

## Academic Staff - Position Classification Standards

These classification standards describe the broad categories of responsibilities attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment which is by its nature multi skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications. The diversity of functions such as teaching, research, community service, participation in professional activities and participation in the academic planning and governance of the University may require flexibility and future review.

- [Level A](#)
- [Level B](#)
- [Level C](#)
- [Level D](#)
- [Level E](#)

### Level A

#### General Standard

A Level A academic is expected to make contributions to the teaching effort of the University, 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.

#### Specific Duties

Specific duties required of a Level A academic 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 courses in which the academic teaches;
- production of teaching materials for students for whom the academic has responsibility;
- development of course material with appropriate guidance from the course or program coordinator;
- limited administrative functions primarily connected with courses in which the academic teaches;
- acting as course coordinators provided that skills and experience demonstrate this capacity;
- attendance at departmental and/or faculty meetings and/or membership of a limited number of Committees.

A Level A academic will not be required to teach primarily in courses which are offered only at Masters level or above.

A Level A academic shall work with support and direction from academic staff members classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience.

The most complex levels of course coordination should not be carried out by a Level A academic.

#### Skill Base

A Level A academic will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an honours degree or higher qualification, an extended professional degree, or a three year degree with a postgraduate diploma. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.

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## **Level B**

### **General Standard**

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

### **Specific Duties**

Specific duties required of a Level B academic may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- initiation and development of course material.
- acting as course coordinators;
- the preparation and delivery of lectures and seminars;
- supervision of the program of study of honours students or of postgraduate students engaged in program work;
- supervision of major honours or postgraduate research projects;
- the conduct of research;
- involvement in professional activity;
- development of program material with appropriate advice from and support of more senior staff members;
- marking and assessment;
- consultation with students;
- a range of administrative functions the majority of which are connected with the courses in which the academic teaches;
- attendance at departmental and/or faculty meetings and/or membership of a number of committees.

### **Skill Base**

A Level B academic shall have qualifications and/or experience recognised by the University as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

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## **Level C**

### **General Standard**

A level C academic 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.

### **Specific Duties**

Specific duties required of a Level C academic may include:

- the conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions;
- initiation and development of program material;
- program 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 program 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 departmental and/or faculty meetings and a major role in planning or committee work.

### **Skill Base**

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

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## **Level D**

### **General Standard**

A Level D academic 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.

### **Specific Duties**

Specific duties required of a Level D academic 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;
- program 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 program work;
- the conduct or 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 departmental and faculty meetings.

### **Skill Base**

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.

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## **Level E**

### **General Standard**

A Level E academic 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 University and within the community, both scholarly and general.

### **Specific Duties**

Specific duties required of a Level E academic may include:

- 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 program 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 unit and within the University;
- participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

### **Skill Base**

A Level E academic shall have the same skill base as a Level D academic but will be recognised as a leading authority in the relevant discipline area.

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