

Academic Position Classification Standards

Lecturer Level A

General Standard

A Level A employee is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and graduate diploma level and to carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline.

Skill Base

Associate Lecturers (Level A) will normally have completed four years of tertiary study in the relevant discipline and/or have relevant qualifications and/or professional, performance or creative experience. Preferably, they will have at least a Masters qualification and be studying for a PhD. Associate Lecturers typically work with the support and direction of more senior employees, but will show increasing independence in their academic work when they are considered for promotion to Lecturer. They are expected to participate in School and Faculty administrative activities, but are not expected to take a major role.

Specific Duties

Specific duties required of a Lecturer (Level A) 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 of professional activity.
- Consultation with students.
- Marking and assessment primarily connected with subjects in which the employee teaches.
- Production of teaching materials for students for whom the employee has responsibility.
- Development of subject material with appropriate guidance from the subject or course coordinator.
- Limited administrative functions primarily connected with subjects in which the employee teaches.
- Acting as subject coordinators provided that skills and experience demonstrate this capacity.
- Attendance at School and/or Faculty meetings and/or membership of a limited number of Committees.

A Lecturer (Level A) shall work with support and direction from employees classified at Lecturer and above and with an increasing degree of autonomy as the employee gains in skill and experience.

A Lecturer (Level A) will not be required to teach primarily in subjects which are offered only at Masters level or above.

The most complex level of subject coordination should not be carried out by a Lecturer (Level A).

Lecturer Level B

General Standard

A Level B employee is expected to make contributions to the teaching effort of the institution, and to carry out activities to maintain and develop his/her professional activities relevant to the profession or discipline.

Skill Base

Lecturers (Level B) will normally have a PhD and/or have relevant and/or professional, performance or creative works and/or experience. Teaching activities include initiation and development of unit materials and may include the supervision of honours and research students. Applicants should show evidence of independence and initiative in research, applied or creative works. They are expected to undertake a range of School and Faculty administrative activities, primarily associated with their teaching activities.

Specific Duties

Specific duties required of a Lecturer may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject 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 more senior employees.
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the employee teaches.
- Attendance at School and/or Faculty meetings and/or membership of a number of committees.

Senior Lecturer Level C

General Standard

A 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 academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Skill Base

Senior Lecturers (Level C) will normally have a PhD and/or have relevant qualifications and/or professional, performance or creative works and/or experience. Teaching activities include initiation and development of unit materials and may include the supervision of honours and research students. Level C employees should show evidence of independence and initiative in research, applied or creative works and a demonstrable record of scholarly and professional achievement. They are expected to undertake a range of administrative functions involving School, Faculty, planning and committee work.

Specific Duties

Specific duties required of a Senior Lecturer may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course 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 and 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 School and/or Faculty meetings and a major role in planning or committee work.

Associate Professor Level D

General Standard

A 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.

Skill Base

Associate Professors (Level D) will normally have a PhD and/or have relevant qualifications and/or professional, performance or creative works and/or experience. Level D employees are expected to be involved in the development of and have responsibility for curricula and programs of study (award courses), the supervision of honours and research students and where appropriate the leadership of research teams. They may display a high level of administrative work.

Specific Duties

Specific duties required of an Associate Professor 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.
- Course 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 and 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 Faculty and School meetings.

Professor Level E

General Standard

A 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 academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

Skill Base

A Professor shall have the same skill base as an Associate Professor but will be recognised as a leading authority in the relevant discipline area.

Specific Duties

Specific duties required of a Professor may include:

- Contribute to the strategic and academic leadership in their School, Faculty and the University in one of the following areas:
- Curriculum, Teaching & Learning (eg., as Associate Deans [Curriculum, Teaching and Learning], as coordinators of major courses and exemplary teaching activities).
- Research (eg., as Associate Dean [Research], as a Director of a Centre and/or by exemplary personal achievement in research grants, publications, supervision, etc).
- University Service (eg., as member of the University Executive, Head of Faculty, Head of School or Associate Dean/Director).
- Community Service (eg., as Associate Dean/Director or International or Commercial or by significant entrepreneurial work in pursuit of international and commercial benefits for the University).
- 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 academic 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 units within the institution.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.