

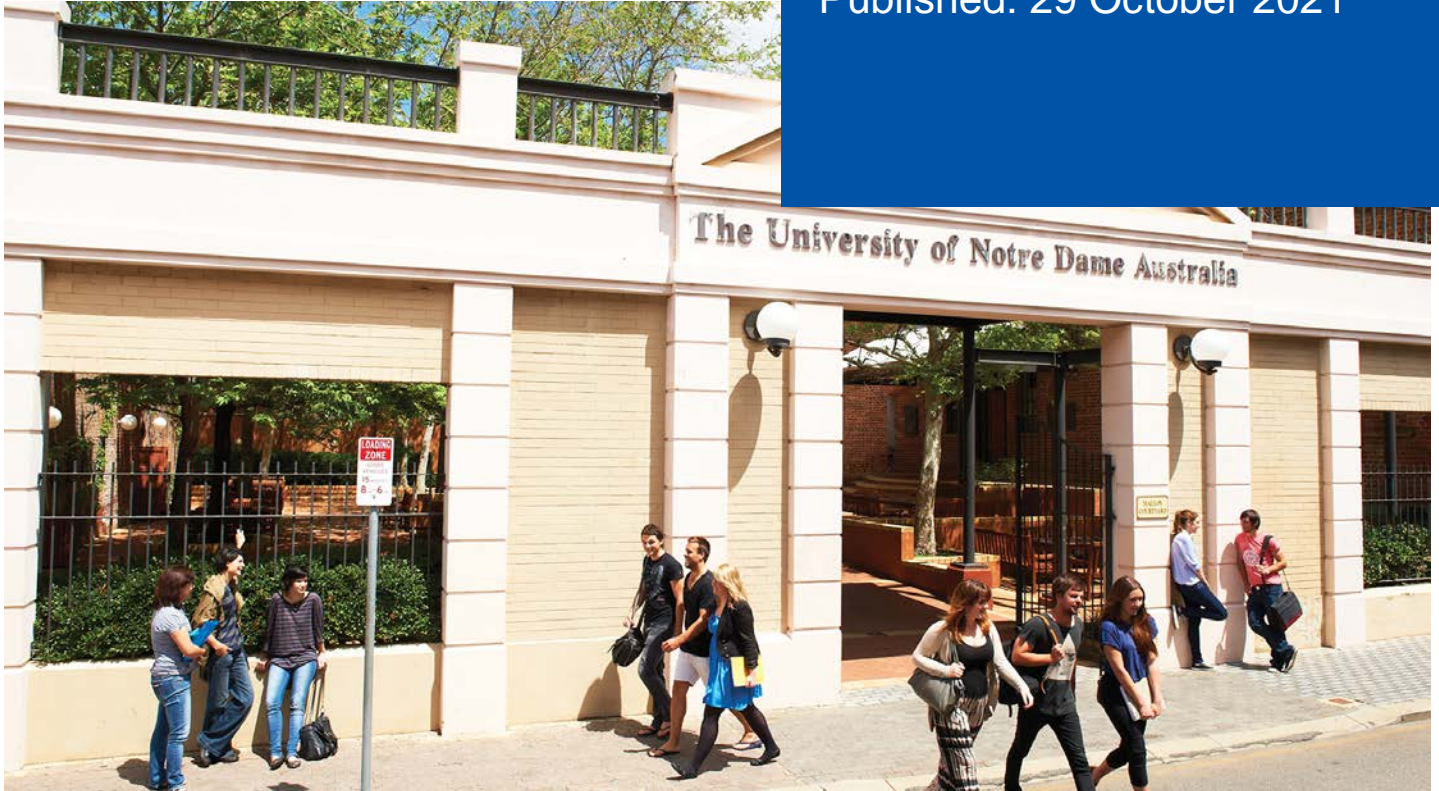


THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Guidance Notes:

Completing the Form:
Changing of Academic Role

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1 PURPOSE

- 1.1** To ensure all Academic Staff Members have adequate and appropriate opportunities to perform in all these areas; having regard to whether they hold an academic role of either a Teacher Scholar, Teaching and Research Scholar, or Research Scholar.

2 RELATED DOCUMENTS

This Guideline should be read in conjunction with the following documents:

- 2.1** The University of Notre Dame Australia Staff Enterprise Agreement 2018 – 2021, specifically Schedule 1 – Academic Staff Position Classification Standards, Clause 1 Academic Roles.
- 2.2** Procedure: Staff Recruitment and Selection
- 2.3** Form: Changing Academic Role

3 TYPES OF ACADEMIC ROLES

3.1 Teaching Scholar

- 3.1.1 A Teacher Scholar is expected to make a significant contribution to the teaching effort of the University at all levels.
- 3.1.2 A Teacher Scholar is expected to participate in or be responsible for the development of unit materials or curricula relevant to their profession or discipline.
- 3.1.3 A Teacher Scholar is expected to engage in some research or scholarly and creative activities, but these may be more practically oriented and/or be reduced in quantity, in comparison to a Teaching and Research Scholar, due to a greater concentration on teaching and teaching-related activities. The focus on teaching and teaching-related activities will be reflected in the allocation of workload, in expectations in probation and expectations for promotion purposes.

3.2 Research Scholar

- 3.2.1 A Research Scholar is expected to make a significant contribution to the research effort of the University.
- 3.2.2 A Research Scholar is expected to have a role that includes mainly research and/or performance/creative duties. A Research Scholar is expected to engage in teaching, but these activities will normally be reduced in quantity in comparison to a Teaching and Research Scholar, due to their greater concentration on research activities.
- 3.2.3 A Research Scholar may also be expected to, where appropriate, provide leadership for a large research team.
- 3.2.4 The focus on research and research-related activities will be reflected in the allocation of workload, in expectations in probation, and expectations for promotional purposes.

3.3 Teaching and Research Scholar

3.3.1 A Teaching and Research scholar is a combination of clauses 3.1 and 3.2 above.

4 CONDITIONS FOR CHANGING OF ACADEMIC ROLE

- 4.1 An Academic Staff Member will be assigned to an academic role at the commencement of their employment with the university, as specified during recruitment.
- 4.2 The initial assignment to an academic role will be for a period of 2 years, provided however that by mutual consent such assignment may be successively extended by one, or more, further periods, each of two years duration.
- 4.3 An Academic Staff Member may be assigned to a different academic role category by agreement between the Academic Staff Member and the Head of School.
- 4.4 The Head of School and Academic Staff Member may agree to change academic role within the period of 2 years, however is required to be escalated to the Executive Dean for endorsing.
- 4.5 Any change of Academic role during employment, does not form part of a new employment contract or variation to employment.
- 4.6 At the end of the aforesaid periods, the Academic Staff Member will revert to their previous academic role.

5 COMPLETING THE FORM: CHANGE OF ACADEMIC ROLE

- 5.1 When proposing a change of category, the form Change of Academic Role, is to be completed as follows:
 - 5.1.1 The Academic Staff Member completes section 1 of the form by indicating the category change being sought and explaining the progress that has been made towards the new category;
 - 5.1.2 The Line Manager or Supervisor completes section 2 of the form, in some cases this may be the Head of School.
 - 5.1.3 The Academic Staff Member and Supervisor will meet to discuss the proposed change category.
 - 5.1.4 The Academic Staff Member is required to sign section 3, following meeting with the Supervisor or as noted in clause 5.1.2, this may also be the Head of School.
 - 5.1.5 Section 4 of the form and any attachments are approved by the Head of School as approving authority.
 - 5.1.6 The approved form, Change of Academic Role will be sent to P&C@nd.edu.au for confirmation and record keeping.