



# ACADEMIC STAFF POSITION CLASSIFICATION STANDARDS

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## 1 Purpose of Policy

1. The University has adopted a set of ‘Teaching and Research’ and ‘Research Only’ Position Classification Standards (PCS) as at September 2005 for the classification structure for academic staff. The Standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications. The Standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.

## 2 Definitions

Not available.

## 3 Application and Scope

Not available.

## 4 General

1. The PCS deal broadly with 4 areas of activity:
  - a. teaching;
  - b. research/scholarship;
  - c. management; and
  - d. professional activities.
2. Unless appointed to a Research Only position or to a specialist position with individually specified duties, all members of academic staff are normally expected to be actively involved in all these areas. Agreement on the balance between these responsibilities will be determined through consultation between the Head of Academic Unit and the academic staff member, taking into account the staff member's agreed career plan, the needs of the academic program and the Faculty Workload Model.
3. Within the parameters specified in clause 4.2 and workload allocations, all levels of academic staff can expect to make a contribution to a diversity of functions within the University. Consistent with their academic duties and responsibilities described in the PCS, the University encourages academic staff to become involved in activities relevant to the community and the professional skills of the staff member, new methods of teaching delivery, consultancy activities and innovative academic roles generally.

## 5 Position Classification Standards – “Teaching and Research” Staff Members – Level A – Associate Lecturer

### General Standard

1. A Level A academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and graduate diploma level and to carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline.



## Specific Duties

2. Specific duties required of a Level A academic may include:
  - a. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions;
  - b. the preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity;
  - c. the conduct of research;
  - d. involvement of professional activity;
  - e. consultation with students;
  - f. marking and assessment primarily connected with subjects in which the academic teaches;
  - g. production of teaching materials for students for whom the academic has responsibility;
  - h. development of subject material with appropriate guidance from the subject or course co-ordinator;
  - i. limited administrative functions primarily connected with subjects in which the academic teaches;
  - j. acting as subject co-ordinators provided that skills and experience demonstrate this capacity;
  - k. attendance at departmental and/or faculty meetings and/or membership of a limited number of committees.
3. A Level A academic will not be required to teach primarily in subjects that are offered only at Masters level or above.
4. A Level A academic shall work with support and direction from academic staff classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience.
5. The most complex levels of subject co-ordination should not be carried out by a Level A academic.

## Skill Base

6. A Level A academic will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an Honours degree or higher qualification, an extended professional degree, or a three year degree with a postgraduate diploma. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.



## 6 Position Classification Standards – “Teaching and Research” Staff Members – Level B - Lecturer

### General Standard

1. A Level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline.

### Specific Duties

2. Specific duties required of a Level B academic may include:
  - a. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
  - b. initiation and development of subject material.
  - c. acting as subject coordinators;
  - d. the preparation and delivery of lectures and seminars;
  - e. supervision of the program of study of Honours students or of postgraduate students engaged in course work;
  - f. supervision of major Honours or postgraduate research projects;
  - g. the conduct of research;
  - h. involvement in professional activity;
  - i. development of course material with appropriate advice from and support of more senior staff;
  - j. marking and assessment;
  - k. consultation with students;
  - l. a range of administrative functions the majority of which are connected with the subjects in which the academic teaches;
  - m. attendance at departmental and/or faculty meetings and/or membership of a number of committees.

### Skill Base

3. A Level B academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a Doctoral or Masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.



## **7 Position Classification Standards – “Teaching and Research” Staff Members – Level C- Senior Lecturer**

### **General Standard**

1. A level C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

### **Specific Duties**

2. Specific duties required of a Level C academic may include:
  - a. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
  - b. initiation and development of course material;
  - c. course co-ordination;
  - d. the preparation and delivery of lectures and seminars;
  - e. supervision of major Honours or postgraduate research projects;
  - f. supervision of the program of study of Honours students and of postgraduate students engaged in course work;
  - g. the conduct of research;
  - h. significant role in research projects including, where appropriate, leadership of a research team;
  - i. involvement in professional activity;
  - j. consultation with students;
  - k. broad administrative functions;
  - l. marking and assessment;
  - m. attendance at departmental and/or faculty meetings and a major role in planning or committee work.

### **Skill Base**

3. A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a Doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.



## **8 Position Classification Standards – “Teaching and Research” Staff Members – Level D – Associate Professor**

### **General Standard**

1. A Level D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

### **Specific Duties**

2. Specific duties required of a Level D academic may include:
  - a. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
  - b. the development of and responsibility for curriculum/programs of study;
  - c. course co-ordination;
  - d. the preparation and delivery of lectures and seminars;
  - e. supervision of major Honours or postgraduate research projects;
  - f. supervision of the program of study of Honours students and of postgraduate students engaged in course work;
  - g. the conduct or research including, where appropriate, leadership of a large research team;
  - h. significant contribution to the profession and/or discipline;
  - i. high level administrative functions;
  - j. consultation with students;
  - k. marking and assessment;
  - l. attendance at departmental and faculty meetings.

### **Skill Base**

3. A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

## **9 Position Classification Standards – “Teaching and Research” Staff Members – Level E - Professor**

### **General Standard**

1. A Level E academic is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.



## Specific Duties

2. Specific duties required of a Level E academic may include:
  - a. provision of a continuing high level of personal commitment to, and achievement in, a particular scholarly area;
  - b. the conduct of research;
  - c. fostering the research of other groups and individuals within the department or other comparable organisational unit and within the discipline and within related disciplines;
  - d. development of research policy;
  - e. supervision of the program of study of Honours students or of postgraduate students engaged in course work;
  - f. supervision of major Honours or postgraduate research projects;
  - g. making a distinguished personal contribution to teaching at all levels;
  - h. the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
  - i. the preparation and delivery of lectures and seminars;
  - j. consultation with students;
  - k. marking and assessment;
  - l. playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline;
  - m. developing policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution;
  - n. participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

## Skill Base

3. A Level E academic shall have the same skill base as a Level D academic but will be recognised as a leading authority in the relevant discipline area.

## 10 Position Classification Standards – “Research Only” Staff Members – Level A – Associate Fellow

### General Standard

1. A Level A research-only employee is expected to contribute towards the research effort of the institution and to develop his/her research expertise through the pursuit of defined projects relevant to the particular field of research.

### Specific Duties

2. Specific duties required of a Level A research-only employee may include:





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- a. the conduct of research under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of conference and seminar papers and publications from that research;
  - b. involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
  - c. limited administrative functions primarily connected with the area of research of the employee;
  - d. development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other employees;
  - e. occasional contributions to teaching in relation to his/her research projects(s);
  - f. experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures;
  - g. attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and/or membership of a limited number of committees;
  - h. advice within the field of the employee's research to postgraduate students.
3. A Level A research-only employee shall work with the support, guidance and/or direction from employees classified at Level B and above and with a growing degree of autonomy as the research employee gains in skill and experience.

### **Skill Base**

4. A Level A research-only employee will normally have done four years of tertiary study in the relevant discipline or have equivalent qualifications or research experience. In many cases a position at this level will require an Honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.

## **11 Position Classification Standards – “Research Only” Staff Members –Level B – Fellow**

### **General Standard**

1. A Level B research-only employee is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research.

### **Specific Duties**

2. The specific duties required of a Level B research-only employee may include:
  - a. the conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research;
  - b. supervision of research-support employees involved in the employee's research;
  - c. guidance in the research effort of junior employees of research-only employees in his/her research area;



- d. contribution to the preparation, or where appropriate, individual preparation of research proposal submissions to external funding bodies;
- e. involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- f. administrative functions primarily connected with his/her area of research;
- g. occasional contributions in the teaching program within the field of the employee's research;
- h. co-supervision, or where appropriate supervision of major Honours or postgraduate research projects within the field of the employee's area of research; and
- i. attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and/or membership of a limited number of committees.

### **Skill Base**

3. A Level B research-only employee will have completed a relevant Doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.

## **12 Position Classification Standards – “Research Only” Staff Members – Level C – Senior Fellow**

### **General Standard**

1. A Level C research-only employee is expected to make independent or original contributions to the research effort within his/her field of expertise and to the organisational unit or interdisciplinary area of which he/she is a part. An employee at this level is expected to play a major role in research including the exercise of some leadership in research.

### **Specific Duties**

2. The specific duties required of a Level C research-only employee may include:
  - a. the conduct of research and the production of conference and seminar papers and publications from that research;
  - b. supervision of research-support and administrative employees involved in the employee's research;
  - c. supervision where appropriate of the research of less senior research-only employees;
  - d. involvement, where appropriate, in the promotion of research links with outside bodies;
  - e. preparation of research proposal submissions to external funding bodies;
  - f. significant role in research projects including, where appropriate, leadership of research teams or management of projects;



- g. responsibility for the oversight of financial management of grants for his/her research projects;
- h. involvement in professional activities, including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- i. occasional contributions to the teaching program within the field of the employee's research;
- j. supervision of major Honours or postgraduate research projects within the field of the employee's area of research;
- k. various research-related administrative functions; and
- l. attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and a major role in planning and committee work.

### **Skill Base**

- 3. A Level C research-only employee will normally have a relevant Doctoral qualification or equivalent accreditation and standing together with subsequent research experience. A position at this level will require a demonstrated strong record of publications, conference papers, reports and/or technical contributions in the relevant discipline area.

## **13 Position Classification Standards – “Research Only” Staff Members – Level D – Principal Fellow**

### **General Standard**

- 1. A Level D research-only employee is expected to make major original contributions to the research enterprise of the area in which he/she is appointed and to play a significant role within their profession or discipline. Employees at this level may be appointed in recognition of marked distinction in their area of research or scholarship.

### **Specific Duties**

- 2. The specific duties required of a Level D research-only employee may include:
  - a. the conduct of independent research in which the employee may work as part of a team and the production of conference and seminar papers and publications from that research;
  - b. supervision of research-support and administrative employees;
  - c. a major role in all aspects of major research projects including management and/or leadership of large research projects or teams;
  - d. supervision of the research of less senior research-only employees;
  - e. promotion of research links with outside bodies;
  - f. preparation of research proposal submissions to external bodies;
  - g. responsibility for the oversight of financial management of grants;



- h. involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- i. occasional contributions to the teaching program within the field of the employee's research;
- j. supervision of major Honours or postgraduate research projects;
- k. higher level research-related administrative functions;
- l. some involvement in the development of research policy;
- m. attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and a major role in planning and committee work; and
- n. significant contributions to the discipline in which the research efforts of an employee are undertaken.

### **Skill Base**

- 3. A Level D research-only employee will normally have the same skill base as a Level C research-only employee. In addition there will be a requirement for academic excellence and outstanding contribution to research.

## **14 Position Classification Standards – “Research Only” Staff Members – Level E – Professorial Fellow**

### **General Standard**

- 1. A Level E research-only employee is expected to exercise a special responsibility in providing leadership and in fostering excellence in research in his/her area of research, in the organisation unit, within the institution and within the scholarly and general community.

### **Specific Duties**

- 2. The specific duties required of a Level E research-only employee may include:
  - a. provision of a continuing high level of personal commitment to and distinguished achievement in a particular area of research or scholarship;
  - b. fostering the research of other groups and individuals within the organisational unit and more broadly within the institution;
  - c. development of research policy;
  - d. preparation of research proposal submissions to external bodies;
  - e. responsibility for the oversight of financial management of grants;
  - f. the conduct of independent research in which the employee may provide leadership within a team and the preparation of conference and seminar papers and publications from that research;
  - g. supervision of research and administrative employees and other employees responsible to the Level E research-only employee;
  - ~~h. making a distinguished personal contribution to the conduct of research at all levels;~~



- i. management of large research projects or teams;
- j. development policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution;
- k. participating in community and professional activities related to his/her disciplinary area, including involvement in commercial and industrial sectors where appropriate;
- l. involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- m. occasional contributions to the teaching program in the field of the employee's research projects;
- n. supervision of major Honours or postgraduate research projects;
- o. attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and a major role in planning and committee work.

### **Skill Base**

3. A Level E research-only employee shall have the same skill base as a Level D research only employee but will be recognised as a leading authority in his/her area of research.

## **15 Roles and Responsibilities**

Not Available.



## 16 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	25 November 2005	University Council	First version.
2	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Policy Template as per Policy Refresh Project.
3	9 March 2010	Director, Personnel Services	Future review date identified in accordance with Standard on UOW Policy.
4	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division.
5	11 September 2013	Manager, Staff Relations	Reviewed in accordance with review schedule. No changes made.