

Academic Employee Position Classification Standards Schedule



1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the position requirements for academic Employee positions.

2 Scope

This schedule must be read in conjunction with the Position Descriptions and Position Classification Standards Procedure and is subordinate to it.

This schedule applies to all academic Employee positions.

3 Schedule

Academic Employees will be provided with a clear understanding of position requirements. The following position classification standards cover all Employee positions classified at Academic Level A, B, C, D or E. The work of positions within this group involves the application of an appropriate level of skill, knowledge and experience necessary to undertake the role and function of teaching or training. The range and level of function undertaken will vary between levels according to the degree of skill, responsibility and knowledge involved.

3.1 Academic Level A

3.1.1 General standard

An Academic Level A Employee is expected to make contributions to the teaching effort of the University, particularly at undergraduate and graduate diploma level and to carry out activities to develop the Employee's scholarly, research and/or professional expertise relevant to the profession or discipline.

3.1.2 Specific duties

Specific duties required of an Academic Level A Employee 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 in professional activity
- consultation with Students
- marking and assessment primarily connected with Courses in which the Employee teaches
- production of teaching materials for Students for whom the Employee has responsibility
- development of Course material with appropriate guidance from the Course or program coordinator
- limited administrative functions primarily connected with Courses in which the Employee teaches
- acting as Course coordinators provided that skills and experience demonstrate this capacity
- attendance at departmental and/or faculty meetings and/or membership of a limited number of Committees.

An Academic Level A Employee will not be required to teach primarily in Courses which are offered only at Masters level or above.

An Academic Level A Employee will work with support and direction from an Employee classified at Academic Level B and above, and with an increasing degree of autonomy as the Employee gains in skill and experience.

The most complex levels of Course coordination should not be carried out by an Academic Level A Employee.

Where an Academic Level A Employee is required to carry out any of the duties in clause 21.4.2 of the Enterprise Agreement, they will be appointed as an acting Academic Level B, or paid an allowance so that their total remuneration is at least equal to the minimum salary for Academic Level B.

An Academic Level A Employee will work with support and direction from an Employee classified at Academic Level B and above, and with an increasing degree of autonomy as the Employee gains in skill and experience.

3.1.3 Skill base

An Academic Level A Employee will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an honours degree or higher qualifications, an extended professional degree, or a three year degree with a postgraduate diploma. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.

3.1.4 Research academic Employees

An Academic Level A research Employee will typically conduct research/scholarly activities under limited supervision either independently or as a member of a team and will normally hold a relevant higher degree.

An Academic Level A research Employee will normally work under the supervision of an academic Employee at Level B or above, with an increasing degree of autonomy as the research academic gains skills and experience. An Academic Level A research Employee may undertake limited teaching, may supervise at undergraduate levels and may publish the results of the research conducted as sole author or in collaboration. An Academic Level A research Employee will undertake administration primarily relating to their activities at the institution.

3.2 Academic Level B

3.2.1 General standard

An Academic Level B Employee is expected to make contributions to the teaching effort of the University and to carry out activities to maintain and develop their scholarly, research and/or professional activities relevant to the profession or discipline.

3.2.2 Specific duties

Specific duties required of an Academic Level B Employee may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, Student field excursions, clinical sessions and studio sessions
- initiation and development of Course material
- acting as Course coordinators
- the preparation and delivery of lectures and seminars
- 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
- the conduct of research
- involvement in professional activity
- development of Course material with appropriate advice from, and support of, a more senior Employee
- marking and assessment
- consultation with Students
- A range of administrative functions the majority of which are connected with the Courses in which the Employee teaches
- attendance at departmental and/or faculty meetings and/or membership of a number of committees.

3.2.3 Skill base

An Academic Level B Employee will have qualifications and/or experience recognised by the University 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 is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

3.2.4 Research academic Employees

An Academic Level B research Employee will normally have experience in research or scholarly activities, which have resulted in publications in refereed journals or other demonstrated scholarly activities.

An Academic Level B research Employee will carry out independent and/or team research. An Academic Level B research Employee may supervise postgraduate research Students or projects and be involved in research training.

3.3 Academic Level C

3.3.1 General standard

An Academic Level C Employee is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An Employee at this level is also expected to play a major role in scholarship, research and/or

professional activities.

3.3.2 Specific duties

Specific duties required of an Academic Level C Employee may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, Student field excursions, clinical sessions and studio sessions
- initiation and development of Course material
- program coordination
- 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 or 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 assessment
- attendance at departmental and/or faculty meetings and a major role in planning or committee work.

3.3.3 Skill base

An Academic Level C Employee will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard will 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.

3.3.4 Research academic Employees

An Academic Level C research Employee will make independent and original contributions to research, which have a significant impact on their field of expertise.

The work of the research academic will be acknowledged at a national level as being influential in expanding the knowledge of their discipline. This standing will normally be demonstrated by a strong record of published work or other demonstrated scholarly activities.

An Academic Level C research Employee will provide leadership in research, including research training and supervision.

3.4 Academic Level D

3.4.1 General standard

An Academic Level D Employee is expected to make a significant contribution to all activities of the 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.

3.4.2 Specific duties

Specific duties required of an Academic Level D Employee may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, Student field excursions, clinical sessions and studio sessions
- the development of, and responsibility for, curriculum/programs of study
- program coordination
- 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 or 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 departmental and faculty meetings.

3.4.3 Skill base

An Academic Level D Employee will normally have the same skill base as an Academic Level C Employee. In addition there is a requirement for Employee excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

3.4.4 Research academic Employees

An Academic Level D research Employee will make major original and innovative contributions to their field of study or research, which are recognised as outstanding nationally or internationally.

An Academic Level D research Employee will play an outstanding role within the University, discipline and/or profession.

3.5 Academic Level E

3.5.1 General standard

An Academic Level E Employee is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and Policy development in the Employee discipline within the department or other comparable organisational unit, within the University and within the community, both scholarly and general.

3.5.2 Specific duties

Specific duties required of an Academic Level E Employee 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 department or other comparable organisational unit and 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 studio sessions
- the preparation and delivery of lectures and seminars
- consultation with Students
- marking and assessment
- playing an active role in the maintenance of Employee standards and in the development of educational Policy and of curriculum areas within the discipline.
- developing Policy and being involved in administrative matters within the department or other comparable organisational unit and within the University
- participation in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

3.5.3 Skill base

An Academic Level E Employee will have the same skill base as an Academic Level D Employee but will be recognised as a leading authority in the relevant discipline area.

3.5.4 Research academic Employees

An Academic Level E research Employee will typically have achieved international recognition through original, innovative and distinguished contributions to their field of research, which is demonstrated by sustained and distinguished performance.

A Level E research academic will provide leadership in their field of research, within the University, discipline and/or profession and within the scholarly and/or general community. They will foster excellence in research, research Policy and research training.

4 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate	Ensure that position descriptions are current and accurate.

5 References

Nil.

6 Schedule Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recruitment, Selection and Appointment Policy
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2024
Relevant Legislation	Enterprise Agreement
Policy Exceptions	Policy Exceptions Register
Related Policies	Salaries, Classifications and Entitlements Policy
Related Procedures	Position Establishment and Classification Procedure Recruitment and Selection Procedure
Related forms, publications and websites	People Portfolio Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Course</p> <p>A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p>

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Policy](#)

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

[University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

[Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2023-2026.

Definitions that relate to this schedule only

Keywords	Academic, position description, classification, position level, pcs
Record No	15/2931PL