



# Professor and Associate Professor Policy and Procedure

## 1. Purpose

The purpose of this policy and procedure is to attract, retain and motivate staff by offering timely opportunity for promotion and to state the principles for conferring the title of Professor or Associate Professor on academic staff that are seeking to be appointed to a professorial title at the Institute. It embraces both internal promotion within MIT and appointment of a person to an advertised position.

## 2. Scope

This policy and 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;

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

Term	Definition
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; and Research.
Director HR	is the person holding the position of Director Human Resources within the Institute.

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Term	Definition
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 (as defined above) in accordance with the position description for a teaching-focused Level D or E appointment.
Professorial Confirmation and Promotions Committee (PCPC)	<p>is a Committee of Academic Board comprised of:</p> <p>Executive Dean (Professorial Level), who shall be Chair of the PCPC</p> <p>Chair, Academic Board (Professorial Level)</p> <p>Director HR or their nominee</p> <p>External discipline expert (at the level or higher of the appointment or desired promotion, or with equivalent seniority for a non-academic)</p> <p>External academic (at the level or higher of the appointment or desired promotion)</p> <p>Head of relevant school (only in the case of appointment to an advertised position)</p> <p>Managing Director or their nominee</p>
Scholarly Activity	<p>The following generic principles will be applied to evaluate achievement in the three areas of scholarship required at each level of promotion:</p> <p>that scholarly activity has demonstrably contributed to the creation, transfer and understanding of knowledge and incorporates creative and intellectual work (knowledge/understanding);</p> <p>that scholarly activity has been subjected to critique and evaluation by peers who affirm its value (peer review);</p> <p>that scholarly activity has had significant results and impact and has been documented, published, exhibited, performed or communicated in a form that others can build on (communicated); and</p>

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Term	Definition
	that scholarly work is valued by those for whom it was intended (quality/ impact).
sustained contribution	At least two years of consistent or increasing output in the context of the discipline area and in relation to the weightings nominated by the applicant, with consideration given to the achievement relative to the applicant's opportunity. Normally these two years will be the last two years prior to application for promotion or appointment.
The Schedule(s)	Means the Schedule(s) annexed to this policy and procedure being: Criteria for Appointment / Promotion to Professorial Level Positions
Weightings	Applicants will normally describe their achievement with weightings (self-assigned importance) distributed across the three areas of scholarship with that weighting representing achievement according to the promotion criteria for the level being sought.  Percentage weightings in each area of the three areas of scholarship will be used by the applicant to represent proportional achievement and outcomes. The weightings allocation must total 100% for the three areas of scholarship, and the weighting for each area of scholarship should be in the range 10% to 80%. It is recognized that few individuals will be outstanding across all three areas, and that extraordinary achievement under one criterion may, in some cases, compensate for lesser achievement in another.

## 4. Policy Statement

Promotion to Professor or Associate Professor recognises achievement and rewards a sustained contribution relative to opportunity, and is informed by demonstrated evidence of quality and impact of the achievements in the three areas of scholarship.

- 4.1. The title of Professor or Associate Professor will only be awarded for outstanding achievement and in recognition of an applicant's eminent

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reputation in their discipline, at least at a national level. The applicant will be required to have made an exceptional contribution to the scholarship of teaching and learning, and 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 previous employer(s)), the profession and the community. The Institute will use the four generic scholarly activity principles to assess the three areas of scholarship and levels of attainment.

4.2. The Professorial Confirmation and Promotion Committee (PCPC) will consider the promotion or appointment of academic staff at professorial or associate professorial level where an applicant is a person who has:

- achieved eminence in a particular academic field, with demonstrated continuing involvement in learning and teaching and other forms of scholarship; and
- demonstrated sustained active engagement and outstanding achievement in academic and administrative leadership in their discipline.
- Where an applicant has met these criteria, the PCPC will make a recommendation for appointment through its Chair to the CEO, who will make a final determination and communicate the decision to the Academic Board and Board of Directors for noting.

4.3. The PCPC will consider an applicant's achievement against opportunity when considering special circumstances, thereby ensuring that merit standards are being maintained and positively acknowledging what has been achieved given the actual opportunities available. Assessing achievements relative to opportunity involves giving consideration to circumstances, arrangements, career histories and overall time available to the applicant. This in turn allows appropriate evaluation of achievements in relation to:

- the quantum or rate of productivity,
- the opportunity to participate in certain types of activities, and
- the consistency of activities or output over the period of consideration.

4.4. The position of Professor or Associate Professor may be a paid or honorary position and will be on such conditions and perform such duties as the Institute determines.

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#### 4.5. Adjunct Professorial / Associate Professorial Appointments

The CEO, upon the advice of the Executive Dean and the Chair of Academic Board may consider the appointment to an adjunct position of persons of outstanding achievement in their field of study or profession who are considered to be equivalent in all respects to persons eligible for appointment to a salaried professorial / associate professorial appointment. The position will be on such conditions and perform such duties as the Institute determines.

### 5. Procedure

#### 5.1. The procedure for promotion to Professor or Associate Professor

5.1.1. To be eligible to apply for promotion to professorial or associate professor level a staff member must:

- have been employed by the Institute for at least one year at the closing date for expressions of intention to apply for promotion; and
- submit an expression of intention to apply for promotion by the date set by the Institute.

5.1.2. The criteria for promotion are contained in the Schedule - Criteria for Appointment / Promotion to Professorial Level Positions. Non-traditional patterns of achievement, such as may be demonstrated by women, Aboriginal and Torres Strait Islander First Peoples, people with disabilities and people from non-English speaking backgrounds will be taken into account as special circumstances in assessing achievement against the criteria.

5.1.3. Applications for promotion will be called at least once every second year and the applications will be considered at such a time that will enable the announcement of promotions to become effective as of the first of July of the year following completion of the process. In general terms applications for promotion will be called in January of each year with applications closing in March. It will be expected that the process will be completed by the June of each year.

5.1.4. When assessing the applicants for promotion, the PCPC will have regard to the relevant criteria contained in the Schedule. The Institute will use the four generic scholarly activity principles to assess the three areas of Scholarship and levels of attainment.

5.1.5. Weightings are assigned by staff in each of the three areas of scholarship and are a way of representing achievement and outcomes rather than activity. Applicants will nominate the weighting they wish to be assigned to each of the three areas of scholarship for consideration by the PCPC in assessing their application. The weightings allocation must total 100% for the three areas of scholarship, and the weighting for each

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area of scholarship should be in the range 10% to 80%. It is recognized that few individuals will be outstanding across all three areas, and that extraordinary achievement under one criterion may, in some cases, compensate for lesser achievement in another.

- 5.1.6 The PCPC will consider all information received and the referees' reports with respect to the criteria and make a final recommendation based on the application and supporting documents, following the process outlined below:

Process for professorial promotion	Responsibility
In the case of internal applications for promotion to professorial level, submit an expression of intention to apply for promotion by the date set by the Institute.	Applicant
Provide the Director HR with a current curriculum vitae, a statement of reasons why the promotion should be made, how the applicant meets the criteria, and the names of three referees, at the same level or higher, at least two of who must be external to the Institute. Applicants must base their application on evidence with weightings since their last promotion at the Institute, or since appointment at the Institute, whichever is more recent.	Applicant
The Director HR seeks a Head of School's report on the application <sup>1</sup> , calls a meeting of the PCPC and forwards the application and supporting documents to the Chair of the PCPC.	Director HR
The PCPC convenes and considers: the application, applicant assessment, Head of School's considered report on the application, referee reports and a one-page summary of additional	PCPC

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<sup>1</sup> In the case that the applicant is a Head of School, the Executive Dean shall provide the report.



Process for professorial promotion	Responsibility
achievement since the application was lodged; and may seek additional information about applicants. The PCPC will provide the CEO with a written recommendation on the merits of the application.	
The CEO will consider the recommendation of the PCPC and make a final determination and communicate the decision to the Academic Board and Board of Directors for noting.	CEO
Feedback-	
An applicant whose application is not successful will be provided with an opportunity to meet with the Chair of the PCPC to discuss the grounds for the decision and what activities they might undertake to work towards satisfying the criteria in a future application.	Chair of PCPC
Successful and unsuccessful applicants will be provided with an extract of the minutes of the PCPC specific to their application.	Director HR
Appeal-	
Applicants may appeal a decision on the basis of breach of process only. The notice of appeal must be directed to the Academic Appeals Committee, within 7 days of receipt of the decision.	Applicant

## 5.2. The procedure for appointment by recruitment to the position of Professor or Associate Professor

- 5.2.1. Appointments must be made on the basis of merit, applying the principle of achievement relative to opportunity and adhering to the principles of equity and equal opportunity employment. All advertised recruitment activities should be undertaken via the Director Human Resources. The selection criteria must reflect the Institute's standards for

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professorial and associate professorial appointments as described in this document.

- 5.2.2. The PCPC will consider all information received and the referees' reports with respect to the criteria and make a final recommendation based on the application and supporting documents, following the process outlined below:

Process for professorial appointment	Responsibility
The Director HR initiates the recruitment action and advertises the position.	Director HR
The Director HR calls a meeting of the PCPC, and forwards the applications and supporting documents to the Chair of the PCPC.	Director HR
The PCPC is convened to sit as the selection committee. The PCPC will review all applications and shortlist applicants for interview. All candidates selected for interview must meet the eligibility criteria, and hold a doctoral qualification, or have equivalent relevant academic and professional experience and expertise.	PCPC
The PCPC interviews the candidates in accordance with the <i>Staff Recruitment Policy and Procedure</i> and provides the CEO with a written recommendation on the merits of the preferred appointee.	PCPC
The CEO will consider the recommendation of the PCPC and make a final determination and communicate the decision to the Academic Board and Board of Directors for noting.	CEO

## 6. Responsibilities

The Institute will call for applications for appointment to the title of Professor or Associate Professor from Institute academic staff at least once every second year.

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## 7. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- the Institute's internal portal;
- Internal circulation to staff;
- Staff professional development.

## 8. Supporting documents and References

ACPET Policy statement

MIT Staff Recruitment Policy and Procedure

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## The Schedule: Criteria for Appointment / Promotion to Professorial Level Positions

### 1. Definitions

Term	Definition
Level of achievement	Criteria for assessing achievement are defined as follows:
	Exceptional - requires evidence that the level of achievement and contribution is acknowledged by peers to be highly significant and clearly meets the criteria of the level to which the promotion is being sought.
	Outstanding – requires evidence that the level of achievement and contribution is acknowledged by peers to be significant and clearly meets the criteria of the level to which the promotion is being sought.
	Superior – required evidence that the level of achievement and contribution is acknowledged by peers as being highly satisfactory at the level at which the applicant is currently classified.
	Satisfactory - required evidence that the level of achievement is acknowledged by peers as being satisfactory at the level at which the applicant is currently classified.

### 2. Promotion level criteria from Academic Level C to Academic Level D (Associate Professor) or Level E (Professor)

- 2.1. In addition to the achievements for Level A-C, the minimum standard of achievement for appointment to academic Level D is-
- an exceptional contribution to teaching and learning.
  - an outstanding contribution in service to the Institute, the profession and the community (including governance, leadership and engagement)

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- through collegial life inside and outside of the Institute)
  - has attained recognition at a national or international level in his or her discipline.
  - has made original and innovative contributions to the advancement of scholarship in his or her discipline.
  - normally has the same skill base as a Level C academic.
- 2.2. In addition to the achievements for Level D, the minimum standard of achievement for appointment to academic Level E is-
- demonstrated leadership of teaching and learning, governance, leadership and engagement and/or research in the academic discipline within appropriate sectors;
  - recognition as an eminent authority in his or her discipline, having achieved distinction at the national level and may be required to have achieved distinction at the international level;
  - original, innovative and distinguished contributions to the scholarship of teaching and learning in his or her discipline, and / or significant contribution to governance, leadership and engagement whilst in academic leadership positions.
  - normally has the same skill base as a level D academic

## Evidence of achievement

Evidence in support of achievements in Teaching and Learning, which are characterised by educational innovation and leadership in educational design and delivery, may include:

- 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 unit and course level, and leading assessment panels
- Teaching and learning leadership through senior academic roles
- Evidence in Support of Governance, Leadership and Engagement may include:
- Contributing to leadership towards the implementation of the

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# MELBOURNE

## INSTITUTE OF TECHNOLOGY

- Institute's<sup>2</sup> Strategic plan
- Leading the recruitment, mentorship and 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 industry
  - Representing the Institute at significant academic, professional and public forums
  - Initiating and leading significant community engagement activities

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<sup>2</sup> Throughout this clause, "the Institute" represents MIT in the case of a promotion application, and it may represent a previous employer in the case of an applicant for an advertised position.

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