

CATEGORIES OF EMPLOYMENT PROCEDURE

SCHEDULE D - INDICATIVE WORK FOCUS CATEGORY REQUIREMENTS (ACADEMIC SPECIALIST)

Note:

*The activities outlined below under the relevant Academic Classifications levels are examples only, and assist determining the eligibility to meet the requirements for an Academic Specialist role. Promotion between Academic classification levels will continue to be through the University's existing Academic promotion process; and

*Academic staff at Level A may be considered for appointment to Academic Specialist positions where they demonstrate the potential to meet the requirements outlined under Level B

	Level B	Level C	Level D	Level E
Qualifications	PhD or professional qualification	PhD or professional qualification	As for Level C	As for Level D
Leadership and Service:	<p>Examples of activities but not limited to:</p> <p>A developing profile in the discipline or area of expertise and potential for leadership as evidenced by:</p> <ul style="list-style-type: none"> • Active participation in the communication and dissemination of practice area and discipline • Engagement in subject, professional pedagogy research as required to support relevant activities • Identification of sources of funding to support 	<p>Examples of activities but not limited to:</p> <p>A strong record of leadership in the discipline or area of expertise as evidenced by:</p> <ul style="list-style-type: none"> • Institutional impact through the evaluation of program development at the discipline or interdisciplinary level • Presentations on discipline or area of expertise at local and national conferences • Success in attracting funding to undertake projects related to 	<p>As for Level C including a combination of the following examples of activities but not limited to:</p> <p>A significant leadership role in discipline or area of expertise as evidenced by:</p> <ul style="list-style-type: none"> • Leadership in the evaluation of the discipline or area of expertise at School, Faculty and institutional levels • Leadership in introduction of new approaches to area of expertise at School, Faculty and institutional 	As For Level D

	<p>individual or collaborative projects relating to practice in the discipline</p> <ul style="list-style-type: none"> • Attendance at conferences related to discipline area or area of expertise and incorporating those learnings into practice • Assistance with RHD training in the use of sophisticated instruments and interpretation of data generated • Active participation in School Committees 	<p>practice in the discipline</p> <ul style="list-style-type: none"> • Successful contribution to a major project (sustained or one-off project) which enhances performance of School/Faculty • Active participation in gaining funds to further develop discipline area or area of expertise • High level management of sophisticated instruments requiring advanced specialist knowledge • Mentoring of Level A and B staff 	<p>levels</p> <ul style="list-style-type: none"> • Invitations to participate in reviews at other institutions, involvement in national educational activities • Participation in collaborative partnerships relating to discipline or area of expertise with other educational institutions or other bodies • A record of winning competitive or peer-reviewed grants in discipline or area of expertise • A record of scholarly publication on education issues Effective liaison with external networks to foster collaboration and sharing of ideas in teaching and learning • Contribution to the work of groups outside the university in the discipline or area of expertise (Government, industry, professional bodies) • Mentoring of more junior staff 	
Engagement	<p>Examples of activities but not limited to:</p> <p>A developing contribution</p>	<p>Examples of activities but not limited to:</p> <p>An effective contribution</p>	As for Level C including a combination of the following examples of activities but not	As for Level D including a combination of the following examples of activities but

	<p>as evidenced by:</p> <ul style="list-style-type: none"> Active participation in some outreach activities related to discipline area or area of expertise, eg schools outreach, first year orientation , academic advising Effective liaison with external networks to foster collaborative partnerships 	<p>evidenced by:</p> <ul style="list-style-type: none"> Active participation in key aspects of engagement in discipline area or area of expertise within and beyond the University eg schools outreach, first year orientation, academic advising A high level of involvement in professional activities at national level Engagement in, and contribution to collaborative research that leads to generation of IP or patents but does not necessarily lead to publication 	<p>limited to:</p> <p>A substantial contribution as evidenced by:</p> <ul style="list-style-type: none"> Responsibility for driving new engagement initiatives or leading existing initiatives 	<p>not limited to:</p> <p>A distinguished contribution as evidenced by:</p> <ul style="list-style-type: none"> Membership of senior advisory groups to government Leadership in developing external networks in teaching and learning Recognition by national or international professional bodies (awards, fellowships, honorary memberships etc) Honorary degrees
<p>Professional Practice</p>	<p>Examples of activities but not limited to:</p> <p>A developing contribution to professional practice as evidenced by:</p> <ul style="list-style-type: none"> Active participation in a variety of professional practice responsibilities at the undergraduate and postgraduate levels. A major role in professional activities, including consultations and referrals 	<p>Examples of activities but not limited to:</p> <p>An effective contribution to professional practice as evidenced by:</p> <ul style="list-style-type: none"> Development of consultancies in speciality areas High level responsibilities in professional associations and within their specialty Award of a Fellowship in a speciality area 	<p>As for Level C including a combination of the following examples of activities but not limited to:</p> <p>A substantial contribution to professional practice as evidenced by:</p> <ul style="list-style-type: none"> As for C plus Leadership in professional scholarship and practice National leadership in professional practice, 	<p>As for Level D including a combination of the following examples of activities but not limited to:</p> <p>A distinguished contribution to professional practice as evidenced by:</p> <ul style="list-style-type: none"> Prestigious awards from professional bodies Leadership of professional bodies Contribution to the

			particularly in program development <ul style="list-style-type: none"> • A high level of involvement in professional activities at national and international levels 	review and development of national and international professional practice standards <ul style="list-style-type: none"> • Membership of peak bodies and committees advising government on professional practice standards
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REVIEW

This schedule is to be reviewed by 28 February 2015.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.