

## CONFERRAL OF ACADEMIC TITLES POLICY

<b>Approving authority</b>	Governing Board
<b>Purpose</b>	To outline the policy for the conferral of academic titles by the Governing Board.
<b>Responsible Officer</b>	President and CEO
<b>Next scheduled review</b>	September 2026
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Academic Staff Professional Development Policy and Procedure Conferral of Academic Titles Procedure Human Resources Policy and Procedure (Manual) Equivalence of Professional Experience and Academic Qualifications Policy Records Management Policy and Procedure Staff Code of Conduct Policy and Procedure

### 1. PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as “the Institute”) confers academic titles to individuals whose contribution to the Institute’s teaching, research or knowledge exchange is such that it deserves recognition.

The purpose of the policy is to attract, retain and motivate staff by offering timely opportunities for promotion and to state the principles for conferring the title of Professor or Associate Professor on a member of the academic staff who is seeking to be awarded a professorial title at the Institute.

This policy outlines the standards which underpin the conferring of academic titles on staff at Ozford Institute of Higher Education.

### 2. SCOPE

This policy applies to all professorial fixed-term and continuing academic staff of the Institute and includes the following two categories of professorial appointments:

- A new appointment by recruitment who previously was appointed, or would be considered eligible for appointment, to a professorial or associate professorial position at an Australian or a recognised overseas higher education institution; and/or
- By promotion of an academic staff member who is considered to have acquired skills and knowledge in the relevant profession to the level of Professor or Associate Professor

### 3. DEFINITIONS

#### ***Conferral***

Conferral is defined as the act of giving, granting, or bestowing an honour, degree, title, qualification, benefit, or right.

#### ***Academic Title***

Academic title means the title of Professor or Associate Professor conferred by the Institute on an academic staff member.

***Areas of Scholarship***

Means the three areas of scholarship that provide a framework for describing scholarly achievements in applications for professorial appointments, being

- Teaching and Learning,
- Governance, Leadership and Engagement,
- Research.

***Professorial appointment***

A senior academic with at least a national reputation in their discipline who is engaged by the Institute to provide leadership and foster excellence in scholarship.

**4. POLICY**

4.1 The title of Professor is conferred on an academic staff member who is appointed to a position with the position classification of Executive or Academic Level E at the time and for the period of the appointment to the position.

4.2 The title of Associate Professor is conferred on an academic staff member who is appointed to a position with the position classification of Academic Level D at the time and for the period of the appointment to the position.

4.3 The award of an academic title is not an appointment to a position and in no way establishes any employment relationship between the Institute and the recipient, nor does it alter any existing employment relationship. The award of an academic title does not entitle the recipient to any salary payments or alter any existing salary payments.

4.4 The Governing Board of the Institute, on the recommendation of the Academic Board, may confer the title of Professor or Associate Professor on an academic staff member who meets at least one of the following criteria:

- A Professor or an Associate Professor at another Australian or overseas recognised higher education provider prior to accepting the appointment;
- Outstanding achievement and eminent reputation in their discipline, at least at a national level;
- Exceptional contribution to the scholarship of teaching and learning.

4.5 The title of Professor or Associate Professor may be conferred at the request of the CEO or Executive Director or by application from academic staff.

4.6 The applicant for the title of Professor or Associate Professor must provide evidence of an outstanding level of achievement and service to the Institute or, in the case of an external applicant for a position, to the previous employer(s), the profession, and the community.

4.7 The conferral of academic titles at the Institute is:

- based upon merit, as demonstrated through a transparent and rigorous process;
- consistent with the recognition of equal opportunity;
- focused on the demonstrated recognition of expertise and achievements in research / creative activity, education, and service;

- in alignment with the Institute’s strategy and any relevant legislative obligations;
- subject to review before renewal; and
- not subject to a quota.

4.8 When using the conferred title, the full title must be used.

4.9 Other than in exceptional circumstances, the award of a title will not normally be for a period of less than 3 months and must be for not more than 5 years without a formal review.

4.10 The Institute reserves the right to review and withdraw an academic title and any associated privileges and conditions if the Institute deems that the individual:

- is no longer contributing sufficiently or in fulfilment of expectations to the research activity, education or service activities of the Institute;
- used an inaccurate title or used the title in a way not in accordance with the policy;
- has breached the Institute’s *Staff Code of Conduct Policy and Procedure* or other Institute policies;
- demonstrates a conflict of interest between Institute activities and any outside work or activities;
- fails to comply with the Institute’s intellectual property requirements; or
- has changed or ceased their external employment situation justifying the withdrawal of the academic title.

## 5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be:

5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by the Governing Board, or the Academic Board or other delegated authority;

5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;

5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);

5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officer of the Institute.

## 7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Australian National University, Academic Titles Conferral Policy, 2019 ([https://policies.anu.edu.au/ppl/document/ANUP\\_000647](https://policies.anu.edu.au/ppl/document/ANUP_000647)).

- University of New South Wales, Conferring Academic Titles Policy, 2023 (<https://www.unsw.edu.au/content/dam/pdfs/governance/policy/2022-01-policies/conferringacademictitlespolicy.pdf>)
- Melbourne Institute of Technology, Professor and Associate Professor Policy and Procedure, 2018 (<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/ProfessorAndAssociateProfessorPolicyAndProcedure>).
- Polytechnic Institute Australia, Conferral of Academic Titles Policy and Procedure, 2019 ([Conferral of Academic Titles Policy and Procedure \(pia.edu.au\)](http://pia.edu.au)).

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	July 2021	Initial issue	GB
2.0	September 2023	Internal Review	GB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Standard 1.5 (Qualifications and Certification)		

Note:

GB = Governing Board