

ACADEMIC TITLES PROCEDURE

SCOPE

This procedure applies to all academic staff, 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 staff, trades and services staff or adjunct appointees.

In this procedure, the Enterprise Agreement means the [Monash University Enterprise Agreement \(Academic & Professional Staff\) 2019](#) as applicable to you in accordance with your contract of employment. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

The University confers academic titles on its staff in accordance with the established nomenclature applied across Australian higher education institutions and the particular requirements of the Enterprise Agreement. 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](#) staff (including supplementary descriptors for education-focused and practice academics) and [research-only](#) staff.

1. Appointment of academic staff

- 1.1 Academic appointments can be made on a continuing, fixed-term or sessional basis. Academic staff are appointed in accordance with the relevant recruitment procedure as follows.
 - [Recruitment of fixed-term and continuing staff procedure](#)
 - [Casual and sessional staff appointment procedure](#)
 - [Level E appointments procedure](#)
 - [Direct appointments procedure](#)
- 1.2 Fixed-term and continuing academic staff are normally appointed as either teaching and research staff (including education-focused and practice academics) or research-only staff. Position description standards set out the roles and responsibilities (general standard, specific duties and skill base) for academic staff by academic level. There are separate position description standards for [teaching and research](#) staff (including supplementary descriptors for education-focused and practice academics) and for [research-only](#) staff. 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 staff 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 staff member, 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 staff

- 1.5 As outlined in the Enterprise Agreement, if you are a sessional academic staff member, you are conferred the title Teaching Associate.

Titles for teaching and research staff

- 1.6 The following titles are conferred on teaching and research staff 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 staff

- 1.7 The following titles are conferred on research-only staff 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

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| Academic Performance Framework | 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 Academic Performance Framework website . |
| ARC | The Australian Research Council. |
| Education-focused | A sub-category of teaching and research employment for academic staff whose primary role is to provide a high standard of learning and teaching, educational design and delivery and educational leadership. |
| Enterprise Agreement | The Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019 as applicable to the staff member in accordance with their contract of employment. Clauses relating to this procedure include: <ul style="list-style-type: none"> • Monash University Enterprise Agreement (Academic and Professional Staff) 2019 • Clause 16 – Mode of Employment |

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| NHMRC | The National Health and Medical Research Council. |
| Practice | A sub-category of teaching and research employment for academic staff engaged from a clinical or professional practice background. |
| Research-only staff | An academic staff member engaged on research only functions for a contract period not exceeding five years. |
| Sessional staff | Academic Teaching Associate staff 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 staff | Academic staff who participate across all three key areas of academic activity – research, education and engagement. |

GOVERNANCE

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|----------------------------------|---|
| Parent policy | Recruitment and appointment |
| Supporting schedules | N/A |
| Associated procedures | <ul style="list-style-type: none"> • Academic promotion for candidates level B • Academic promotion for candidates level C – E • Categories of Employment • Direct appointments • Recruitment of fixed-term and continuing staff • Level E appointments |
| Legislation mandating compliance | N/A |
| Category | Human Resources |
| 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, Workplace Relations |
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