

TRANSLATION OF EXISTING STAFF TO AN EDUCATION-FOCUSED OR PRACTICE ACADEMIC ROLE

SCOPE

The procedure applies to all eligible, existing fixed-term and continuing teaching and research academic staff classified at levels B through to E, herein collectively referred to as 'you' for the purpose of this procedure.

In this procedure the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#). Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

Monash University recognises the need for innovators and leaders in educational design and delivery to further the University's commitment to excellence and the Better Teaching Better Learning agenda.

The University ('us', 'our' or 'we') also strives to strengthen its links with industry and to draw on professional practice and industry experts to contribute to our endeavours.

To support these commitments, we have introduced specialist academic roles subtitled education-focused and practice, respectively. We have developed supplementary position descriptors to outline the expectations for the roles (levels B to E only).

This procedure outlines the process for translating existing academic staff into one of these roles.

1. Dean (or Head of Unit) proposes an you should be translated to an education-focused or practice role

- 1.1 If a Dean or Head of Unit considers that you would be better categorised as education-focused or practice, they must firstly liaise with the relevant HR Business Partner.
- 1.2 The HR Business Partner will advise the Dean or Head of Unit on whether you are likely to meet the criteria for an education-focused or practice academic role, by applying the supplementary position descriptors for these roles.

2. The HR Business Partner prepares a briefing memo for Workplace Relations and the relevant Vice-Provost

- 2.1 The HR Business Partner will then work with relevant stakeholders to develop a memorandum outlining how you meet the criteria for an education-focused or practice role.
- 2.2 The memorandum will be addressed to:
 - the Director, Workplace Relations; and
 - for education-focused proposals, the Vice-Provost (Learning and Teaching); or
 - for practice proposals, the Vice-Provost (Academic Performance).

3. The Director, Workplace Relations and the relevant Vice-Provost considers the proposal

- 3.1 The Director, Workplace Relations and the relevant Vice-Provost will consider the proposal and advise the HR Business Partner if the proposal is approved.
- 3.2 The HR Business Partner will advise the Dean, the Head of Unit and your performance supervisor of the outcome.

4. If approved, the Dean or Head of Unit will offer you a variation of contract

- 4.1 The Dean or Head of Unit will then discuss with you the option of accepting a variation of contract into the role.
- 4.2 During this discussion, the Dean or Head of Unit should advise you that the terms and conditions for education-focused or practice appointments remain the same, that is the offer of appointment is made as an offer of academic employment on the full range of conditions of employment specified under the Enterprise Agreement and under relevant University policies applying to academic staff.
- 4.3 The Dean or Head of Unit should direct you to the HR Business Partner for specific advice on employment terms and conditions.

5. If you agree to the translation, the HR Business Partner arranges for you to be issued with a variation of contract

- 5.1 Monash HR will provide you with an Offer of Variation of Contract, copying in the Dean, Head of Unit and your performance supervisor.
- 5.2 The variation will stipulate the terms of engagement including any probationary conditions that will continue to apply.
- 5.3 You must return the signed Offer of Variation of Contract to hr@monash.edu.

6. You and your performance supervisor discuss any changes to your performance development plan and workload allocation

- 6.1 Upon confirmation of the appointment to an education-focused or practice role, your performance supervisor must meet with you to ensure that:
 - the performance development plan is updated to reflect the work requirements of the role; and
 - workload allocation takes into account the particular requirements of the role and is consistent with the Enterprise Agreement.
- 6.2 Workload allocation should be managed consistent with the requirements of the Enterprise Agreement. In the case of education-focused academic staff, a significantly greater emphasis should be placed on learning and teaching, and less emphasis on research. For practice academics, there may be greater emphasis on service contribution.
- 6.3 For both roles, a flexible approach to setting workload is recommended in light of the diverse range of activities that may be described under 'research and scholarship' as articulated in the supplementary position descriptors.
- 6.4 Consistent with workload allocation requirements, if you are in an education-focused role, you should be fully engaged in teaching activities during teaching periods.
- 6.5 If you are an education-focused academic staff member, you may be invited to participate in a third teaching period in one year (i.e. teaching periods include a summer teaching period).

7. Translation back to a standard teaching and research role

- 7.1 At any time, the Dean, acting on advice from your performance supervisor and Head of Unit, may propose to you that you translate back to a standard teaching and research role. This will require your agreement.
- 7.2 The performance supervisor will then work with you to adjust your performance development plan to accord with the faculty's expectations for your academic level.
- 7.3 If you are an education-focused or practice staff member who was translated to the role in accordance with this procedure (including previous versions of this procedure), you may request to translate back to a standard teaching and research role. The request will be considered by your performance supervisor and Head of Unit and will require the approval of the Dean.
- 7.4 Your performance supervisor, Head of Unit and Dean must be satisfied that you have the capacity to meet the faculty's academic performance standards, including the research performance standards, for your academic level. Where you can demonstrate that you are meeting the academic performance standards, the approval of the Dean will not be unreasonably withheld.
- 7.5 If you are not meeting the academic performance standards for the relevant level, the parties may agree to adjust your goals in your performance plan to work towards meeting the performance standards over an agreed period.
- 7.6 If a translation is agreed, the HR Business Partner will issue you a formal Offer of Variation of Contract, with a copy to the Dean and the Head of Unit.

8. Breach of procedure

- 8.1 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

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| Academic performance standards | <p>Faculty or discipline-specific performance standards for all academic staff against which academic performance will be measured, particularly for the purpose of probation, promotion and performance development. The standards are qualitative, quantitative or a mixture of both across the three key areas of academic activity - research, education and service. They include identified minimum performance standards, below which the staff member would be managed for unsatisfactory performance in accordance with the Disciplinary Matters procedure.</p> <p>The required performance standard:</p> <ul style="list-style-type: none">• is established by the supervisor with the staff member;• is at or above the 'minimum' level of academic performance for the candidate's current level according to faculty-specific academic performance standards;• contains clear and defined criteria for performance that are measurable; and• contains criteria that are either qualitative or quantitative or a mixture of both. |
| Dean | <p>The Dean of the faculty (or in the case of the Monash University Sunway Campus, the Pro Vice-Chancellor and President) or nominee where the Dean has formally nominated a person to act as their nominee for the purpose.</p> |
| Education-focused | <p>A sub-category of teaching and research employment for academic staff member, whose primary role is to provide a high standard of learning and teaching, educational design and delivery and educational leadership.</p> |
| Enterprise Agreement | <p>The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019. Clauses relating to this procedure include:</p> <ul style="list-style-type: none">• Clause 67 - Summer Teaching Period |
| Head of Unit | <p>The head of an academic or organisational work unit or, where applicable, a person acting as their nominee.</p> |
| HR Business Partner | <p>A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.</p> |
| Practice | <p>A sub-category of teaching and research employment for academic staff member engaged from a clinical or professional practice background.</p> |

GOVERNANCE

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| Parent policy | Recruitment and appointment |
| Supporting schedules | |
| Associated procedures | <ul style="list-style-type: none"> • Academic Promotion: Level B • Academic Promotion: Level C-E • Conflict of interest • Direct appointments • Outside Studies Program • Performance Development Process: Academic staff • Recruitment of fixed-term and continuing staff |
| Legislation mandating compliance | |
| Category | Operational |
| Approval | Chief Human Resources Officer as delegate of the Chief Operating Officer – 12 February 2020 |
| Endorsement | Director, Workplace Relations – 12 February 2020 |
| Procedure owner | Director, Recruitment, Remuneration & Global Mobility |
| Date effective | 12 February 2020 |
| Review date | 1 October 2015 |
| Version | 8.2 (<i>administrative amendments effective on 19 December 2020</i>) |
| Content enquiries | ask.monash or phone Monash HR on (03) 990 20400 |