

## CONFERRAL OF ACADEMIC TITLES PROCEDURE

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| <b>Approving authority</b>   | Executive Management Team  |
| <b>Purpose</b>               | To outline the procedures for the conferral of academic titles by the Governing Board.   |
| <b>Responsible Officer</b>   | President and CEO  |
| <b>Next scheduled review</b> | August 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<br>Conferral of Academic Titles Policy<br>Human Resources Policy and Procedure (Manual)<br>Equivalence of Professional Experience and Academic Qualifications Policy<br>Records Management Policy and Procedure<br>Staff Code of Conduct Policy and Procedure |

### 1. PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as “the Institute”) confers academic titles. The purpose of the policy and procedure 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.

These procedures outline the standards which underpin the conferring of academic titles on staff at Ozford Institute of Higher Education.

### 2. SCOPE

This procedure 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 a national reputation in their discipline who is engaged by the Institute to provide leadership and foster excellence in scholarship.

## **4. PROCEDURE**

### **Conferral of Title Application process**

- 4.1 A request to confer the title of Professor or Associate Professor on an academic staff member may be presented to the President and CEO by the Academic Dean. In the case of conferring an academic title on the Academic Dean, the request will be instigated by the President and CEO.
- 4.2 The President and CEO can initiate the consideration of conferring the title of Professor or Associate Professor on an academic staff member at any time.
- 4.3 An academic staff member who has been employed by the Institute for at least six months may apply for the title of Professor or Associate Professor.
- 4.4 Applicants must submit a current curriculum vitae, a statement of reasons why the title of Professor or Associate Professor should be conferred, how the applicant meets the criteria, evidence of achievement and the names of three referees, at the same level or higher, at least two of who must be external to the Institute.
- 4.5 Evidence of achievement may include:
  - evidence in support of achievements in Teaching and Learning, which are characterised by educational innovation and leadership in course design, review, and delivery.
  - demonstrating distinguished scholarly teaching and learning across all levels and modes at the national level, with evidence of an emerging international reputation.
  - contributing to the leadership of the moderation and maintenance of academic standards, and the development of course and unit curriculum that meets external requirements such as the Higher Education Standards Framework and professional accreditation.
  - researching and publishing in teaching and learning, including testing the effectiveness of innovations designed to improve student and graduate outcomes including graduate employment.
  - leading, designing, and implementing best practice assessment and evidence of student learning outcomes at the unit and course level, and leading assessment panels.
  - teaching and learning leadership through senior academic roles.
  - evidence in support of governance, leadership and engagement, such as:
    - contributing to the development and the implementation of the Institute's Strategic Plan.

- leading the recruitment, mentorship and professional development of mid-career staff.
  - building and leading effective high-performing teams.
  - initiating and leading projects within or on behalf of the Institute.
  - leading and implementing external partnerships.
  - playing a leading role in high-level Institute governance committees.
  - undertaking leadership roles in the industry.
  - representing the Institute at significant academic, professional and public forums.
  - initiating and leading significant community engagement activities.
- 4.6 The President and CEO forwards the request or application and supporting evidence to the Academic Board for its consideration.
- 4.7 When assessing the request or an application for conferral of the title of Professor or Associate Professor, the Academic Board will consider whether or not the academic staff member meets the criteria set out in the Conferral of Academic Titles Policy.
- 4.8 If the Academic Board is satisfied that the academic staff member meets the criteria set out in the Conferral of Academic Titles Policy, the Academic Board will make a recommendation to the Governing Board for conferral of the title of Professor or Associate Professor.
- 4.9 The Governing Board will decide whether to confer the title of Professor or Associate Professor on the academic staff member upon its review of the recommendation of the Academic Board and the supporting evidence.
- 4.10 An applicant whose application is successful will be notified in writing by the President and CEO.
- 4.11 The effective date of conferral will be set out in the written confirmation of the conferral.
- 4.12 An applicant whose application is not successful will be provided with an opportunity to meet with the President and CEO to discuss the grounds for the decision and what activities they might undertake to work towards satisfying the criteria in a future application.

## Appeals

- 4.13 Applicants may appeal a decision on the basis of breach of the process only by accessing the complaints process set out in the ***Human Resources Policy and Procedure (Manual)***. The appeal must be submitted within 7 days of receipt of the decision.
- 4.14 The President and CEO will seek advice as to whether or not there has been a breach of procedure, and on the basis of that advice
- confirm the original determination to deny the conferral of an academic title, or
  - uphold the appeal and approve the conferral of an academic title.
- 4.15 Appellants will received written notification of the outcome of the appeal.

## Review or withdrawal of title

- 4.16 The President and CEO will prepare a report to the the Academic Board setting out the reasons and evidence for the review or withdrawal of a title
- 4.17 When assessing the recommendation for review or withdrawal of conferral of the title of Professor or Associate Professor, the Academic Board will consider whether the academic staff member meets the criteria set out in the Conferral of Academic Titles Policy.
- 4.18 If the Academic Board will make a recommendation to the Governing Board to continue or withdraw the conferral of the title of Professor or Associate Professor.
- 4.19 The Governing Board will review of the the recommendation of the Academic Board and supporting evidence and decide whether to continue or withdraw the conferral of the title of Professor or Associate Professor.
- 4.20 The individual will be notified of the Governing Board's decision by the President and CEO.

## 5. QUALITY ASSURANCE

To ensure that these procedures are fit for purpose and meet the requirements of the HES Threshold Standards, the procedures will be:

- 5.1 internally approved by the Executive Management Team on development or review;
- 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 procedure is welcomed by the listed Responsible officer of the Institute.

## 7. ACKNOWLEDGEMENT

This procedure was ideveloped 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   | EMT         |
| 2.0   | August 2023   | Internal Review | EMT         |
| Related legislation/<br>regulation/standard | Tertiary Education Quality and Standards Act 2011<br>Higher Education Standards Framework (Threshold Standards) 2021<br>Standard 1.5 (Qualifications and Certification) |                 |             |

EMT = Executive Management team