

## CATEGORIES OF EMPLOYMENT PROCEDURE

### SCHEDULE B: INDICATIVE WORK FOCUS CATEGORY REQUIREMENTS (TEACHING AND RESEARCH)

Note:

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

\*Academic staff at Level A may be considered for appointment to Teaching and Research positions where they demonstrate the potential to meet the requirements outlined under Level B.

	Level B	Level C	Level D	Level E
<b>Qualifications</b>	<b>PhD or professional qualification</b>	<b>PhD or professional qualification</b>	<b>As for Level C</b>	<b>As for Level D</b>
<b>Teaching</b>	<p>Examples of activities but not limited to:</p> <p><b>A developing profile in teaching and a scholarly approach to teaching as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Participation in team teaching within an established program with appropriate mentoring</li> <li>• Experience in teaching in a variety of settings (small and large group, clinical lab, field, research supervision as appropriate)</li> </ul>	<p>Examples of activities but not limited to:</p> <p><b>Strong teaching practice as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Teaching in a range of different settings (1<sup>st</sup> year to PG, large and small group, different learning environments)</li> <li>• Consistently strong teaching evaluations and other evidence of positive student feedback and peer review</li> <li>• Reflection, review and</li> </ul>	<p><b>As for Level C</b> including a combination of the following examples of activities but not limited to:</p> <p><b>A sustained record of excellence in teaching practice at all levels as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Institutional impact in relation to teaching policy and practice</li> <li>• Evidence of text books or innovative teaching materials that are used elsewhere</li> </ul>	<p><b>As for Level D</b> including a combination of the following examples of activities but not limited to:</p> <p><b>A distinguished record of scholarly teaching at all levels as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Impact on student learning in and attitude towards the discipline over a sustained period</li> <li>• Demonstrable impact on success of graduates over a sustained period</li> <li>• Recognition through awards and prizes</li> </ul>

	<ul style="list-style-type: none"> <li>• Enhancing skills in all aspects of teaching practice, with appropriate mentoring including</li> <li>• Curriculum design</li> <li>• Development of learning materials</li> <li>• Analysis of learning needs of students</li> <li>• Identification of appropriate approaches to teaching</li> <li>• Development of formative and summative assessment appropriately linked to learning goals</li> <li>• Developing ways to improve practice by obtaining and analysing feedback</li> <li>• Embedding reflective practice within all aspects of teaching</li> <li>• Maintaining currency with the latest ideas in the discipline and for teaching in the discipline</li> </ul>	<p>continuous improvement of curricula, teaching resources and teaching approaches</p> <ul style="list-style-type: none"> <li>• Application to teaching practice of new ideas in the discipline and new ideas about teaching in the discipline</li> <li>• Formal qualifications in the field of education or higher education at Certificate, Diploma and/or Masters level</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in international organisations related to teaching area</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation in teaching methods</li> <li>• Development of innovative strategies that have enhanced teaching and learning</li> </ul>
<b>Research</b>	<p>Examples of activities but not limited to:</p> <p><b>A developing national research profile, undertaking independent original research and carrying out activities to</b></p>	<p>Examples of activities but not limited to:</p> <p><b>A significant contribution to the discipline at the national level in research, making independent and</b></p>	<p><b>As for Level C</b> including a combination of the following examples of activities but not limited to:</p> <p><b>An outstanding contribution to the</b></p>	<p><b>As for Level D</b> including a combination of the following examples of activities but not limited to:</p> <p><b>A distinguished record of scholarly research at all</b></p>

	<p><b>develop expertise relevant to the specific research area as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Participation in research independently and as a member of a research team</li> <li>• The production of conference and seminar papers and publications</li> <li>• Effective supervision of research- support staff</li> <li>• Supervision or co-supervision of major honours or postgraduate research projects within the staff members research area</li> <li>• Publication arising from scholarship and research, such as publication of books or in peer reviewed journals</li> </ul>	<p><b>original contributions as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• A strong record of published work</li> <li>• Involvement in professional activities including attendance and presentations at conferences and seminars in the field of expertise</li> <li>• Preparation of research proposal submissions to external funding bodies</li> <li>• Oversight of financial management of grants received for research projects</li> <li>• Supervision of major honours or postgraduate research projects</li> </ul>	<p><b>discipline with an international reputation and a sustained record of excellence in as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• The conduct of independent research</li> <li>• The production of conference and seminar papers and publications</li> <li>• Supervision of research support and administrative staff</li> <li>• A major role in all elements of major research projects including management and/or leadership of large research projects or teams</li> <li>• Supervision of the research of less senior research-only academic staff</li> <li>• Institutional impact in relation to research</li> </ul>	<p><b>levels as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Recognition as a leading authority with an international reputation</li> <li>• Personal commitment on a sustained basis and distinguished achievement in a particular area of research or scholarship</li> <li>• Development of innovative strategies and research policy</li> <li>• Recognition through awards and prizes</li> <li>• Responsibility for the oversight of financial management of grants and research centres and institutes</li> </ul>
<b>Leadership and Service</b>	<p>Examples of activities but not limited to:</p> <p><b>A developing profile in the scholarship of teaching and potential for leadership in teaching and</b></p>	<p>Examples of activities but not limited to:</p> <p><b>A strong record in scholarship of teaching and a developing leadership role as</b></p>	<p><b>As for Level C</b> including a combination of the following examples of activities but not limited to:</p> <p><b>A significant leadership role in teaching and</b></p>	<p><b>As For Level D</b> including a combination of the following examples of activities but not limited to:</p> <ul style="list-style-type: none"> <li>• Playing a leading role in mentoring and supporting the</li> </ul>

	<p><b>learning as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Active participation in the communication and dissemination of teaching practice area and discipline and/or research</li> <li>• Engagement in subject, professional pedagogy research as required to support relevant activities</li> <li>• Identification of sources of funding to support individual or collaborative projects relating to teaching, research and engagement practice in the discipline</li> <li>• Attendance at conferences and incorporating those learnings into practice</li> <li>• Active participation in School Committees</li> </ul>	<p><b>evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Institutional impact through the evaluation of curriculum development at the discipline or interdisciplinary level</li> <li>• Presentations at local and national conferences</li> <li>• Success in attracting funding to undertake research projects or projects relating to teaching practice in the discipline</li> <li>• Successful contribution to a major project (sustained or one-off project) which enhances performance of School/Faculty</li> <li>• Active participation in gaining funds to further develop discipline area</li> <li>• Mentoring of Level A and B staff</li> <li>• Active participation at school and/or faculty meetings and a major role in planning or committee work</li> </ul>	<p><b>learning as evidenced by:</b></p> <ul style="list-style-type: none"> <li>• Invited presentations at national and international conferences</li> <li>• Leadership in the evaluation of the discipline or area of expertise and renewal at School, Faculty and institutional levels</li> <li>• Leadership in introduction of new approaches to area of expertise at School, Faculty and institutional levels</li> <li>• Invitations to participate in reviews at other institutions, involvement in national educational activities</li> <li>• Participation in collaborative partnerships relating to area of expertise or discipline with other educational institutions or other bodies</li> <li>• A record of winning competitive or peer-reviewed grants</li> <li>• A record of scholarly publication.</li> <li>• Effective liaison with external networks to</li> </ul>	<p>development of more junior staff within the budget unit and more broadly in the University</p> <ul style="list-style-type: none"> <li>• Developing policy and having responsibility for administrative matters within the faculty and/or University</li> </ul>
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			foster collaboration and sharing of ideas <ul style="list-style-type: none"> <li>• Contribution to the work of groups outside the university in discipline or area of expertise (Government, industry, professional bodies)</li> <li>• Mentoring of more junior staff</li> </ul>	
<b>Engagement</b>	Examples of activities but not limited to:  <b>A developing contribution as evidenced by:</b> <ul style="list-style-type: none"> <li>• Active participation in some outreach activities related to teaching and learning, eg schools outreach, first year orientation , academic advising</li> <li>• Effective liaison with external networks to foster collaborative partnerships</li> </ul>	Examples of activities but not limited to:  <b>An effective contribution evidenced by:</b> <ul style="list-style-type: none"> <li>• Active participation in key aspects of engagement within and beyond the University in discipline or area or area of expertise, eg community groups, schools outreach, first year orientation, academic advising and other external bodies</li> <li>• A high level of involvement in professional activities at national level</li> </ul>	<b>As for Level C</b> including a combination of the following examples of activities but not limited to:  <b>A substantial contribution as evidenced by:</b> <ul style="list-style-type: none"> <li>• Responsibility for driving new engagement initiatives or leading existing initiatives</li> <li>• Participation in professional activities at national and international level</li> </ul>	<b>As for Level D</b> including a combination of the following examples of activities but not limited to:  <b>A distinguished contribution as evidenced by:</b> <ul style="list-style-type: none"> <li>• Membership of senior advisory groups to government</li> <li>• Leadership in developing external networks</li> <li>• Recognition by national or international professional bodies (awards, fellowships, honorary memberships etc)</li> <li>• Contribution to the review and development of national and international professional practice standards</li> </ul>

<b>Professional Practice</b>	<p>Examples of activities but not limited to:</p> <p><b>A developing contribution to professional practice as evidenced by:</b></p> <ul style="list-style-type: none"> <li>Active participation in a variety of clinical or professional practice teaching responsibilities at the undergraduate and postgraduate levels.</li> <li>A major role in professional activities, including clinical consultations and referrals</li> </ul>	<p>Examples of activities but not limited to:</p> <p><b>An effective contribution to professional practice as evidenced by:</b></p> <ul style="list-style-type: none"> <li>Development of consultancies in speciality areas</li> <li>High level responsibilities in professional associations and within their area of research expertise or discipline</li> <li>Award of a Fellowship in a speciality area (also relevant to scholarship in teaching and learning)</li> </ul>	<p><b>As for Level C</b> including a combination of the following examples of activities but not limited to:</p> <p><b>A substantial contribution to professional practice as evidenced by:</b></p> <ul style="list-style-type: none"> <li>As for C plus Leadership in professional practice in research, program development and/or teaching and scholarship</li> <li>A high level of involvement in professional activities at national and international levels</li> </ul>	<ul style="list-style-type: none"> <li>Honorary degrees</li> </ul> <p><b>As for Level D</b> including a combination of the following examples of activities but not limited to:</p> <p><b>A distinguished contribution to professional practice as evidenced by:</b></p> <ul style="list-style-type: none"> <li>Prestigious awards from professional bodies</li> <li>Leadership of professional bodies</li> <li>Contribution to the review and development of national and international professional practice standards</li> <li>Membership of peak bodies and committees advising government on professional practice standards</li> </ul>
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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
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1	Senior Vice Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
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