

RECLASSIFICATION OF PROFESSIONAL STAFF TO ACADEMIC STAFF PROCEDURES 2011

Issued by: Provost and Deputy Vice-Chancellor
Dated: 29 November 2011
Last amended: 10 July 2017 (administrative amendments)
Signature:
Name: Professor Stephen Garton

1 Purpose and application

- (1) These procedures are to give effect to the [Reclassification of Professional Staff to Academic Staff Policy 2011](#) ("the policy").
- (2) These procedures only apply to those currently employed as professional staff.

2 Commencement

These procedures commence on the date on which they are registered.

3 Interpretation

- (1) In these procedures

Associate Dean means an Associate Dean of a Faculty or a University school

Dean means a Dean of a Faculty or a Head of School and Dean of a University school.

Faculty means a Faculty or a University school.

HR means Human Resources

3 Procedures

- (1) All applications for reclassification will be made in writing generally by either the staff member concerned or their Head or Associate Dean and should indicate the level within the academic staff classification scales that is considered appropriate (e.g. Senior Lecturer or Senior Research Fellow).

- (2) Where an application is made by a staff member, formal advice from the Head or Associate Dean must be sought before it can be considered. Where it is made by the Head or Associate Dean, the staff member concerned will be given the opportunity to provide comments.
- (3) Applications must clearly outline either the current or proposed duties of the position and explain why reclassification would be appropriate, noting that only those duties inherent to the role are relevant. Of particular relevance is the staff member's capacity to undertake an academic role.
- (4) The application should be forwarded to the Dean, or in the case of a member of staff not employed by a faculty, the relevant Deputy Vice-Chancellor, who may seek advice from HR before proceeding.
- (5) In the case of proposed reclassifications at Levels A-D, if the Dean or Deputy Vice-Chancellor determines there is a *prima facie* case for reclassification, she or he will appoint a committee to consider the application, the composition of which will mirror an appointments committee at the level sought.
- (6) In the case of proposed reclassifications at Level E, the Dean or Deputy Vice-Chancellor will consult with the Provost. If they agree there is a *prima facie* case for reclassification, a committee will be established to consider the application. The composition of the committee will mirror a Level E appointments committee. The Dean or Deputy Vice-Chancellor will put forward the proposed membership of the committee for the Provost's approval.
- (7) Referee reports will be obtained by HR in accordance with the terms of the University's recruitment policy.
- (8) The committee may interview the staff member if it believes this is likely to assist in its deliberations.
- (9) The committee must consider the application in the light of the University's academic position classification standards as outlined in the enterprise agreement, academic promotions policy and any other relevant documents.
- (10) The Chair of the committee will provide a report and recommendation to the Provost.
- (11) The Provost will make a determination in relation to applications for reclassifications to Levels A-D.
- (12) Where reclassification to Level E is recommended, the Provost will refer the report and the recommendation to the relevant delegate for approval.

NOTES

Reclassification of Professional Staff to Academic Staff Procedures 2011

Date adopted:	28 November 2011
Date registered:	29 November 2011
Date commenced:	29 November 2011
Date amended:	10 July 2017 (administrative amendments)
Administrator:	Executive Director, Provost's Office
Review date:	3 years from date of commencement
Related documents:	



[Reclassification of Professional Staff to Academic Staff Policy 2011](#)

[Academic Promotions Policy 2015](#)

[Recruitment and Selection Policy](#)

[Enterprise Agreement 2013 - 2017](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
3	New clause to add definitions arising from organisational design change	10 July 2017
4	Renumbered to accommodate new clause 3	10 July 2017
4(1); 4(2); 4(5); 4(6);	Minor typographical amendments	10 July 2017
4(12)	Replacing reference to Senate Chair Appointments Committee with relevant delegate. Committee was abolished in April 2016	10 July 2017
Notes	List of related documents added	10 July 2017