

**DESCRIPTORS FOR CLASSIFICATION OF  
ACADEMIC STAFF**

**LEVELS A TO E**

**LEVEL A - ASSOCIATE LECTURER**

**LEVEL B - LECTURER**

**LEVEL C - SENIOR LECTURER**

**LEVEL D - ASSOCIATE PROFESSOR**

**LEVEL E - PROFESSOR**

## ***PART A***

### **THRESHOLD CRITERION: FORMAL QUALIFICATIONS OR *EQUIVALENCE***

#### **ACADEMIC LEVEL A :**

Normally, completion of four years of tertiary study in the relevant discipline and/or equivalent qualifications and experience. In many cases a position at this level will require an honours degree or higher qualification, or an extended professional degree. In determining experience relative to qualifications, regard is had to experience in teaching, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or technical achievement.

#### **ACADEMIC LEVEL B :**

Doctorate OR evidence of independent research and/or standing/reputation considered to be of an equivalent standard in the discipline area. (*Applicants should note that details of professional qualifications, e.g. Fellowships, and any prizes or awards received may be included in the evidence of activity in this field.*)

**ACADEMIC LEVEL C :** As for Level B

**ACADEMIC LEVEL D :** As for Level B

**ACADEMIC LEVEL E :** As for Level B

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## PART B

### ***FIELD OF ATTAINMENT 1 : ACHIEVEMENT IN RESEARCH AND/OR SCHOLARSHIP AND/OR PROFESSIONAL CONSULTANCY ACTIVITIES***

#### **ACADEMIC LEVEL A :**

Evidence of planned or on-going higher degree study, by either coursework or research.  
Evidence of any current or planned research activity.  
Evidence of professional activity.

#### **ACADEMIC LEVEL B :**

Evidence of research activity. This may include:

- publications (includes chapters in books, refereed journals);
- published conference papers;
- research reports which demonstrate original observations;
- creative works ( exhibitions, performances, designs)

Demonstrated ability/potential to initiate and to resource a research project, or evidence of having had a significant role in collaborative research projects.

Evidence of research/professional standing is desirable as demonstrated by

- some experience in refereeing articles in scholarly journals or serving on editorial boards;
- some experience in examining higher degree theses;
- citations, where appropriate;
- recognised participation in consultancy projects, where appropriate.

#### **ACADEMIC LEVEL C :**

Evidence of substantial, original and significant research activity. This may include:

- publications (includes chapters in books, refereed journals of international standing); published conference papers;
- research reports which demonstrate original observations;
- creative works (exhibitions, performances, designs).

Demonstrated ability to initiate and resource research projects.

Evidence of/potential to undertake a leadership role in a research team.

Evidence of research or professional standing. This may include:

- presentation of papers at national/international conferences;

- invitation to referee scholarly journals;
- invitation to examine higher degree theses;
- citations, where appropriate;
- recognised participation in consultancy projects.

Where appropriate, evidence of substantial, original and significant creative activity, including exhibitions, performance, compositions, and production of new works of fine art.

### **ACADEMIC LEVEL D :**

Evidence of substantial, original and significant research activity. This may include:

- publications (includes chapters in books, refereed journals of international standing);
- published conference papers;
- research reports which demonstrate original observations;
- creative works (exhibitions, performances, designs).

Demonstrated ability to initiate and to resource research projects.

Evidence of leadership role in enhancing the research activity of the relevant academic unit, Member Institution and/or SCD.

Evidence of research standing. This may include:

- recognition as an international authority in area;
- invitation to be keynote speaker at a national or international conference;
- invitation to be a member of research grants board;
- ability to attract international visitors;
- invitation to serve on editorial board of international journals;
- invitation to referee articles in scholarly journals;
- invitation to examine higher degree theses;
- recognised participation in consultancy projects.

Where appropriate, evidence of substantial, original and significant creative activity. This may include exhibitions at state/national/international levels; original professional performances; publications; production of new works of fine arts; and winning prizes of national standing.

Where appropriate, demonstrated ability to initiate and resource a creative activity project.

Where appropriate, evidence of leadership role in contributing to enhancing the overall creative activity of the academic Department, Member Institution and/or SCD.

### **ACADEMIC LEVEL E :**

Basically, the same basic descriptors for Level D apply to Level E. However, the engagement in research and scholarly work at this Level must be of a high order with significant external recognition, placing the academic in the “front rank” of the relevant field, nationally and internationally.

## **FIELD OF ATTAINMENT 2 : EXPERIENCE AND ACHIEVEMENT IN TEACHING AND/OR CURRICULUM DEVELOPMENT AND/OR EDUCATIONAL LEADERSHIP**

### **ACADEMIC LEVEL A :**

Demonstrable potential to undertake the delivery of teaching.

Evidence of being able to show initiative, especially in relation to the development of teaching and learning strategies.

Capacity to develop unit materials.

### **ACADEMIC LEVEL B :**

Some experience in the delivery of teaching, including evidence of types of teaching undertaken, with indications of the skill, quality and effectiveness as evidenced by students, supervisors and peers.

Indications of developing an explicit teaching/learning philosophy (ie approach to teaching/learning).

Evidence of reflective/responsive teaching (ie appropriate response to feedback).

Evidence that teaching is informed by current research and practice in the area.

Evidence of involvement in topic/unit coordination, if appropriate.

Demonstrated capacity to undertake the initiation and development of unit material.

Supervision of the program of study of honours students and postgraduate students engaged in coursework/research projects is desirable.

*Note: Details of current teaching, including academic advising, informal teaching, and any contributions to continuing education programs, may be included in the evidence presented of activity in this field. Evidence of effective management of staff, students and teaching resources may also be included.*

### **ACADEMIC LEVEL C :**

Wide-ranging experience in the delivery of teaching, including evidence of the types of teaching undertaken, with indications of the skill, quality and effectiveness as evidenced by student evaluations of teaching, supervisors and peers.

A developed and explicit teaching philosophy (ie approach to teaching and understanding of learning).

Evidence of reflective/responsive teaching (ie appropriate response to feedback).

Evidence of innovation in teaching approach.

Evidence that teaching is informed by current research and practice in the area.

Evidence of a leadership role in curriculum development and teaching methodology, if appropriate.

Demonstrated ability to undertake course coordination.

Demonstrated capacity to undertake the initiation and development of course material.

Effective supervision of the program of study of honours students and postgraduate students engaged in coursework/research projects.

*Note: Details of current teaching, including academic advising, consultation, informal teaching, and any contributions to continuing education programs may be included in the evidence presented in support of activity in this field. Evidence of effective management of staff, students and teaching resources may also be included.*

### **ACADEMIC LEVEL D :**

Wide range of experience in the delivery of teaching, including evidence of the types of teaching undertaken, with indications of the skill, quality and effectiveness as evidenced by student evaluations of teaching, supervisors and peers.

A well-developed and explicit teaching philosophy (ie approach to teaching and understanding of learning).

Evidence of reflective/responsive teaching (ie appropriate response to feedback).

Evidence of innovation in teaching approach.

Evidence of a strong commitment to the linkage and application of current research/practice to teaching.

Evidence of a positive influence on the Department, Member Institution and SCD teaching as shown by mentoring of colleagues and the promotion of a learning environment.

Demonstrated ability to undertake the coordination of a program of studies/awards.

Demonstrated capacity to undertake the development and responsibility for curriculum/programs of study.

Effective supervision of the program of study of honours students and postgraduate students engaged in coursework/research projects.

*Note: Details of current teaching, including academic advising, consultation, informal teaching, and any contributions to continuing education programs, may be included in the evidence presented in support of activity in this filed. Evidence of effective management of staff, students and teaching resources may also be included.*

### **ACADEMIC LEVEL E :**

Basically, the same Descriptors for Level D apply to Level E. However, there must be a notable achievement in regard to leadership and instruction of students or staff, and innovations in and leadership of teaching in a discipline. In many respects, the academic will be regarded as a “front rank” leader in their discipline.

## **FIELD OF ATTAINMENT 3 : CONTRIBUTION TO INSTITUTIONAL PLANNING AND/OR GOVERNANCE AT MEMBER INSTITUTION AND/OR SCD.**

### **ACADEMIC LEVEL A :**

Evidence of a willingness to participate in institutional planning and governance at the Member Institution and/or the SCD.

### **ACADEMIC LEVEL B :**

Demonstrated capacity to carry out a range of administrative functions not directly related to the teaching of individual topics, and indications or evidence of the potential for wider responsibilities related to administration at the Member Institution or SCD Level. These include participation in Member Institution and/or SCD meetings and committees, and might involve an active role in occasional working parties, or other functional responsibilities within the Member Institution and/or SCD.

Evidence of effective and efficient performance in carrying out administrative functions.

Demonstrated capacity to work with other staff in areas of collective responsibility.

### **ACADEMIC LEVEL C :**

Evidence of significant and sustained responsibilities in administration at the Member Institution and/or SCD level eg as a chair/convenor of committees and working parties.

Evidence of effective and efficient performance in carrying out administrative functions.

Evidence of ability to assist other staff in their own professional and academic development.

Evidence of initiative and ability to contribute to Member Institution and/or SCD policy formulation.

### **ACADEMIC LEVEL D :**

Evidence of effective leadership in administration at the Member Institution and/or SCD level, which might include appointment as Head/Acting Head of Department/Member Institution, and/or holding significant and sustained responsibility at the broader Member Institution and/or SCD level.

Substantial contribution to the administration of the Member Institution and/or SCD as:-

- Head/convenor of Member Institution and/or SCD Committees and/or working parties
- Representative of Member Institution on SCD committees and/or working parties,
- Constructive role in helping other staff in their own professional career development.
- Evidence of initiative and substantial to Member Institution and/or SCD policy formulation.

### **ACADEMIC LEVEL E :**

Basically, the same Descriptors apply for Level E as for Level D. However, there must be demonstrable evidence of success in leadership and/or innovation, beyond the local Department and/or Member Institution and within or beyond SCD. This leadership success may have placed the academic in the “front rank”, nationally or internationally, of the relevant field of planning or governance.

## **FIELD OF ATTAINMENT 4 : SERVICE TO THE RELEVANT PROFESSION AND/OR ACADEMIC DISCIPLINE AND/OR RELEVANT CONTRIBUTION TO THE RELIGIOUS AND WIDER COMMUNITY**

### **ACADEMIC LEVEL A :**

Demonstrable understanding of the need to provide service to the relevant profession/academic discipline/religious and wider community, and a willingness to engage in such service.

### **ACADEMIC LEVEL B :**

Some evidence of professional activity of relevance to the Member Institution and/or SCD within the wider community eg membership of, and contribution to government bodies, community groups, religious groups or organisations, or professional organisations.

Participation in activities for secondary schools involving promotion of Member Institution and/or SCD interests, such as year 12 student conferences, contributions to in-service programs for teachers.

Demonstrated capacity for involvement in professional consultancy work for community, government, church or private sector organisations.

Active conference participation eg involvement beyond role of attendance, presentation of papers, participation in discussion panels.

### **ACADEMIC LEVEL C :**

Evidence of involvement and some personal initiative in relation to professional or educational activities within the wider community eg contribution to state level secondary school curriculum and assessment committees.

Evidence of substantial and continuing activity on professional committees or community bodies with evidence of some position of responsibility eg as office bearer in a state or national association, member conference organising committee, etc.

Significant responsibility in conference participation eg through chairing sessions, invited discussant etc.

Involvement in professional consultancy work eg for government, community, church or private sector organisations.

Some evidence of peer recognition. This may include :

- invitations to give occasional lectures or to sit on church or government bodies;
- provision of expert advice, media comment, invited conference addresses;
- responsibilities relating to academic and professional journals eg member of editorial committee, reviewer of submitted articles etc;
- participation in academic program reviews.

### **ACADEMIC LEVEL D :**

Evidence of sustained and effective contribution to the development of relationships between the Member Institution (and/or SCD) and the wider community, including other educational and research bodies eg major contribution to state level secondary school curriculum and assessment committees, or to cultural bodies.

Leadership role in conference organisation at the national or international level ie as convenor of state or national conferences; chair of program committee; editor of proceedings etc.

Evidence of high level of proficiency in area of professional expertise which may be expressed through significant advisory and consultancy activities, appointment to significant government or state bodies, industry boards, non-government organisations, etc.

Evidence of effective contribution to and leadership in the profession at state and/or national level, and peer recognition of senior standing in the field, perhaps via one or more of the following:

- service as office bearer of a professional society
- election to fellowship of a professional society
- invitations to give special presentations to national or international meetings of the profession,
- responsible involvement in government and/or church working parties and enquiries where professional expertise is exercised,
- provision of expert advice to the media,
- editorial or management responsibilities relating to academic and professional journals,
- leadership of academic program reviews.

### **ACADEMIC LEVEL E :**

Basically, the same Descriptors for Level D apply to Level E. However, the academic must also have an active and influential role in relevant professional bodies and/or community/church groups, with external recognition of a high order, and will be rated as “front rank” at the national and/or international level.