



University of
South Australia

Procedure to transition current academic staff to continuing Teaching Academic positions

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APPLICATION

This procedure applies to continuing and fixed term academic staff members employed in accordance with the University of South Australia Enterprise Agreement 2014.

This procedure applies where a Head of School (or equivalent) seeks to:

- Transition a continuing staff member from a Teaching and Research Academic position (workload profile 40% teaching, 40% research, 20% administration) to a continuing Teaching Academic position (workload profile up to 80% teaching and administration, minimum of 20% scholarship).
- Transition a fixed term Teaching Academic staff member to a continuing Teaching Academic position (workload profile up to 80% teaching and administration, minimum of 20% scholarship).

The procedure does not apply:

- Where a School/Unit wishes to make an appointment to a fixed term Teaching Academic position (irrespective of whether it is the staff member's first or subsequent fixed term contract);
- To initial appointments to a continuing Teaching Academic position within the Learning and Teaching Unit or UniSA College, or where the position is predominately associated with the delivery of online education; or
- Where a staff member in a Teaching and Research position agrees with their Head of School (or equivalent) to vary their workload profile for a short, defined, period of time (i.e. there is no intention for the staff member to maintain a Teaching Academic workload profile over the long-term).

OVERVIEW

The University of South Australia Enterprise Agreement 2014 made provisions for:

- the transition of continuing Teaching and Research Academic staff members to continuing Teaching Academic positions; and
- the transition of fixed term Teaching Academic staff members to continuing Teaching Academic positions.

In this way, the University of South Australia can recognise individuals who have a commitment to teaching and learning, and demonstrate excellence and innovation in pedagogical practices. These provisions support and further the University of South

Australia's commitment to delivering high quality teaching and an outstanding student learning experience.

The purpose of this procedure is to establish a transparent process by which current continuing academic staff members may transition to continuing Teaching Academic positions, and fixed term Teaching Academic staff members may transition to continuing Teaching Academic positions.

PROCEDURE

1. Seeking approval

- 1.1 In accordance with the Vice Chancellor's Authorisations, approval must be obtained from the Provost and Chief Academic Officer prior to:
 - a) a Head of School (or equivalent) transitioning a current continuing staff member from a Teaching and Research Academic position (workload profile 40% teaching, 40% research, 20% administration) to a Teaching Academic position (workload profile up to 80% teaching and administration, minimum of 20% scholarship).
 - b) a Head of School (or equivalent) transitioning a current fixed term Teaching Academic staff member to a continuing Teaching Academic position (workload profile up to 80% teaching and administration, minimum of 20% scholarship).
- 1.2 A business case must be developed by the Head of School (or equivalent) to support the transition of a staff member to a continuing Teaching Academic position. The business case must be supported and authorised by the relevant SMG member (e.g. Divisional PVC, PVC: Student Engagement and Equity).
- 1.3 The following must be demonstrated in the business case (relative to their classification level):
 - a) Evidence of the staff member's commitment to teaching and learning;
 - b) Evidence of consistently positive feedback on the staff member's teaching practice from students, peers and/or supervisor;
 - c) Examples of contribution to and leadership in the scholarship of teaching; and
 - d) Evidence that the staff member displays sustained excellence in their teaching practice and meets the Teaching Academic Standards of Performance.
- 1.4 A Head of School will consider the overall workforce profile of the School to maintain an appropriate ratio of continuing Teaching Academic staff to research active staff.
- 1.5 Approval to transition a staff member to a continuing Teaching Academic position will only be granted at the staff member's existing classification level.

If the Head of School (or equivalent)/staff member believes there is a case for employment at a higher classification level, an application for promotion via the University's academic promotion process must be followed.

1.6 Specific conditions to transition a staff member from a continuing Teaching and Research position to a continuing Teaching Academic position

- a) Approval can be sought following either:
 - i. Through agreement being reached between the staff member and Head of School (or equivalent); or
 - ii. Where the Head of School (or equivalent) evaluates the staff member's research activities and outcomes and seeks to realign their workload profile with a focus on teaching.
- b) In both of the circumstances described above, a business case must be submitted to the Provost and Chief Academic Officer for approval.
- c) When submitting a business case in circumstances outlined under 1.5 a) ii) above, the Head of School (or equivalent) must include evidence that:
 - i. the staff member's research activities and outcomes have been assessed over a reasonable period of time (typically three years), and with consideration to research outcomes relative to colleagues at the same classification level (in accordance with the University of South Australia Academic Workload Guidelines);
 - ii. the quality and/or quantity of the individual's research outcomes do not meet research expectations for that level; and
 - iii. the staff member's performance in teaching and administration are of high quality and meet the standards of performance expected for Teaching Academics.
- d) Approval will not be granted to transition a staff member to a Teaching Academic position where the quality of their teaching is not of a high standard. In these circumstances consideration should be given to implementing a performance improvement process in accordance with the University's Performance Development and Management Framework, rather than seeking to transition a staff member to a Teaching Academic position.

1.7 Specific conditions to transition a staff member from a fixed term Teaching Academic position to a continuing Teaching Academic position

- a) In order to be eligible for transition to a Teaching Academic position on a continuing basis, the academic staff member must have been employed as a fixed term Teaching Academic for a minimum of two years immediately prior to the business case being submitted. Appropriate justification must be outlined in the business case if any variations to this requirement are sought. Variations will only be granted in exceptional cases.
- b) The business case must show evidence that the financial impact of transitioning a fixed term staff member to a continuing position (e.g. on-costs) has been considered and that the associated costs can be met by the School into the future.

2. Following determination

- 2.1 The decision of the Provost and Chief Academic Officer is final.
- 2.2 Where approval is granted by the Provost and Chief Academic Officer, notification in writing of the transition to a Teaching Academic position, or a formal offer of continuing employment (where applicable) will be made to the academic staff member. This will be facilitated by the local Human Resources Officer.

- 2.3 Upon confirmation, the Head of School (or equivalent) will discuss performance expectations with the staff member, as well as any changes to workload allocation, and any probationary conditions (if applicable).
- 2.4 A staff member who has transitioned to a Teaching Academic continuing position in accordance with this procedure does not have an entitlement to transition back to a Teaching and Research position. However nothing in this procedure precludes a staff member who holds a Teaching Academic position from being appointed to a Teaching and Research position following a merit based selection process.

RESPONSIBILITIES AND/OR AUTHORITIES

Head of School (or equivalent)

The Head of School (or equivalent) is responsible for identifying academic staff members who meet the criteria for Teaching Academic positions and for facilitating transitions in accordance with this procedure.

Staff Member

Staff members are expected to meet the Teaching Academic Standards of Performance relative to their classification level.

Human Resource Officer

The local HR Officer will issue to the staff member a notification in writing of the transition to a Teaching Academic position, or a formal offer of continuing employment.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of this procedure.

REFERENCES

- University of South Australia Enterprise Agreement 2014
- University of South Australia Academic Workload Guidelines
- Teaching Academic Standards of Performance
- Vice Chancellor's Authorisations
- Academic Promotion Guidelines
- Performance Development and Management Framework

FURTHER ASSISTANCE

Staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer for their area
- The Human Resources Unit

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