

Designated officer: Director, Human Resources

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DESIGNATED OFFICER

Director, Human Resources

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## 1. Introduction

Position Classification Guidelines (PCGs) are generic statements used to describe the broad categories of responsibilities attached to academic staff members at different levels employed in universities throughout Australia.

The PCGs provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications. The PCG's are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. Position descriptions expand upon PCG's and are consistent with them.

All levels of academic staff members can expect to make a contribution to the diversity of functions at the University. Such functions include teaching, research, participation in professional activities, and participation in academic planning and governance. The University refers to the appropriate PCG when assigning duties and responsibilities to academic staff members. The balance of the functions will vary according to the level and position over time.

Appointment to positions involving a high level of administrative responsibility is based upon the quality and capacity of the individual staff member to perform these duties.

## 2. Components of Position Classification Statements

Position Classification Statements have three (3) parts.

- General standard: the general standard contains a generic statement of the function and rationale of positions at a given level. These are stated with regard to the form and the level of contribution which an occupant of a position can be expected to make to academic leadership, research and scholarship, teaching performance and leadership, and professional leadership.
- Specific duties: examples of specific duties are provided. The lists of duties are illustrative and not a set of mandatory requirements to be placed upon someone holding a position at a given level. There are a number of distinctive duties between the levels and these are especially pertinent in establishing where a position and its incumbent should be classified.

- Skill base: the skill base is a generic statement of the qualification and experience which can be expected of a person holding a position at a given level. The skill base is stated as a combination of formal qualifications and / or experience according to the relevant discipline area. Selection and other criteria need to be sensitive to the discipline area of candidates.

### 3. PCG for Professor

#### 3.1 General standard

A professor 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 faculty, the University and the community, both scholarly and general.

#### 3.2 Specific duties

##### Academic leadership

- development of research policy
- 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 and being involved in administrative matters within the faculty and within the University
- providing advice and support to less experienced academic staff members

##### Research and scholarship

- conduct of research

##### Teaching performance and leadership

- fostering excellence in teaching within the University and university system
- conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions
- preparation and delivery of lectures and seminars
- supervision of the program of study of honours students and of postgraduate students engaged in course work
- making a distinguished personal contribution to teaching at all levels
- marking and assessments
- consultation with students
- development and promotion of innovative teaching methods
- production of teaching materials for students for whom the academic has responsibility

##### Professional leadership

- participation in and providing leadership in community affairs, particularly those related to the discipline, and in professional, commercial and industrial sectors where appropriate

#### 3.3 Skill base

A professor 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 or standing. In determining experience relative to qualifications regard will 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.

There is also a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession, and that a professor will be a leading authority in the relevant discipline area.

### 4. PCG for Associate Professor

#### 4.1 General standard

An associate professor is expected to make significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within his/her profession or discipline. Academics at this level may be appointed in recognition of their distinction in their disciplinary area.

#### 4.2 Specific duties

##### Academic leadership

- development of and responsibility for curriculum/programs of study
- course coordination
- high level administrative functions
- attendance at faculty meetings and a major role in planning or committee work
- provision of advice and support to less experienced academic staff members

## Research and scholarship

- conduct of research

## Teaching performance and leadership

- conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions, and studio sessions
- preparation and delivery of lectures and seminars
- supervision of the program of study of honours students and of postgraduate students engaged in course work
- marking and assessment
- consultation with students
- development and promotion of innovative teaching methods
- production of teaching materials for students for whom the academic has responsibility

## Professional leadership

- substantial involvement in professional activity

### 4.3 Skill base

An associate professor 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 or standing. In determining experience relative to qualifications regard will be had relative 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.

There is also a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or the profession.

## 5. PCG for Senior Lecturer

### 5.1 General standard

A senior lecturer is expected to make significant contributions to the teaching effort of a faculty and the University. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

### 5.2 Specific duties

#### Academic leadership

- initiation and development of course material
- course co-ordination
- broad administrative functions
- attendance at faculty meetings and a major role in planning or committee work
- provision of advice and support to less experienced academic staff members

#### Research and scholarship

- conduct of research

#### Teaching performance and leadership

- exercising a significant role in teaching and teaching development within the University
- conducting of tutorials, practical classes, demonstrations, workshops, field excursions, clinical sessions, and studio sessions
- preparation and delivery of lectures and seminars
- supervision of the program of study of honours students and of postgraduate students engaged in course work
- marking and assessment
- consultation with students
- development and promotion of innovative teaching methods
- production of teaching materials for students for whom the academic has responsibility

#### Professional leadership

- significant contribution to the profession and/or discipline

### 5.3 Skill base

A senior lecturer 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 or standing. In determining experience relative to qualifications regard will 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.

## 6. PCG for Lecturer

### 6.1 General standard

A lecturer is expected to make contributions to the teaching effort of the University. An academic at this level is also expected to carry out activities to maintain and develop their scholarly, research and/or professional activities relevant to the profession or discipline.

### 6.2 Specific duties

#### Academic leadership

- initiation and development of unit material
- acting as course unit coordinator
- development of course material with appropriate advice from, and support of, more experienced staff members
- a range of administrative functions, the majority of which are connected with the course units or subject areas in which the academic teaches
- attendance at faculty meetings and/or membership of a number of committees

#### Research and scholarship

- conduct of research

#### Teaching performance and leadership

- conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions
- preparation and delivery of lectures and seminars
- supervision of the program of study of honours students or of postgraduate students engaged in coursework
- marking and assessment
- consultation with students
- production of teaching materials for students for whom the academic has responsibility

#### Professional leadership

- involvement in professional activity

### 6.3 Skill base

A lecturer will 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 or standing. In determining experience relative to qualifications, regard is had to teaching, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

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## 7. PCG for Associate Lecturer

### 7.1 General standard

An associate lecturer is expected to make contributions to the teaching effort of the University, particularly at undergraduate level and graduate diploma level. An academic at this level is also expected to carry out activities to develop their scholarly research, and/or professional expertise relevant to the profession or discipline.

The most complex levels of unit coordination should not be carried out by an associate lecturer.

An associate lecturer will not be required to teach primarily in units which are offered only at masters degree level or above.

An associate lecturer will work with support and direction from academic staff members classified at lecturer and above with an increasing level of autonomy as the academic gains in skill and experience.

### 7.2 Specific duties

#### Academic leadership

- limited administrative functions primarily connected with the course units in which the academic teaches
- development of subject area material with appropriate guidance from the unit coordinator or other experienced member of staff members
- acting as course unit coordinator provided that skills and experience demonstrate this capacity
- attendance at faculty meetings and/or membership of a limited number of committees

#### Research and scholarship

- conduct of research

#### Teaching performance and leadership

[usc.edu.au/policy](http://usc.edu.au/policy)

- conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions
- preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity
- consultation with students
- marking and assessment primarily connected with units in which the academic teaches
- production of teaching materials for students for whom the academic has responsibility

#### Professional leadership

- limited involvement in professional activity

### 7.3 Skill base

An associate lecturer 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, extended professional degree or three year with an associated post graduate 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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## 8. Academic, administration and coordination role statements

Unit coordinators are appointed from among the academic staff members of the faculty at or above associate lecturer step 06. Unit coordinators work under the direction of the dean of the faculty.

### 8.1 Duties

- develop a team attitude among staff members teaching in the unit;
- provide leadership in unit development within the course
- aid in accreditation
- initiate and implement unit improvement programs
- resolve operational problems associated with the unit
- organises curriculum, teaching and assessment materials for the unit
- assesses students in the unit
- advises and counsels students on academic matters and fosters their progress in the unit
- deals with other relevant academic and administrative matters

END

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