

# ACADEMIC TITLES PROCEDURE

## PURPOSE

The University confers academic titles on its employees in accordance with the established nomenclature applied across Australian higher education institutions and the particular requirements of the Monash University Enterprise Agreement (Academic and Professional Staff) 2014. With the exception of academic sessional appointments, each academic title aligns with an academic level ranging from level A to level E. The requirements at each academic level are outlined in the University's ('us', 'our' or 'we') level descriptors for [teaching and research](#) employees (including supplementary descriptors for education-focused and practice academics) and [research-only](#) employees.

## SCOPE

This procedure applies to all academic employees, except those appointed to eminent professorial positions, herein collectively referred to as 'you' for the purpose of this procedure. It does not apply to professional employees, trades and services employees or adjunct appointees.

## PROCEDURE STATEMENT

### 1. Appointment of academic employees

- 1.1 Academic appointments can be made on a continuing, fixed-term or sessional basis. Academic employees are appointed in accordance with the relevant recruitment procedure as follows.
  - [Recruitment of fixed-term and continuing staff procedure](#)
  - [Recruitment of casual and sessional staff procedure](#)
  - [Recruitment to an advertised position as Professor procedure](#)
  - [Direct appointments procedure](#)
- 1.2 Fixed-term and continuing academic employees are normally appointed as either teaching and research employees (including education-focused and practice academics) or research-only employees. Position description standards set out the roles and responsibilities (general standard, specific duties and skill base) for academic employees by academic level. There are separate position description standards for [teaching and research](#) employees (including supplementary descriptors for education-focused and practice academics) and for [research-only](#) employees. In addition, the [Academic Performance Framework](#) determines the performance expectations for each academic level across the three key areas of academic activity – research, education and engagement.
- 1.3 The terms and conditions of appointment for academic employees are outlined in your letter of offer and our policies and procedures.
- 1.4 Where eligible, if you are a fixed-term or continuing academic employee, you may be promoted to a higher academic level in accordance with the relevant academic promotion procedure as follows:
  - [Academic promotion for candidates level B procedure](#)
  - [Academic promotion for candidates level C – E procedure](#)

#### Titles for sessional academic employees

- 1.5 As outlined in the Monash University Enterprise Agreement (Academic and Professional Staff) 2014, if you are a sessional academic employee, you are conferred the title Teaching Associate.

## Titles for teaching and research employees

- 1.6 The following titles are conferred on teaching and research employees when appointed or promoted to the following academic levels in accordance with the [teaching and research position classification standards](#) and the relevant academic performance framework for that level.

Level	Teaching and research	Education-focused	Practice
A	Assistant Lecturer		
B	Lecturer	Lecturer (Education-focused)	Lecturer (Practice)
C	Senior Lecturer	Senior Lecturer (Education-focused)	Senior Lecturer (Practice)
D	Associate Professor	Associate Professor (Education-focused)	Associate Professor (Practice)
E	Professor	Professor (Education-focused)	Professor (Practice)

## Titles for research-only employees

- 1.7 The following titles are conferred on research-only employees when appointed or promoted to the following academic levels in accordance with the [research-only position classification standards](#) and the relevant academic performance framework for that level.

Level	Research-only
A	Research Assistant or Research Fellow (Level A)
B	Research Fellow (Level B)
C	Senior Research Fellow
D	Associate Professor (Research)
E	Professor (Research)

- 1.8 Recipients of the following research grants will be appointed at Level E and conferred the title Professor (Research):
- ARC Laureate
  - ARC Discovery Outstanding Researcher Award (DORA) Step 3
  - ARC Future Fellows Level 3
  - NHMRC Senior Principal Research Fellow
  - Such as other grants as determined by the Provost and provided the conferral is consistent with the conditions of the grant.

## 2. Breach of procedure

- 2.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

## DEFINITIONS

<b>Academic Performance Framework</b>	A framework that articulates high level expectations for academic performance adopting a consistent approach across the three categories of Research, Education and Engagement, against which all academic performance will be measured. Further information is available on the <a href="#">Academic Performance Framework website</a> .
<b>ARC</b>	The Australian Research Council.
<b>Education-focused</b>	A sub-category of teaching and research employment for academic employees whose primary role is to provide a high standard of learning and teaching, educational design and delivery and educational leadership.
<b>NHMRC</b>	The National Health and Medical Research Council.
<b>Practice</b>	A sub-category of teaching and research employment for academic employees engaged from a clinical or professional practice background.
<b>Research-only employees</b>	An academic employee engaged on research only functions for a contract period not exceeding five years.

Sessional employees	Academic Teaching Associate employees who are appointed to undertake a single or specific number of sessions related to demonstrating, tutoring, lecturing, marking, supervision, academic research assistance, music accompanying with special educational service, undergraduate clinical nurse education or other required academic activity.
Teaching and research employees	Academic employees who participate across all three key areas of academic activity – research, education and service.

## ADMINISTRATION

Parent policy	<a href="#">Recruitment and appointment</a>
Supporting policies	<ul style="list-style-type: none"> <li>• <a href="#">Employment conditions</a></li> <li>• <a href="#">Equal opportunity</a></li> <li>• <a href="#">Ethics Statement</a></li> <li>• <a href="#">Integrity and respect</a></li> <li>• <a href="#">Leave and wellbeing</a></li> <li>• <a href="#">Pay, benefits and entitlements</a></li> <li>• <a href="#">Probation, performance and promotion</a></li> </ul>
Supporting procedures	<ul style="list-style-type: none"> <li>• <a href="#">Recruitment of fixed-term and continuing staff</a></li> <li>• <a href="#">Recruitment to an advertised position as Professor</a></li> <li>• <a href="#">Direct appointments</a></li> <li>• <a href="#">Academic promotion for candidates level B</a></li> <li>• <a href="#">Academic promotion for candidates level C – E</a></li> </ul>
Supporting documents	<ul style="list-style-type: none"> <li>• <a href="#">Academic performance framework</a></li> <li>• <a href="#">Academic promotion website</a></li> <li>• <a href="#">Academic workforce taxonomy</a></li> <li>• <a href="#">Categories of Employment</a></li> </ul>
Legislation mandating compliance	
Responsibility for implementation	
Approval body	Chief Human Resources Officer
Procedure owner	Director Workplace Relations
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