THE UNIVERSITY OF SYDNEY

RECLASSIFICATION OF PROFESSIONAL STAFF TO ACADEMIC STAFF PROCEDURES [2011]

Issued by: Provost and Deputy Vice-Chancellor

Date: 29 November 2011

Signature:

Name: Professor Stephen Garton

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1 Purpose and application

(1) These procedures are to give effect to the Reclassification of Professional Staff to Academic Staff Policy [2011].

(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 Procedures

(1) An application for reclassification will be made in writing generally by either the staff member concerned or their Head/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/Associate Dean must be sought before it can be considered. Where it is made by the Head/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/Deputy Vice-Chancellor determines there is a *prima facie* case for reclassification, she/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 E, the Dean/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/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 reclassification to Levels A – D.

(12) Where reclassification to Level E is recommended, the Provost will refer the report and the recommendation to the Senate Chair Appointments Committee for approval.

NOTES

Reclassification of Professional Staff to Academic Staff Procedures [2011]

Date adopted:

Date registered:

Date commenced:

Administrator: Executive Director, Provost's Office

Review date: 3 years from the date of commencement

AMENDMENT HISTORY

Provision	Amendment	Commencing