This document is intended as a guide to reflect the transitioning conditions of appointment and remuneration for Heads of School. The remuneration package is designed to provide flexible options and be commensurate with the size and complexity of the School leadership role. The package may be modified, subject to negotiation with the Dean and the approval of the Deputy Vice-Chancellor (Academic).

**Current Appointment Package**

The package for current Heads of School includes the base salary of the substantive academic position (i.e. a Professorial salary), employer superannuation, and a superable Responsibility Allowance. The Allowance can be paid using one of the following two options: (i) as a fortnightly salary payment, or (ii) as a fortnightly salary sacrificed (pre-tax) payment directly into the Award Plus Plan of UniSuper. The size and complexity of the School is used as a guideline to determine the Allowance amount payable as below:

- $14,000  small school
- $17,000  medium school
- $20,000  large school

**New Appointment Package**

- **Five Year Fixed Term Appointment**: the competitive remuneration package is contingent on the Head of School accepting a five (5) year fixed term appointment. The appointment is subject to a satisfactory performance review on or before the end of the first 12 month.

- **Right to Return to Substantive Academic Appointment**: Any substantive academic appointment will continue during the term of the Head of Schoolship, though it will be dormant during the period of the appointment. If the Head of School appointment ceases, the academic would return to their substantive academic appointment.

- **Key Performance Targets**: the Head of School and the Faculty Dean will reach written agreement about key performance targets which are to be met each year. The performance of the Head of School will be reviewed annually in line with University and Faculty planning and budget cycles.
• **Competitive Remuneration Package:**
  - *Fixed:* base salary of the substantive academic position (i.e. Professorial salary) and flexible employer superannuation
  - *Negotiable:* a superable Responsibility Allowance and a research supplement linked to research activity
  - *At Risk:* eligibility for a performance bonus linked to achieving key performance targets

• **Research Supplement:** to enable the Head of School to maintain their research profile during their term of appointment, a fixed annual research supplement will be allocated for them to engage appropriate research assistance. The research supplement amount is subject to negotiation with the Faculty Dean.

• **Teaching Workload:** On an annual basis, the Head of School and the Dean will reach agreement on School teaching workload allocations in accordance with Faculty learning & teaching priorities. Whilst there is no expectation that the Head of School undertake any significant level of teaching load during the term of appointment, they may choose to teach where they believe it possible. Heads of School should be available to teach the occasional guest lecture or class from time to time.

• **Administrative Support:** Where necessary a School Manager will be engaged to provide high level advice to the Head of School on strategic and operational matters and to manage the administrative and resourcing matters of the School.

• **Professional Development Support:** An Executive Coach will be made available to new Heads of School on commencement of appointment. Refer to the Heads of School Development Policy for further information.

• **Special Studies Program:** Heads of School should be expected to take SSP at the end of their term to re-engage to their academic community and research responsibilities.

• **Extended Leave of Absence:** As a general rule, it is expected that the Dean will not approve extended leave from the University (ie. Special Studies Program or Long Service Leave) for Heads of School during their term of appointment.

  Heads of School should be expected to take Long Service Leave (if eligible) and SSP at the end of their appointment to re-engage to their academic community and research responsibilities. The Dean and Deputy Vice-Chancellor (Academic) may approve exceptions in special circumstances.

• **Promotion:** Successful service as a Head of School may be formally recognised as significant service to the UNSW community for the purposes of promotion.