

CHS Academic Titles, Appointments and Promotions Policy

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1. Purpose

CHS has adopted this policy for bestowing of academic titles and promotion of academic staff. More specifically the objectives are as follows:

- define academic titles and their correct use on a consistent basis
- provide a basis for assessing staff's application for promotion to higher academic grades
- engender and promote a culture of scholarship and academic excellence within the College.

2. Scope

This policy applies to all academic staff whether permanent full time or fractional.

3. CHS Commitment to Scholarship

CHS's Strategic Plan guides the development of CHS as a sound higher education institution responding to the needs and aspirations of students and employers in the Health Sector. As an applied learning institution CHS is committed to exploring ways and means of beneficial application of knowledge at individual, group and community levels.

CHS believes that learning is primarily attained by students when they are engaged by the faculty in deep understanding of complex and contemporary challenges, exploring new solution spaces through the application of contemporary knowledge and technology, thus creating new perspectives and adding to the existing stock of knowledge. Learning is a dynamic and continuous process, an element of new knowledge addresses a gap but also opens up new avenues for exploration.

To be successful the faculty must lead the learning process and must engender a sense of fascination and passion for learning in students. In short, the faculty must be good learners themselves, demonstrate a sense of curiosity about all social and environmental constructs, including events, objects, thoughts and systems, and through that instil a passion for life-long learning in students.

4. Principles

The College seeks to bestow academic titles as a recognition of an academic's attainment of higher degrees of scholarship, excellence in teaching and learning, as well as professional and community standing. The main criteria for appointment and promotion to higher academic titles are thus academic standing and peer recognition of the candidate's achievement. In bestowing academic titles, the College will adhere to the following principles:

- Academic titles are not lifelong titles and generally expire upon the candidate's retirement unless it is specifically stated otherwise.
- Academic titles are awarded on merits regardless of the individual's gender, ethnicity, religious affiliation or physical appearance.
- Academic titles are not necessarily tied to administrative roles though an individual may simultaneously hold an academic title and an administrative/executive position within the College.
- Where a candidate has previously held an academic title at a recognised institution, the College may consider bestowing the same title to the candidate upon appointment.
- Academic titles are not based on organisational hierarchy. These imply learned status and recognition of individual's scholarship (academic depth and breadth) in their respective field of expertise.

The College has an obligation to:

- publish and promote its policies on academic titles, promotion and selection criteria and application process requirements;
- implement and apply its policies on appointments and promotions consistently;
- use fair and well-publicised procedures for considering all applications received regardless of ethnicity, physical or mental disabilities, religious affiliation, gender or age; and
- appoint an external member to the Selection and or Promotions Committee to ensure objectivity and fairness in considering applicants

5. Range of Academic Titles

CHS will only bestow the following academic titles:

- Professor (Level E): This is the highest level of academic recognition in the College.
- Associate Professor (Level D): This is the second highest level of academic recognition in the College.
- Senior Lecturer (Level C): Awarded to a person with recognised academic profile and peer group recognition.
- Lecturer (Level B): Awarded to a person with appropriate academic qualifications and a promising portfolio of academic activities with potential to develop further.
- Associate Lecturer (Level A): Individuals who are engaged in high level studies and can demonstrate potential for academic development.
- Adjunct Professor/Associate Professor: Professionals who are generally external to the College and have demonstrated leadership in their field, are known for their expertise and have made a contribution to teaching and or scholarly activities of the College.

Note that the College offers a range of appointments generally to qualified individuals external to the College to undertake specific teaching or support activities; examples include:

- Learning Support Officer
- Project Supervisor/Tutor
- Teaching Fellow
- Senior Teaching Fellow

6. Administrative or Executive Titles

The College shall appoint qualified individuals to executive and administrative roles as defined in the College's governance structure. Current senior executive and administrative roles include:

- CEO
- Dean
- Director of Studies
- Director of Administration and Student Services
- Director of Quality and Accreditation
- Academic Registrar etc. (refer the CHS Organisation Chart)

7. Responsibility for Policy Implementation

The Dean supported by the HR Director is responsible for the implementation of this policy. The HR Director shall ensure all due processes are being followed in processing the applications for promotions. The CEO may approve all promotions to Levels B and C upon recommendations from either the Dean. All appointments or promotions to Levels D and E must be approved by the Board of Directors on the recommendation of the Academic Board. Appointment of the Dean must be ratified by the Board of Directors too after endorsement and recommendation by the Academic Board.

8. Conditions for Promotions

Applications are to be made for promotion from one level to the next or for appointment to executive/administrative positions. Promotion is based on demonstrating the following:

- a) Applicant's academic qualifications and achievements
- b) Evidence that the applicant meets the respective criteria
- c) Peer acknowledgement of the applicant's academic and general standing
- d) Demonstrated commitment to scholarship, academic freedom and ethical practice

9. General Promotion Criteria

The CEO promotion criteria are:

- a) Performance in teaching and learning, including innovation and teaching scholarship
- b) Contribution to the world of knowledge, demonstrated via publications, creation of innovative systems and tools or other forms of scholarly activities in own field of expertise
- c) Executive and administrative leadership and service in core functions of the College

10. Application Process

The applicant must have completed at least one year of service with the College before applying for promotion. Application for promotion is accepted at mid-year for consideration. If successful, the promotion will generally take effect from the commencement of the following year.

All applicants should complete the *Application for Promotion* form and as a minimum submit the following documents (incomplete applications will not be considered):

1. Curriculum Vitae – maximum of 6 pages, plus list of publications
2. Student Evaluation Reports – please indicate number of reports
3. Self-Evaluation Statement (against the criteria for the academic grade under consideration)
4. Completed Nominated Assessor Forms - Complete the first part of the assessor nomination form for 2 External Assessors (Levels D and E only)

10.1 Levels B and C Promotion Criteria

Applicants for Level B and C normally hold a PhD or a Doctorate degree from a recognised institution. In addition, they need to demonstrate a high level performance in one of the following areas:

- a) Teaching and Learning, including innovation and teaching scholarship
- b) Research or other forms of scholarship in own field of expertise
- c) Executive and administrative leadership and service in at least one core function of the College

Applicants for Level C should have 5 years of satisfactory teaching experience minimum at higher education level or equivalent professional experience to be eligible for Level B appointment.

10.2 Criteria for Promotion to Levels D and E

In addition to possession of PhD and or Doctorate degree the candidates must demonstrate academic standing and recognition comparable to the appointees at the same level in Australian universities. The applicants must furnish evidence of recognition at the respective level in at least 2 of the following general criteria:

- a) Teaching and Learning, including innovation and teaching scholarship
- b) Research or other forms of scholarship in own field of expertise
- c) Executive and administrative leadership and service in at least one core function of the College

Applicants for promotion to Levels D and E are expected to have a minimum of 10 years of experience and a history of worthy publications in recognised journals and or other media, provide evidence of discipline leadership, peer recognition and contribution to the academic standing of the College.

It must be noted that currently the focus at CHS is on applied research and development of next generation of tools and systems that support effective industry practices and application of knowledge.

10.3 Composition of Promotions Committee

The Committee comprises the following members:

1. The Chair of the Academic Board or nominee (Committee Chair)
2. A member of the Board of Directors or nominee
3. CEO's nominee
4. Dean's nominee
5. A senior academic external to the College
6. HR representative (non-voting member)

Prior to the meeting of the Committee the Dean must obtain assessment reports from the assessors independent of the College on the standing of the applicants and merits of their case. The Dean shall organise and distribute the respective application documentation to all Committee members at least 4 weeks prior to the Committee meeting where possible.

10.4 Assessment of Applications

The Committee shall meet in a scheduled date to assess all applications against the criteria and shall consider the reports of the assessors as well as other evidence supplied by the applicants. The Committee shall deliberate on each case and then determine whether to recommend promotion of the applicant or not. The Committee shall use the same standard as those normally applied by Selection Committees to assess candidates for positions advertised at the same level.

At least 4 out of 5 members of the Committee must vote favourably on a given application so that the Committee can recommend promotion of the applicant. It is recommended that Committee apply a broadly agreed weight to each criterion and then ask individual Committee members to score the applicant's performance against the criteria so that the total weighted score can be computed and used as a basis for making recommendation on each application before the Committee.

10.5 Academic Board Review

The Promotions Committee's recommendations shall be submitted to the Academic Board by the Dean for review and comment. The Academic Board, after having reviewed the Committee's recommendations shall provide a report to the Board of Directors that has specific recommendation on each of the candidates for promotion or selection. The Board of Directors shall approve the recommendation of the Academic Board if it is satisfied that the appointee meets the College's promotion criteria. The Board of Directors or the Academic Board shall not interview any of the candidates or call for external review of the candidates.

10.6 Notification of Outcome

The HR Director shall advise the applicants of the outcome of their application within a month of the Promotions Committee's meeting and recommendation. Note that promotion to Levels B and C is normally approved by the CEO upon Dean's recommendations. Promotions to Levels D and E need to be considered by the Promotions Committee first.

10.7 Feedback to Unsuccessful Applicants

All unsuccessful candidates shall be informed in writing by the HR Director of the outcome of their application and be invited to meet with the Dean confidentially do discuss their case and in particular obtain feedback as how the Committee had evaluated their application, the strengths and weaknesses in the quality and body of their work in relation to the promotion criteria, and the improvements required in order to strengthen a future application. An applicant must wait at least for a further year to be eligible to apply again for promotion to the intended academic grade.

10.8 Appeals by Unsuccessful Applicants

All unsuccessful candidates for promotions may request an internal review of their application. Such requests can only be entertained if there is sufficient evidence that:

- The Promotions Committee did not observe procedural fairness;
- The Promotions Committee did not take sufficient note of the evidence supplied by the applicant;
- There has been a clerical error that has wrongly conveyed the recommendations of the Promotions Committee to the Academic Board or the Board of Directors.

Decisions related to the applications for new positions cannot be appealed even in cases that that one or more applicants are already employed by the College. All appeals in relation to applications for promotion shall be considered by the College without prejudice and solely on its merits and the evidence provided. The complainant shall not be disadvantaged. In handling all appeals, the College shall observe full confidentiality as per the College's Privacy Policy. The applicants must provide full evidentiary documents in support of their appeal. Note that the appeal cannot be based on any new evidence that was not available to the Promotions Committee at the time of considering the original application.

All applications for appeal must be made in writing and addressed to the CEO and supply the following information:

- The background to the case
- The exact grounds for the appeal based on this Policy
- Evidence supporting each ground

- Other facts

10.9 Determining Appeals

The CEO shall review the evidence provided by the applicant and in consultation with the Dean decide if the appeal should be dismissed or it should be investigated further.

- a) If the appeal lacks merit the CEO shall write to the applicant within ten working days of receiving the appeal letter, notifying the applicant of the appeal outcome and why a decision has been made to dismiss it.
- b) If the CEO in consultation with the Dean is of the opinion that there is sufficient merit to investigate the appeal he or she shall convene a Review Committee chaired by an independent senior academic or an academic administrator with a nominee from the Academic Board and a nominee from the Board of Directors supported by an HR staff member as the non-voting secretary.
- c) Under no circumstances shall the complainant be interviewed by the Appeals Committee or new evidence allowed in the determination of the appeal.
- d) If the Committee finds that there are grounds for the appeal to be allowed the Committee may set aside the original recommendations from the Promotions Committee and recommend that the applicant should reapply for promotion determined by a different Promotions Committee.
- e) The College shall fast track the promotion application process for such applicants as far as practicable.
- f) If the application for promotion is successful the College shall backdate it to the date that the original promotion would have taken effect, had it been successful in the first instance.

11. Records

Records associated with this policy will be maintained according to the Records Management Policy and Record Retention and Disposal Schedule.

12. Related Documents

This policy should be read in conjunction with the:

- CHS Academic Recruitment and Appointment Policy
- CHS Teaching and Learning Policy and Strategy
- CHS Staff Code of Conduct
- CHS Freedom of Intellectual Inquiry Policy
- CHS Privacy Policy

13. Related Legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2015