

Policy on Standards, Expectations and Qualifications of Academic Staff

Version	1.2
TRIM file number	
Short description	A policy on the standards, expectations and qualifications of academic staff that provides a foundation for and informs their probation, performance management and promotion at Charles Sturt University (CSU).
Relevant to	All academic staff who hold a fixed term appointment or continuing appointment at CSU.
Approved by	This Policy has been approved by the Executive Director, Human Resources in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10
Responsible officer	Director, Organisational and People Capability
Responsible office	Division of Human Resources
Date introduced	18 November, 2005 (resolution EXE/106)
Date(s) modified	28 August, 2007 5 March 2012
Next scheduled review date	5 March 2013
Related University documents	Academic Staff Probation Policy, Procedure and Guidelines Academic Staff Promotion Policy, Procedure and Guidelines and Instructions Performance Management and Development Scheme: Guide Generic Responsibilities of CSU Staff Staff Recruitment and Selection Policy, Procedure and Guidelines
Related legislation	
Key words	policy, academic staff, promotion, probation, performance management, standards, expectations, qualifications

1. PURPOSE

- 1.1 This policy outlines the standards, expectations and qualifications that apply to academic staff members of Charles Sturt University (CSU). It is in addition to the duties and responsibilities prescribed in the "Minimum Standards for Academic Levels" (located in the "CSU Enterprise Agreement").
- 1.2 This policy should be used to provide a foundation for and inform the following CSU policies:
 - (a) Staff Recruitment and Selection;
 - (b) Academic Staff Probation;
 - (c) Performance Management Scheme; and
 - (d) Academic Staff Promotion.

2. SCOPE

This policy applies to all academic staff who hold a fixed term or continuing appointment at CSU.

3. PRINCIPLES

This policy is based on principles of:

- (a) academic freedom of association, enquiry and expression in a manner consistent with a responsible and honest search for and dissemination of knowledge and truth as embedded in the CSU Code of Conduct;
- (b) recruitment, retention and development of high performing academic staff members who contribute to CSU's mission;
- (c) fairness and flexibility in workplace arrangements; and
- (d) organisational and staff productivity and performance.

4. QUALIFICATIONS

4.1 Level A

- (a) An honours degree or higher qualification; an extended professional degree; a postgraduate diploma appropriate to the relevant discipline area; or equivalent accreditation and standing;
- (b) The **capacity** to undertake, under supervision, teaching and/or research / creative works or professional activity; and
- (c) The capacity to work as part of a team of academic staff.

4.2 Level B

- (a) A doctoral or masters qualification appropriate to the relevant discipline area or equivalent accreditation and standing; and
- (b) A **record** of research / creative works or professional activity relevant to the discipline area, which demonstrates a capacity to make an autonomous contribution.

4.3 Level C

- (a) A doctoral qualification relevant to the discipline area; or equivalent accreditation and standing; and
- (b) A record of **significant** achievement relevant to the discipline area, and at a national level, in the scholarship of teaching and/or research / creative works or professional activity.

4.4 Level D

- (a) A doctoral qualification relevant to the discipline area; or equivalent accreditation and standing; and
- (b) A record of academic achievement of national and/or international standing through **outstanding** contributions, including academic leadership, to the scholarship of teaching and/or research / creative works or professional activity.

4.5 Level E

- (a) A doctoral qualification relevant to the discipline area; or equivalent accreditation and standing;
- (b) A record of academic achievement of national and/or international standing through **distinguished** contributions, including academic leadership, to the scholarship of teaching and/or research / creative works or professional activity; and
- (c) Recognition as a leading authority in the relevant discipline area.

5. STANDARDS AND EXPECTATIONS

5.1 A Level A academic is expected to:

- (a) contribute, under supervision and often as part of a team, to academic activities, which may include teaching and/or research / creative works or professional activity;
- (b) contribute to the academic administration of teaching. This may include subject coordination from Academic Level A, Step 6;
- (c) supervise honours theses and masters projects but would not normally be expected to undertake research higher degree supervision; and

- (d) undertake professional development, including, where appropriate, higher degree study, to enhance his/her skills in teaching and/or research / creative works or professional activity.

5.2 A Level B academic is expected to:

- (a) undertake independently academic activities in his/her discipline, which may include teaching and/or research / creative works or professional activity;
- (b) contribute to the development of his/her discipline through research / creative works or professional activity ; and
- (c) have the capacity to:
 - contribute to the scholarship of teaching in his/her discipline;
 - teach effectively at undergraduate, honours and postgraduate levels; and
 - undertake academic management and leadership to promote high quality in subject delivery and development.

5.3 A Level C academic is expected to:

- (a) make a significant contribution to his/her discipline at a national level;
- (b) expand knowledge or practice in his/her discipline through original contributions in the scholarship of teaching and/or research / creative works or professional activity;
- (c) provide leadership in his/her discipline in the scholarship of teaching and/or research / creative works or professional activity;
- (d) promote high quality in course delivery and development; and
- (e) have the capacity to:
 - coordinate award programs of CSU, or to lead and manage small research teams; and
 - teach effectively at all levels, including higher degree supervision.

5.4 A Level D academic is expected to:

- (a) make an outstanding contribution to his/her discipline, which is recognised at national and international levels, in the scholarship of teaching and/or research / creative works or professional activity;

- (b) make substantial contributions to the advancement of his/her discipline, profession and organisational unit through leadership in the scholarship of teaching and/or research / creative works or professional activity; and
- (c) have the capacity to lead and manage significant academic organisational units, and to contribute to the leadership and collegial life of the University and his/her profession or discipline.

5.5 A Level E academic is expected to:

- (a) provide leadership in his/her discipline or field, within and outside the University, to foster excellence in the scholarship of teaching and research / creative works or professional activity;
- (b) make original and distinguished contributions, which are recognised at national and international levels, to the scholarship of teaching and/or research /creative works or professional activity; and
- (c) make significant contributions to the leadership of CSU in the promotion of excellence in academic activities, and to have the capacity to lead and manage major academic units or activities.

Table of Amendments

Version number	Date	Short description of amendment
1.0	18/11/05	Replaced PER 68 Policy on Subject Coordination; formerly Schedule 1 of <i>Academic Staff Promotions Policy</i>
1.1	20/8/2007	Related University documents updated. Professional activity separated from the research/creative works category.
1.2	5/3/2012	Minor editorial changes to "Related University Documents" on front page.