



Academic Titles Policy

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Related Documents	Scholarly Activity Policy Scholarly Activity Procedure Staff Code of Conduct Performance Management Policy Performance Management Procedure

1. Purpose

This Policy seeks to provide for the award of academic titles in acknowledgement of outstanding contributions to the Australian Institute of Higher Education Pty Ltd ('the Institute') and/or to teaching and research.

2. Principles

Key principles informing this Policy and the associated Procedure are:

The appointment of an academic title recognises persons of outstanding accomplishment.

Recognition will be given:

- to persons who have made or will make an outstanding contribution to the Institute in ways that are aligned to the mission, vision and values of the Institute; and
- to persons whose scholarship or professional practice in one or more disciplines is of collaborative interest to the Institute.

3. Context

This Policy has been developed in order to:

- allow for the awarding of academic titles;
- set out the criteria for use of each title; and
- set out the privileges and obligations attached to such academic titles

4. Scope

This Policy applies to the award of all honorary titles, whether to individuals from outside the Institute or to current or former staff members.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy details

6.1 Available Academic Titles and Required Criteria for Eligibility

The Institute may confer one of the academic titles on a person who meets the required eligibility criteria. Meeting the eligibility criteria alone does not guarantee the awarding of an academic title. The Institute will have a set quota on the number of available academic titles available which will be determined by the Board of Directors.

6.1.1 Professor and Associate Professor

The Board of Directors in consultation with the Academic Board may confer the title of Professor or Associate Professor upon an academic staff member who:

- Prior to accepting the appointment, is a Professor or an Associate Professor at another Australian or overseas recognised higher education provider that is engaged in teaching and/or research activities closely related to a particular academic area of the Institute; or
- Is a person of eminence in a particular academic field; with demonstrated continuing involvement in scholarship; or
- Is a visiting Professor or Associate Professor from an Australian or overseas recognised higher education provider for the duration of their stay at the Institute; or
- Demonstrates merit in their field in achieving a high level of performance in teaching and research, as well as either administrative service to the Institute or external service to the community; or
- For the position of Associate Professor, occupies a senior academic leadership role at the Institute, such as Executive Dean or Director.

The title automatically lapses when the recipient leaves the Institute.

6.1.2 Adjunct Professor and Adjunct Associate Professor

The Board of Directors in consultation with the Academic Board may confer the title of Professor or Associate Professor upon a person who, after undertaking a review of that person's employment history, academic achievements and credentials, and overall contribution to their field of study:

- Is not a salaried member of the Institute staff during the term of the proposed appointment; and
- Is capable of furthering the reputation of the Institute through appropriate conduct and performance.

The appointment can be honorary and for any duration.

6.1.3 Senior Lecturer

The Board of Directors in consultation with the Academic Board may confer the title of Senior Lecturer upon an academic staff member of the Institute who demonstrates merit in their field in achieving a high level of performance in teaching and scholarly activities.

The title of Senior Lecturer is available to academic staff members either by promotion or to newly appointed staff members who can demonstrate they meet the required criteria.

Guidelines for appointment to Senior Lecturer include:

- Student Evaluation of Learning and Teaching Survey (SELTS) scores at the Institute in the top 25 percent of all SELTS scores at the Institute over a period of at least 6 study periods; or
- Demonstrates similarly high student evaluation scores due to previous employment at another Australian higher education provider or an overseas recognised higher education provider that is engaged in teaching and/or research activities closely related to a particular academic area of the Institute; and
- Consistent engagement in scholarship as evidenced by:
 - Participation in at least two scholarly seminars/workshops/conferences annually, either at the Institute or externally at a recognised institution/event, and
 - Presentation in at least two seminars/workshops/conferences annually, either at the Institute or externally at a recognised institution/event, and
 - A record of at least two published papers in a peer-reviewed journal or equivalent publication

The title automatically lapses when the recipient leaves the Institute.

6.1.4 Lecturer

The Board of Directors in consultation with the Academic Board may confer the title of Lecturer upon an academic staff member of the Institute who possesses an academic qualification at the level of Master's degree or above and has provided evidence of good teaching ability.

The title automatically lapses when the recipient leaves the Institute.

6.2 Duration of Appointments

Appointments for all academic title appointments are made for 2 years unless otherwise stated, with a renewal period of 2 years.

6.3 Renewal of Appointments

An academic title appointment may be renewed at the discretion of the Board of Directors in consultation with the Academic Board.

6.4 General Privileges of Academic Title Holders

The award of an academic title is not an appointment to a position and in no way establishes any employment relationship between the Institute and the recipient, nor does it alter any existing employment contract. The award of an academic title does not entitle a staff member to an increase in salary payments.

The academic title holder will enjoy the precedence and courtesy due to academic staff of the Institute at the designated academic level. The Executive Dean in consultation with the Executive Management Team will determine any other privileges applying to the title holder. These may include but are not limited to:

- the right to participate in the Institutes Committee meetings and other activities as appropriate;

- the right to participate in the academic procession at graduation;
- listing on the Institute’s website.

6.5 Obligations of Academic Title Holders

Academic title holders will be required to make an ongoing commitment to the Institute in the following ways:

- representing and promoting the Institute at professional forums, conferences and seminars;
- facilitating the exchange and sharing of knowledge, experience and expertise in pursuit of the Institute’s mission;
- active involvement in course and unit benchmarking, development and review;
- membership of the Institute’s committees as appropriate; and
- mentoring of staff and students

6.6 Termination of an Academic Title

An academic title appointment may be terminated in writing by the Board of Directors in consultation with the Academic Board. Such action may be taken if:

- the continuation of the academic title appointment is considered to not be in the best interests of the Institute;
- there has been a breach of the **Staff Code of Conduct** by the title holder;
- the title holder has not contributed sufficiently to teaching or sufficiently met the obligations as outlined in this Policy;
- the title holder has changed or ceased their external employment situation justifying the withdrawal of the academic title.

7. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at February 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under ‘Policies and Procedures’.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Policy	22 February 2017	6 March 2017