

## **GENERAL STANDARD AND SPECIFIC DUTIES: LEVELS A TO E**

### **LEVEL A**

#### **GENERAL STANDARD**

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

#### **SPECIFIC DUTIES**

Specific duties required of a Level A academic may include;

- the conduct of tutorials, practical classes, demonstrations, workshops student field excursions, clinical sessions and/or studio sessions;
- the preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity;
- the conduct of research;
- involvement of professional activity;
- consultation with students;
- marking and assessment primarily connected with subjects in which the academic teaches;
- production of teaching materials for students for whom the academic has responsibility;
- development of unit material with appropriate guidance from the unit or course co-ordinator;
- limited administrative functions primarily connected with subjects in which the academic teaches;
- acting as a unit co-ordinator provided that the skills and experience demonstrate this capacity;
- attendance at relevant academic unit/Member Institution meetings and/or membership of a limited number of committees.

A Level A academic shall work with support and direction from academic staff classified at Level B or above with an increasing degree of autonomy as the academic gains skill and experience.

The most complex level of unit co-ordination should not be carried out by a Level A academic.

## **LEVEL B**

### **GENERAL STANDARD**

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**

Specific duties required of a Level B academic may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
- initiation and development of subject material;
- acting as unit co-ordinators;
- the preparation and delivery of lectures and seminars;
- supervision of the program of study of honours or of postgraduate students engaged in coursework;
- supervision of major honours or postgraduate research projects;
- the conduct of research;
- involvement of professional activity;
- development of course material with appropriate advice from and support of more senior academic staff;
- marking and assessment;
- consultation with students;
- a range of administrative functions, the majority of which are connected with units in which the academic teaches;
- attendance at the relevant academic unit, Member Institution and/or SCD meetings and/or membership of a number of committees.

## **LEVEL C**

### **GENERAL STANDARD**

A Level C academic is expected to make significant contributions to the teaching effort of an academic unit, Member Institution or SCD, or interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

### **SPECIFIC DUTIES**

Specific duties required of a Level C academic may include;

- the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions;
- initiation and development of course material;
- course co-ordination ( as distinct from unit co-ordination);
- the preparation and delivery of lectures and seminars;
- supervision of major honours or postgraduate research projects;
- supervision of the program of study of honours students and of postgraduate students engaged in course work;
- the conduct of research;
- significant role in research projects including, where appropriate, leadership of a research team;
- involvement in professional activity;
- consultation with students;
- broad administrative functions;
- marking and assessing;
- attendance at relevant academic unit, Member Institution and/ or SCD meetings and a major role in planning or committee work;

## **LEVEL D**

### **GENERAL STANDARD**

A level D academic is expected to make a significant contribution to all activities of the relevant academic 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**

Specific duties required of a Level D academic may include;

- the conduct of tutorials, practical classes, demonstrations, student field excursions, clinical sessions and/or studio sessions;
- the development of and responsibility for curriculum/programs of study;
- course co-ordination;
- the preparation and delivery of lectures and seminars;
- supervision of major honours or postgraduate research projects;
- supervision of the program of study of honours students and of postgraduate students engaged in course work;
- the conduct of research including, where appropriate, leadership of a large research team;
- significant contribution to the profession and/or discipline;
- high level administrative functions;

- consultation with students;
- marking and assessment;
- attendance at the relevant academic unit, Member Institution and/or SCD meetings.

## **LEVEL E**

### **GENERAL STANDARD**

A Level E academic is expected to exercise a special responsibility in providing leadership and fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the relevant academic unit, the Member Institution, the SCD, the church and wider community, both scholarly and general.

### **SPECIFIC DUTIES**

Specific duties required of a level E academic may include;

- provision of a continuing high level of personal commitment to and achievement in a particular scholarly area;
- the conduct of research;
- fostering the research of other groups and individuals within the Member Institution and across SCD within the discipline and within related disciplines;
- development of research policy;
- supervision of the program of study of honours students or of postgraduate students engaged in course work;
- supervision of major honours or postgraduate research projects;
- making a distinguished personal contribution to teaching at all levels;
- the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions, and/or studio sessions;
- the preparation and delivery of lectures and seminars;
- consultation with students;
- marking and assessment;
- playing an active role in the maintenance of academic standards and in the development of educational policy and curriculum areas within the discipline;
- developing policy and being involved in administrative matters within the Member Institution and SCD;
- participating in and providing leadership in church and/or community affairs, particularly those related to the discipline, in professional, commercial, church and cultural sectors where appropriate.