



## **Academic Appointments**

### **Preamble:**

Australian Institute of Business (AIB) values and recognises excellence in teaching and research. Applicants who demonstrate commitment to the scholarship of teaching and research will be considered favourably.

### **Purpose:**

To ensure that academic appointments are merit based and that the policy and procedures to be followed at each stage of the appointment and induction should be equitable and transparent.

### **Scope:**

Academic Staff

### **Detail:**

#### **1. Types of appointments**

##### Continuing

An appointment on a full-time or part-time basis, held until resignation or retirement, subject to the provisions of notice of termination. This class of appointment may be made by AIB for any level of appointment.

##### Fixed-Term

An appointment made subject to the limits imposed for a specified period, not exceeding five years, which will lapse automatically without expectation of renewal at the end of the period specified for each such appointment.

##### Adjunct

An appointment on a full-time or part-time basis, normally made for a period not less than two or more than three years at a time. In special circumstances, such as in contractual appointments with a cooperative research centre, appointments may be made for a longer, but identified, period of time.

##### Visiting

An appointment made for a specified period (normally a minimum of two months and up to three years). The initial appointment may be extended for a further period not exceeding three years.

##### Part-time Academics

Academic staff engaged for lectures, tutorials or demonstrations; normally for a defined period for which specified duties are detailed.

## **2 Criteria for appointment of academic staff**

- 2.1 The criteria for appointment of academic staff are:
  - a) Appropriate academic qualifications from an accredited university or institution of higher learning
  - b) Appropriate working experience in the discipline/subject area in which the vacancy exists
  - c) relevant teaching experience at the appropriate level, namely, at vocational education, undergraduate or postgraduate level
  - d) commitment to the scholarship of teaching and learning
- 2.2 The specific criterion for facilitators is set out in Appendix A of this policy.
- 2.3 The specific criterion for professors and associate professors is set out in Appendix B of this policy.
- 2.4 Examples of a commitment to the scholarship of teaching and learning are ongoing development of skills in teaching, the use of relevant and current teaching materials, assessment of students and course design

## **3. Procedure for appointment of academic staff below Associate Professor level**

- 3.1 When advertising a vacancy, the Job Description should be forwarded to the Director of Corporate Affairs.
- 3.2 Selection processes will be undertaken in accordance with the Recruitment, Selection and Induction Policy.
- 3.3 The Director of Studies or their nominee will chair the Selection Panel and will appoint the other member of the Panel.
- 3.4 The selection panel will be responsible for:
  - a) reviewing the Job Description and determining the essential and desirable criteria for the position, in consultation with the relevant manager/supervisor. The essential criteria are those factors that are crucial and compulsory for the satisfactory performance of the position. Desirable criteria are those that will be beneficial to the applicant in performing the role. By determining the essential and desirable criteria for the position, the panel will have a standard for the comparison of each applicant.
  - b) creating and documenting an interview plan and questions to be asked at the interview. The questions will be restricted to those that are relevant to the position. Questions that may indicate an intention to unlawfully discriminate will not be tolerated.
  - c) reviewing the applications that have been received and making a short list of those applicants who meet the essential criteria for the position.

Prior to interviews being arranged, the short list is to be reviewed by the manager/supervisor responsible for the vacant position.

- d) arranging suitable interview times with the short-listed applicants
  - e) notifying unsuccessful applicants by letter or other appropriate means, after the process is completed.
- 3.5 The selection panel will conduct the interviews. The format of the interview will be to:
- a) provide details to the applicant about the position and the organisation
  - b) discuss the applicant's skills and experience as they relate to the position
  - c) discuss the conditions of employment and remuneration package for the position
  - d) answer any questions that the applicant may have.
- 3.6 The interview must include information for the applicant about the next steps in the selection process, so as to avoid unnecessary anxiety and follow up telephone calls. The applicants will be advised that their nominated referees will be contacted.
- 3.7 A second round of interviews may be scheduled.
- 3.8 Where the vacancy is for a facilitator, a second round of interviews is recommended for a select number of applicants, at which they will undertake a short presentation on a topic of their choice, to demonstrate their facilitation skills.
- 3.9 Offers or promises of employment must not be made 'on the spot' at the interview.
- 3.10 Following the interviews, the most suitable candidates must have their work histories, qualifications and references checked. The Director of Studies or delegate will contact the nominated referees. In addition, the qualifications of the suitable candidates must be verified by sighting original copies of the relevant testamurs and academic transcripts. In case of doubt about the qualifications, the Director of Studies or delegate will contact the relevant academic institutions to verify the bona fides of the qualifications.
- 3.11 When the preferred candidate has been selected, and all tests (for example, pre-employment health or functional assessment, aptitude), interviews, qualifications and reference and Police (where appropriate) checks have been completed and are satisfactory, then an offer of employment will be made in writing.

- 3.12 A written Letter of Appointment/Contract of Employment should be prepared and must contain the specific terms and conditions of the employment relationship agreed between the employee and AIB during and/or following the interview process.
- 3.13 The applicant will be required to sign the Letter of Appointment/Contract of Employment as acceptance of the offer of employment. This must occur before employment commences. Verbal offers must be confirmed in writing.

#### **4. Procedure for induction**

- 4.1 The Director of Studies or delegate is responsible for overseeing and guiding the work of all new employees and will ensure that the following occurs:
- the employee has a clear understanding of the level of performance expected of them
  - the rules, policies and procedures of AIB are explained, together with any other relevant information
  - the employee is issued with:
    - a staff handbook and are required to complete and sign a statement acknowledging that they have received, read and understood the contents of the staff handbook
    - the book of academic policies; and
  - an overview is given of occupational health, safety and welfare requirements, rules and procedures.
- 4.2 The Director of Studies or delegate will mentor and coach the employee in their job performance and if possible, will allocate an appropriate workplace 'buddy' to assist them with their integration into the organisation.

#### **5. Appointment of Associate Professors and Professors**

- 5.1 In addition to the types of appointment set out in Item 1, Professors or Associate Professors may be appointed as follows provided they have previously been appointed to that position in another university:
- to a paid or honorary position
  - to positions sponsored by external funding bodies
  - as a visiting professor from another university or equivalent body for the duration of their stay.
- 5.2 The Registrar may, on the recommendation of the Higher Appointments Committee and with the approval of the AIB Board of Directors, appoint professors and associate professors as specified below.
- 5.3 An appointment made under sub-section 5.2 shall be subject to such special conditions (if any) as are prescribed in relation to that appointment.
- 5.4. The Registrar may, on the recommendation of the Higher Appointments Committee and with the approval of the AIB Board of Directors appoint one

or more eminent scholars who, at the time of appointment are not employed by a university, as AIB professors or associate professors.

- 5.5 A professor or associate professor shall hold office on such conditions and shall perform such duties as the AIB Board of Directors may determine.
- 5.6 An initial appointment as a professor or associate professor shall be for any period not exceeding three years, and a professor or associate professor may be re-appointed for a further period as determined by the AIB Board of Directors.
- 5.7 Where the Higher Appointments Committee resolves that a person internationally recognised to be of outstanding academic merit be invited to accept appointment as a professor of AIB, and that person accepts, the Higher Appointments Committee may, notwithstanding the provisions of this or any other policy of AIB, appoint the person to be a professor of AIB on such conditions, with such duties, for such period and with such title as the Higher Appointments Committee determines.

## **6. Appointment of Honorary Associate Professors and Professors**

- 6.1 In recognition of conspicuous service to AIB, the Registrar may, on the advice of the Higher Appointments Committee and with the approval of the AIB Board of Directors appoint as an honorary professor or associate professor:-
  - a former professor or associate professor of an Australian University who after retirement is engaged in research relevant to some branch of AIB studies; or
  - a professor or associate professor of an Australian university who is engaged in research work relevant to some branch of AIB studies.
- 6.2 An appointment as an honorary professor or associate professor shall be for such term and on such conditions as the Higher Appointments Committee shall determine.
- 6.3 An honorary professor or associate professor shall perform such duties as the Higher Appointments Committee may determine.

## **7. Appointment of Emeritus Professors**

- 7.1 In recognition of distinguished academic service to the AIB, the Registrar may, on the advice of the Higher Appointments Committee and with the approval of the AIB Board of Directors, confer the title of emeritus professor on any former professor of AIB.
- 7.2 A person appointed under the sections 6 or 7 may, if the Higher Appointments Committee so decides, have their name added to the list of academic and research staff in the official listing of AIB staff but shall not, by

reason of their office, be an AIB employee but for all purposes of courtesy and on ceremonial occasions shall be regarded as a professor of AIB.

**Related Forms:**

Job Description

**Responsibility:**

Director of Corporate Affairs

Director of Studies

**Related Policies:**

Academic Promotions

Academic Staff Performance Review

**Current Status**

Approved By:

Date of Approval:

Previous version:

**Version 2**

Academic Board

1 July 2011

9 December 2008

## **APPENDIX A**

### **1. Criteria for Facilitators**

#### **VET level courses**

Each facilitator must satisfy the following criteria:

- normally hold at least a bachelor degree in management or the particular area in which they teach or facilitate;
- have the Certificate IV in Training and Assessment or similar qualification; and
- consistently meet the performance standards set out in their personal job description as it is reviewed by the Director of Studies of Studies.

#### **Diploma, Associate Degree and Bachelor courses**

Each facilitator must satisfy the following criteria:

- normally hold a postgraduate degree in management or the particular area in which they teach or facilitate;
- have undergone or is currently undergoing the AIB facilitator development process and is registered as an AIB facilitator; and
- consistently meet the performance standards set out in their personal job description as it is reviewed by the Director of Studies .

#### **Graduate Certificate, Graduate Diploma and MBA**

Each facilitator must:

- normally hold a postgraduate degree in a discipline that is relevant to the area in which they teach or facilitate;
- normally have been professionally active for a minimum period of three years in the field in which they facilitate;
- be committed to on-going research and a programme of personal development in their chosen field; and
- consistently meet the performance standards set out in their personal job description as it is reviewed by the Director of Studies .

#### **Master of Management**

Each member of the faculty normally must:

- hold a doctoral degree in a discipline that is relevant to the area in which they supervise;
- have supervised a master's candidate to completion; or been an Associate Supervisor of a master's candidate who has completed;
- have been professionally active for a minimum of five years in the field in which they supervise; and
- be committed to on-going research and a programme of personal development in their chosen field.

#### **Doctor of Business Administration and Doctor of Philosophy**

Each member of the faculty normally must:

- hold a research doctoral degree in a discipline that is relevant to the area in which they supervise;
- have supervised a doctoral candidate to completion; or been an Associate Supervisor of a doctoral candidate who has completed;
- have been professionally active for a minimum of five years in the field in which they supervise; and be committed to on-going research and a programme of personal development in their chosen field.

## **2. Teaching limits**

- 2.1 At Diploma, Associate Degree and Bachelor level, each facilitator can teach not more than 2 subjects at each stage in their area of expertise.
- 2.2 At Graduate Certificate, Graduate Diploma and Master of Business Administration level, each facilitator can teach not more than 2 subjects in their area of expertise.

## Appendix B

	Associate Professor	Professor
<b>Skill Base and minimum qualifications</b>	<ul style="list-style-type: none"> <li>▪ Normally advanced qualifications at doctoral level. Will demonstrate a record of scholarly and professional achievement in the relevant discipline area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Normally advanced qualifications at doctoral level. Will be a recognised as a leading authority in the relevant discipline area.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ University, State and emerging National.</li> </ul>	<ul style="list-style-type: none"> <li>▪ National and International.</li> </ul>
<b>Teaching and teaching related activities</b>	<ul style="list-style-type: none"> <li>▪ Conduct of tutorials, practical classes etc.</li> <li>▪ Preparation and delivery of lectures, seminars.</li> <li>▪ Marking and assessment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct of tutorials, practical classes, clinical sessions, workshops, field trips etc.</li> <li>▪ Preparation and delivery of lectures, seminars.</li> <li>▪ Marking and assessment.</li> <li>▪ Making a distinguished personal contribution to teaching at all levels.</li> </ul>
<b>Admin and other academic activities</b>	<ul style="list-style-type: none"> <li>▪ Initiation and development of program material.</li> <li>▪ Broad administrative functions.</li> <li>▪ Program director.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Play an active role in the maintenance of academic standards and in the development of educational policy and curriculum within the discipline.</li> <li>▪ Developing policy and being involved in administrative matters within the department and institution.</li> <li>▪ Being involved in administrative matters with the department.</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>▪ Conduct of research.</li> <li>▪ Significant role in research projects including where appropriate leadership of research team.</li> <li>▪ Supervision of postgraduate research projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct of research.</li> <li>▪ Fostering the research of other groups and individuals.</li> <li>▪ Supervision of postgraduate research projects.</li> <li>▪ Development of research policy.</li> </ul>
<b>Scholarship</b>	<ul style="list-style-type: none"> <li>▪ Involvement in professional activity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors.</li> <li>▪ Provision of a continuing high level of personal commitment to, and achievement in, a particularly scholarly area.</li> </ul>