

ACADEMIC PROMOTION POLICY

SCHEDULE B: DEAKIN UNIVERSITY MINIMUM STANDARDS AND TYPICAL DUTIES FOR ACADEMIC LEVELS

Teaching and Research Academics at Deakin are not expected to demonstrate achievement in all of the typical duties listed for an academic level – however they are expected to show evidence of achievement in all three academic fields. The typical duties below do not represent an exhaustive list of achievement for each level, and the nature of achievement may vary based on disciplinary norms. These lists provide a baseline guide to the types of activities that might be undertaken by academics at each level within each academic field (research and scholarship, learning and teaching, and service). They are not definitive and activities listed here may be undertaken by other levels.

QUALIFICATIONS

Applicants must have relevant formal qualifications (or equivalent) appropriate to carry out the typical duties specified in this document, with reference (as applicable) to the **Higher Education Standards Framework (Threshold Standards) 2015** and the following University policy requirements:

- (a) Teaching and Learning Policy and Schedule A: Academic Staff Qualifications and Equivalence Guidelines – for teaching and academic oversight
- (b) Higher Degrees by Research (HDR) Supervision Procedure and Schedule A: Qualifications and other requirements for HDR supervision.

Level A

Minimum Standard for Academic Level

A Level A academic will

- Work with the support and guidance from more senior academic staff and is expected to develop his or her expertise in teaching and research with an increasing degree of autonomy.
- Normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.
- Normally contribute to teaching at the institution at a level appropriate to the skills and experience of the staff member, engage in scholarly, research, and/or professional activities appropriate to his or her professional discipline, and undertake administration primarily relating to his or her activities at the institution.

The contribution to teaching of Level A academics shall be primarily at undergraduate and graduate diploma level.

Typical duties in the three academic fields

Level A members of staff typically perform these types of duties at the following levels:

Research and Scholarship	Learning and Teaching	Service
<ul style="list-style-type: none"> • Supporting and assisting with research, scholarship or creative activity • Supporting and assisting with research projects and collaborations • Supporting and assisting with research collaborations and partnerships • Supporting and assisting with research programs or partnerships • Supporting and assisting with the successful application of scholarly and research expertise to innovation and invention, with appropriate involvement in the commercialisation of outcomes • Supporting and assisting with honours supervision • Developing an early career research plan 	<ul style="list-style-type: none"> • Supporting and assisting with scholarly learning and teaching in all modes at the undergraduate level including classes and seminars, laboratory teaching and clinical supervision. • Supporting and assisting with the moderation and maintenance of academic standards, and the development of course and unit curriculum • Supporting and assisting with research and publication in learning and teaching • Supporting and assisting the assessment of student learning outcomes, and participating in assessment panels • Counselling and mentoring students, including referring students to University services • Supporting and assisting with Unit administration 	<ul style="list-style-type: none"> • Being an effective member of high-performing teams • Supporting and assisting with projects within the University • Supporting and assisting with external partnerships • Supporting and assisting with community engagement activities • Supporting and assisting internal committees and working parties • Participating at University Open Days and School and Faculty Days • Supporting outreach initiatives to schools and pathway programs

Level B

Minimum Standard for Academic Level

A Level B academic will

- Undertake independent teaching and research in his or her discipline or related area.
- In relation to research and/or scholarship and/or teaching make an independent contribution through professional practice and expertise, and co-ordinate and/or lead the activities of other staff, as appropriate to the discipline.
- Normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to his or her profession or discipline. He or she will normally undertake administration primarily relating to his or her activities at the institution and may be required to perform the full academic responsibilities of and related administration for the co-ordination of an award program of the institution.

A Level B academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

Typical duties in the three academic fields

Additional to the typical duties for Level A, Level B members of staff typically perform these types of duties at the following levels:

Research and Scholarship	Learning and Teaching	Service
<ul style="list-style-type: none"> • An emerging reputation in research and scholarship, through publication or exhibition in quality outlets • Contributing to their specific areas of research, scholarship or creative activity • Contributing to research projects and collaborations to create new insights and opportunities • Contributing to research collaborations and partnerships which have demonstrable outcomes • Contributing to successful development of research programs or partnerships • Supervising or examining honours students, or making a contribution to the supervision, management and timely completion of HDR students • Contributing to a culture of research excellence in the University • Contributing to the successful application of scholarly and research expertise to innovation and invention, with appropriate involvement in the commercialisation of outcomes 	<ul style="list-style-type: none"> • Demonstrating excellent scholarly learning and teaching at the undergraduate level (including for example in the cloud and in clinical settings) • Making a contribution to the moderation and maintenance of academic standards, and the development of course and unit curriculum that exemplifies Deakin’s curriculum framework, and meets external requirements such as the Higher Education Standards Framework and professional accreditation • Contributing to research and publication in learning and teaching, including testing the effectiveness of innovations designed to improve student and graduate outcomes including graduate employment • Designing and implementing best practice assessment of student learning outcomes, and participating in assessment panels • Counselling and mentoring students, including referring students to University services • Providing leadership in teaching and learning through roles such as Unit Chair 	<ul style="list-style-type: none"> • Making a contribution to the implementation of the University’s Strategic Agenda • Making a contribution to effective high-performing teams • Making a contribution to projects within the University • Making a contribution to external partnerships • Making a contribution to Faculty or School committees • Representing the School or Faculty at academic, professional and civic forums • Making a contribution to community engagement activities

Level C

Minimum Standard for Academic Level

A Level C academic will

- Make a significant contribution to the discipline at the national level. In research and/or scholarship and or/teaching he or she will make original contributions, which expand knowledge or practice in his or her discipline.
- Normally make a significant contribution to research and /or scholarship and/or teaching and administration activities of an organisational unit or an interdisciplinary area at undergraduate, honours and postgraduate level. He or she will normally play a major role or play a significant degree of leadership in scholarly, research and/or professional activities relevant to the profession, discipline and/or community and may be required to perform the full academic responsibilities of and related administration for the co-ordination of a large award program or a number of smaller award programs of the institution.
- Normally have advanced qualifications and/or recognised significant experience in the relevant discipline area.

A position at this level will normally require a doctoral or equivalent accreditation or standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

Typical duties in the three academic fields

Additional to the typical duties for Levels A – B, Level C members of staff typically perform these types of duties at the following levels:

Research and Scholarship	Learning and Teaching	Service
<ul style="list-style-type: none"> • An reputation at the national level in research and scholarship, through publication or exhibition in high quality and high impact outlets • Making a significant contribution within their specific areas of research, scholarship or creative activity • Making a significant contribution to research projects, including internal and external collaboration to create new insights and opportunities • Making a significant contribution to research collaborations and partnerships which have demonstrable outcomes • Making a significant contribution to successful development of research programs or partnerships • Making a significant contribution to the supervision, management and timely completion of HDR students • Making a significant contribution to a culture of research excellence in the University • Making a significant contribution to the successful application of scholarly and research expertise to 	<ul style="list-style-type: none"> • Demonstrating excellent scholarly learning and teaching across all levels and modes (including for example in the cloud and in clinical settings) with an emerging reputation at the national level. • Making a significant contribution to the moderation and maintenance of academic standards, and the development of course and unit curriculum that exemplifies Deakin’s curriculum framework, and meets external requirements such as the Higher Education Standards Framework and professional accreditation • Researching and publishing in learning and teaching, including testing the effectiveness of innovations designed to improve student and graduate outcomes including graduate employment • Designing and implementing best practice assessment and evidence of student learning outcomes at Unit and Course level, and leading assessment panels 	<ul style="list-style-type: none"> • Making a significant contribution to the implementation of the University’s Strategic Agenda • Making a significant contribution to effective high-performing teams • Making a significant contribution to projects within or on behalf of the University • Making a significant contribution to external partnerships • Making a significant contribution to University or Faculty committees • Representing the Faculty or University at academic, professional and civic forums • Making a significant contribution to community engagement activities

innovation and invention, with appropriate involvement in the commercialisation of outcomes	<ul style="list-style-type: none">• Counselling and mentoring students, including referring students to University services• Providing leadership in teaching and learning through roles such as Course Director or Unit Chair of high-enrolling courses or units	
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Level D

Minimum Standard for Academic Level

A Level D academic will

- Normally make an outstanding contribution to the research and/or scholarship and/or teaching and administration activities of an organisational unit, including a large organisational unit, or interdisciplinary area.
- Make an outstanding contribution to the governance and collegial life inside and outside of the institution and will have attained recognition at a national or international level in his or her discipline. He or she will make original and innovative contributions to the advancement of scholarship, research and teaching in his or her discipline.
- Normally have the same skill base as a Level C academic.

In addition, there is a requirement for academic excellence, which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

Typical duties in the three academic fields

Additional to the typical duties for Levels A – C, Level D members of staff typically performs these types of duties at the following levels:

Research and Scholarship	Learning and Teaching	Service
<ul style="list-style-type: none"> • Recognition as an authority at the national level and an emerging reputation at the international level in research and scholarship, through publication or exhibition in high quality and high impact outlets • Providing intellectual leadership within their specific areas of research, scholarship or creative activity, including emerging recognition as a public intellectual • Contributing to the leadership of major research projects, including internal and external collaboration to create new insights and opportunities • Creating and sustaining research collaborations and partnerships which have demonstrable outcomes • Contributing to the leadership of research evaluation and assessment activities (e.g. competitive grant assessment, contributing to Editorial Boards, ERA panels) • Contributing to the leadership of successful development of significant international research programs or partnerships • Mentoring early career researchers. • Contributing to the leadership, supervision, management and timely completion of HDR students, including advising and improving on research 	<ul style="list-style-type: none"> • Demonstrating distinguished scholarly learning and teaching across all levels and modes (including for example in the cloud and in clinical settings) at the national level, with evidence of an emerging international reputation • Contributing to the leadership of the moderation and maintenance of academic standards, and the development of course and unit curriculum that exemplifies Deakin’s curriculum framework, and meets external requirements such as the Higher Education Standards Framework and professional accreditation • Researching and publishing in learning and teaching, including testing the effectiveness of innovations designed to improve student and graduate outcomes including graduate employment • Leading, designing and implementing best practice assessment and evidence of student learning outcomes at Unit and Course level, and leading assessment panels • Counselling and mentoring students, including referring students to University services 	<ul style="list-style-type: none"> • Contributing to the leadership towards the implementation of the University’s Strategic Agenda • Leading the recruitment, mentorship and development of mid-career staff • Building and leading effective high-performing teams • Initiating and leading projects within or on behalf of the University • Leading and implementing external partnerships • Playing a leading role in high level University or Faculty committees • Undertaking leadership roles in industry • Representing the University at significant academic, professional and civic forums • Initiating and leading significant community engagement activities

<p>excellence, career development and candidature management.</p> <ul style="list-style-type: none"> • Promulgating and promoting a culture of research excellence in the University, including mentoring colleagues • Providing leadership in research and scholarship through roles such as Associate Dean • Demonstrating the successful application of scholarly and research expertise to innovation and invention, with appropriate involvement in the commercialisation of outcomes 	<ul style="list-style-type: none"> • Providing leadership in teaching and learning through roles such as Associate Dean, Course Director of high-enrolling courses or interdisciplinary programs 	
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Level E - Professor

Minimum Standard for Academic Level

A Level E academic will

- Provide leadership and foster excellence in research, teaching and policy development in the academic discipline within the institution and within the community, professional, commercial or industrial sectors.
- Have attained recognition as an eminent authority in his or her discipline, will have achieved distinction at the national level and may be required to have achieved distinction at the international level.
- Make original, innovative and distinguished contributions to scholarship, researching and teaching in his or her discipline. He or she will make a commensurate contribution to the work of the institution.

A level E academic shall have the same skill base as a level D academic but will be recognised as a leading authority in the relevant discipline area.

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Typical duties in the three academic fields

Additional to the typical duties for Levels A – D, Level E (Professorial) members of staff typically perform these types of duties at the following levels:

Research and Scholarship	Learning and Teaching	Service
<ul style="list-style-type: none"> • Recognition as an eminent authority at the national and international levels in research and scholarship, through publication or exhibition in high quality and high impact outlets • Providing intellectual leadership beyond their specific areas of research, scholarship or creative activity, including recognition as a public intellectual • Leading major research projects as a chief investigator, including internal and external collaboration to create new insights and opportunities • Leading and sustaining research collaborations and partnerships which have demonstrable outcomes • Leading research evaluation and assessment activities (e.g. competitive grant assessment, contributing to Editorial Boards, ERA panels) • Leading the successful development of significant international research programs or partnerships • Leading and mentoring early career researchers. • Leading the supervision, management and timely completion of HDR students, including advising and improving on research excellence, career development and candidature management. 	<ul style="list-style-type: none"> • Teaching across all levels and modes (including for example in the cloud and in clinical settings) at the national and international levels • Leading the moderation and maintenance of academic standards, and the development of course and unit curriculum that exemplifies Deakin’s curriculum framework, and meets external requirements such as the Higher Education Standards Framework and professional accreditation • Leading research and publication in learning and teaching, including testing the effectiveness of innovations designed to improve student and graduate outcomes including graduate employment • Leading, designing and implementing innovative and best practice assessment and evidence of student learning outcomes at Unit and Course level, and leading assessment panels • Counselling and mentoring students, including referring students to University services • Providing leadership in teaching and learning through roles such as Associate Dean or Course Director of high-enrolling courses or interdisciplinary programs 	<ul style="list-style-type: none"> • Providing innovative leadership towards the implementation of the University’s Strategic Agenda • Leading the recruitment, mentorship and development of senior staff • Building and leading effective high-performing teams • Initiating and leading major projects within or on behalf of the University • Leading and implementing external partnerships • Leading high level University or Faculty committees • Undertaking leadership roles in industry • Representing the University at high level academic, professional and civic forums • Initiating and leading significant community engagement activities

<ul style="list-style-type: none">• Leading, promulgating and promoting a culture of research excellence in the University, including mentoring colleagues• Providing leadership in research and scholarship through roles such as Associate Dean• Leading the successful application of scholarly and research expertise to innovation and invention, with appropriate involvement in the commercialisation of outcomes		
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