

A Level B academic will undertake independent teaching and research in their discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to their profession or discipline. He or she will normally undertake administration primarily relating to their activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

Level C

A Level C academic will make a significant contribution to the discipline at the national level. In research and/or scholarship and/or teaching he or she will make original contributions, which expand knowledge or practice in their discipline.

A Level C academic will normally make a significant contribution to research and/or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or provide a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the coordination of a large award program or a number of smaller award programs of the institution.

Level D

A Level D academic will normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.

A Level D academic will make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in their discipline. The academic will make original and innovative contributions to the advancement of scholarship, research and teaching in their discipline.

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Level E

A Level E academic will provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial or industrial sectors.

A Level E academic will have attained recognition as an eminent authority in their discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level. A Level E academic will make original, innovative and distinguished contributions to scholarship, researching and teaching in their discipline. The academic will make a commensurate contribution to the work of the institution.

Research academic staff (inclusive of creative disciplines)

Level A

A Level A research academic will typically conduct research/scholarly activities under limited supervision either independently or as a member of a team and will normally hold a relevant higher degree.

A Level A research academic will normally work under the supervision of academic staff at Level B or above, with an increasing degree of autonomy as the research academic gains skills and experience. A Level A research academic may undertake limited teaching, may supervise at undergraduate levels and may publish the results of the research conducted as sole author or in collaboration. He or she will undertake administration primarily relating to their activities at the institution.

Level B

A Level B research academic will normally have experience in research or scholarly activities, which have resulted in publications in refereed journals or other demonstrated scholarly activities.

A Level B research academic will carry out independent and/or team research. A Level B research academic may supervise postgraduate research students or projects and be involved in research training.

Level C

A Level C research academic will make independent and original contributions to research, which have a significant impact on their field of expertise.

The work of the research academic will be acknowledged at a national level as being influential in expanding the knowledge of their discipline. This standing will normally be demonstrated by a strong record of published work or other demonstrated scholarly activities.

A Level C research academic will provide leadership in research, including research training and supervision.

Level D

A Level D research academic will make major original and innovative contributions to their field of study or research, which are recognised as outstanding nationally or internationally.

A Level D research academic will play an outstanding role within their institution, discipline and/or profession in fostering the research activities of others and in research training.

Appendix 1

Level E

A Level E research academic will typically have achieved international recognition through original, innovative and distinguished contributions to their field of research, which is demonstrated by sustained and distinguished performance.

A Level E research academic will provide leadership in their field of research, within their institution, discipline and/or profession and within the scholarly and/or general community. He or she will foster excellence in research, research policy and research training.

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Appendix 2

VICTORIA UNIVERSITY STANDARD ACADEMIC LEVELS

Level A

Qualifications	Completion of undergraduate degree and enrolment in PhD or Professional Doctorate (or equivalent professional standing)
Teaching and Learning	- For new employees, undertake Induction for Teaching Program - Prepare and deliver lecture, tutorials and practical classes however described - Consult with and provide feedback to students - Undertake marking and assessment - Collaborate with colleagues about teaching program - Participate in teaching teams within and across sectors - Participate in teaching programs involving external partners - Participate in teaching evaluation - Undertake teaching and learning training provided by Staff College and other approved professional development and complete Graduate Certificate within Tertiary Education or equivalent in 3 years.
Scholarship of Teaching and Learning	- Participate in professional development activities in the scholarship of teaching and learning - Develop, trial and implement improved methods of teaching - Participate in group application for teaching and learning awards
Research and Creativity	- Conduct research in accordance with the RAI expectations for this level - Complete doctoral degree and publish findings as appropriate - Present conference papers based on research - Participate in research teams in relevant centres and institutes - Assist in the research training of postgraduate students - Undertake research training provided by Research Office and other approved professional development
Service to the University	- Participate in SPDP process - Attend School and Faculty meetings, sit on committees as required - Undertake administrative tasks - Provide student advice and support - May undertake unit coordination - Participate in the administration and operation of the University as appropriate - Active membership of professional and/or industry associations - Participate in University relationships with external partners

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VICTORIA UNIVERSITY STANDARD ACADEMIC LEVELS

Level B

Qualifications	PhD or Professional Doctorate (or equivalent professional standing)
Teaching and Learning	- For new employees, undertake induction for teaching program and complete Graduate Certificate within Tertiary Education in 3 years - Prepare and deliver lectures, tutorials and practical classes however described - Develop high quality unit and course material - Consult with and provide feedback to students - Undertake marking and assessment - Collaborate with colleagues about teaching program - Participate in teaching teams within and across sectors - Participate in teaching programs involving external partners - Participate in teaching evaluation - Undertake teaching and learning training provided by Staff College and other approved professional development
Scholarship of Teaching and Learning	- Participate in professional development activities in the scholarship of teaching and learning - Develop, trial and implement innovative teaching methods - Undertake scholarly review of teaching methods and practices - Present material developed in scholarship of teaching and learning - Participate in group application for teaching and learning awards
Research and Creativity	- Conduct research in accordance with the RAI expectations for this level - Participate in grant submissions - Develop skills in research project management - Serve as a registered supervisor of research students - Present conference papers based on research - Participate in research teams in relevant centres and institutes - Assist in the research training of postgraduate students - Undertake research training provided by Research Office and other approved professional development
Service to the University	- Participate in SPDP process - Attend School and Faculty meetings, sit on committee as required - Undertake administrative tasks - Provide student advice and support - Undertake unit coordination as required - May undertake course coordination - Participate in the administration and operation of the University as appropriate - Active membership of professional and/or industry associations - Participation in University relationships with external partners

Appendix 2

VICTORIA UNIVERSITY STANDARD ACADEMIC LEVELS

Level C

Qualifications	PhD or Professional Doctorate (or equivalent professional standing)
Teaching and Learning	- For new employees, undertake induction for teaching program and complete Graduate Certificate Program within 3 years - Prepare and deliver lectures, tutorials and practical classes however described - Develop high quality unit and course material - Undertake course design activities - Consult with and provide feedback to students - Undertake marking and assessment - Collaborate with colleagues about teaching program - Develop curricula, pathways and linkages within and across sectors - Participate in teaching teams within and across sectors - Participate in teaching programs involving external partners - Participate in teaching evaluation - Undertake teaching and learning training provided by Staff College and other approved professional development
Scholarship of Teaching and Learning	- Participate in professional development activities and demonstrate achievement in scholarship of teaching and learning - Develop, trial and implement innovative teaching methods - Undertake scholarly review of teaching methods and practices - Present material developed in scholarship of teaching and learning - Apply for teaching and learning awards
Research and Creativity	- Conduct research in accordance with the RAI expectations for this level - Seek external research funding - Provide leadership in research grant applications - Participate in research teams including cross-institutional research teams - Participate in research programs involving external partners - Effectively manage research projects - Contribute to the leadership of research projects - Supervise as a registered principal supervisor of HDR students - Assist research students in the publication of their research - Provide research mentorship to early career researchers - Present papers based on research at conferences - Undertake activities to achieve a national research profile - Assist in the research training of postgraduate students and new research staff - Undertake research training provided by Research Office and other approved professional development
Service to the University	- Participate in SPDP process - Attend School and Faculty meetings, sit on committees as required - Chair School and Faculty meetings or working parties - Contribute to Faculty planning - Manage administrative activities - Provide student advice and support - Undertake unit and/or course coordination - Act as external examiner for PhD theses for other Universities - Participate in significant University and cross university meetings and processes like promotion - Participate in the administration and operation of the University as appropriate - Mentor early career staff

	▪ Active membership of professional and/or industry associations ▪ Participation in University relationships with external partners ▪ Manage established links with industry, community, government and professional bodies

Appendix 2

VICTORIA UNIVERSITY STANDARD ACADEMIC LEVELS

Level D

Qualifications	PhD or Professional Doctorate (or equivalent professional standing)
Teaching and Learning	- For new employees, undertake induction for teaching program and complete Graduate Certificate within Tertiary Education in 3 years - Prepare and deliver lectures, tutorials and practical classes however described appropriate to time fraction and research activity - Develop innovative teaching activities - Undertake course design activities - Consult with and provide feedback to students - Undertake marking and assessment - Develop curricula, pathways and linkages within and across sectors - Participate in and manage teaching teams within and across sectors - Participate in and manage teaching programs involving external partners - Participate in teaching evaluation - Participate in the development of teaching and learning training provided by Staff College
Scholarship of Teaching and Learning	- Lead professional development activities and demonstrate significant achievement in the area of teaching and learning - Implement strategies to ensure Faculty staff are aware of and able to apply developments in field - Develop, trial and implement innovative teaching methods - Undertake scholarly review of teaching methods and practices - Publish material developed in scholarship of teaching and learning - Apply for teaching and learning awards
Research and Creativity	- Conduct research in accordance with the RAI expectations for this level - Seek major external research funding - Provide leadership in research grant applications - Provide leadership in achieving strategic University research directions - Participate and provide leadership in research teams including cross-institutional research teams - Develop and provide leadership in research programs involving external partners - Manage research projects - Provide research mentorship to early career researchers - Present papers based on research at conferences - Undertake activities to achieve a national and international research profile - Provide research training for postgraduate students and new research staff - Undertake research training provided by Research Office and other approved professional development - Serve as a registered principal supervisor of HDR students - Attract high quality research students - Assist research students in the publication of their research - Provide research training at School, Faculty and/or University level
Service to the University	- Participate in SPDP process - Chair School and Faculty meetings - Chair university committees, working parties - Lead Faculty planning and policy development - Lead professional development activities in management - Design and manage student advice and support systems

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	■ Undertake activities to improve performance against Faculty and University KPIs ■ Undertake unit and/or course coordination ■ Act as external examiner for PhD theses for other Universities ■ Participate in significant University and cross university meetings and processes like promotion ■ Participate in the administration and operation of the University as appropriate ■ Mentor early career staff ■ Take responsibility for effective teaching strategies and curriculum development within Faculty ■ Take role as Head of School or organisational unit ■ Take role as Associate or Deputy Dean ■ Active membership of professional and/or industry associations ■ Lead the development of strategic University relationships with external partners ■ Develop and manage links and establish collaboration with industry, community, government and professional bodies ■ Represent University on external committee ■ Undertake activities to improve performance against engagement KPIs

Appendix 2

VICTORIA UNIVERSITY STANDARD ACADEMIC LEVELS

Level E

Qualifications	PhD or Professional Doctorate (or equivalent professional standing)
Teaching and Learning	- For new employees, undertake induction for teaching program and complete Graduate Certificate in Tertiary Education in 3 years - Prepare and deliver lectures, tutorials and practical classes however described - Develop innovative and high quality unit and course material - Advance major innovations in course design and delivery including cross sectoral activity - Develop innovative approaches to significant teaching issues within the Faculty - Consult with and provide feedback to students - Undertake marking and assessment - Participate in teaching evaluation - Undertake effective cross sectoral liaison on the development of curriculum, pathways and linkages - Develop and manage teaching programs involving external partners - Participate in the development of teaching and learning training provided by Staff College
Scholarship of Teaching and Learning	- Lead professional development activities and demonstrate national/international recognition in scholarship of teaching and learning - Implement strategies to ensure Faculty staff are aware of and able to apply developments in field - Provide University wide leadership on teaching and learning - Develop, trial and implement innovative teaching methods - Undertake scholarly review of teaching methods, practices - Publish material developed in scholarship of teaching and learning - Apply for teaching and learning awards
Research and Creativity	- Conduct research in accordance with the RAI expectations for this level - Develop major research initiatives that attract external funding - Provide sustained leadership in research grant applications - Provide sustained leadership in achieving strategic University research directions - Participate and provide leadership in research teams including cross-institutional research teams - Provide sustained leadership in the development of research programs involving external partners - Lead and manage large research projects - Provide sustained research mentorship to early career researchers - Present conference papers based on research at national and international conferences - Undertake activities to achieve an international research profile - Serve as a registered principal supervisor of HDR students - Attract and retain high quality research students - Assist research students in the publication of their research - Provide research training at School, Faculty and/or University level - Membership of significant committee or government advisory body - Contribute to the development of research policy and strategy for University

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Service to the University	- Participate in SPDP process - Chair School and Faculty meetings - Chair university committees, working parties - Take responsibility for Faculty planning and policy development - Take responsibility for professional development activities in management - Provide sustained leadership in activities to improve performance against Faculty and University KPIs - Undertake unit and/or course coordination - Lead and oversight the development and operation of student advice and support systems - Act as external examiner for PhD theses for other Universities - Participate in the administration and operation of the University as appropriate - Take responsibility for effective teaching strategies and curriculum development within Faculty - Mentor early career staff - Membership of significant cross-university committees and/or government advisory bodies - Take role as Head of School or organisational unit - Take role as Associate or Deputy Dean - Take role as Executive Dean - Engaged Service to the University - Active membership of professional and/or industry associations - Lead the development of strategic University relationships with external partners - Develop and manage links and establish collaboration with industry, community, government and professional bodies - Represent University on external committee - Undertake activities to improve performance against engagement KPIs