Information on Procedures for Academic Salary Increment

Including Accelerated Progression

UNSW Procedure Statement

HUMAN RESOURCES DEPARTMENT
September 2002
Introduction

These procedures reflect the provisions of Schedule 5 of the UNSW (Academic Staff) Enterprise Agreement 2000.

Incremental Progression

Subject to a review process, an academic staff member may progress by annual increments to the top of the relevant salary range. It is envisaged that most staff will satisfy the progression criteria set out below and receive an increment each year.

An applicant for accelerated progression of two or more increments should provide documentation based on the standard required for promotion applications. The applicant will need to demonstrate in this documentation where her or his achievements may warrant consideration beyond the normal incremental progression.

Schedule A shows the increments in the current salary ranges for Levels A, B, C and D (see Schedule 1 of the UNSW (Academic Staff) Enterprise Agreement 2000 at http://www.hr.unsw.edu.au/eb/acebas01.htm).

Common Increment Dates for Payment of Increments

Increments are paid from either 1 January or 1 July.

The increment date for academic staff members who have not been promoted since first appointment is 1 January if they entered on duty from 1 October to 31 March inclusive, or 1 July if they entered on duty from 1 April to 30 September inclusive.

The increment date for academic staff members who have been promoted is 1 January if the effective date of their promotion was from 1 October to 31 March inclusive, or 1 July if the effective date of their promotion was from 1 April to 30 September inclusive.

Progression Criteria for Increments

To be eligible for an increment an academic staff member must have satisfactorily

- undertaken such teaching duties as may have been allocated by the Head of School in consultation with the member of staff
- contributed, through research, scholarly writing, publication, creative work in the arts, professional practice or in other ways to the advancement and application of knowledge
- participated in the administration of the institution and/or provided leadership and undertaken such administrative duties in the

organisational unit as might have been assigned by the Head of School

- participated in the scheme for staff development review for development purposes (provided that it was in operation in the academic unit in the previous twelve months) and undertaken such professional or personal development activities as might have been agreed during that process

- contributed service to the relevant discipline through professional activity, continuing education, consultancy, conference organisation or other similar activity relevant to the work of the institution

Satisfactory performance means performance at a standard appropriate to the academic staff member's level of appointment, and consistent with the academic staff member's duties and the Position Classification Standards set out in Schedule 4 of the UNSW (Academic Staff) Enterprise Agreement 2000 (see http://www.hr.unsw.edu.au/eb/acebas04.htm). It is recognised that an academic staff member's duties may not span all the progression criteria in a single twelve-month period. In particular, in the case of research only academic staff, there will be significantly less (if any) emphasis on teaching duties than on research duties.

Approval of Increments

The authority to grant or withhold an increment rests with the supervisor nominated under sub-clause 21.2 of the UNSW (Academic Staff) Enterprise Agreement 2000 ("the nominated supervisor").

The authority to grant two increments rests with the relevant Dean.

The authority to grant more than two increments rests with a sub-committee of the Qualifications Committee.

Review Process for Increments

To apply for an increment an academic staff member must complete the "Annual Report of Academic Activities" (HR80 form) and submit it to her or his nominated supervisor. The applicant should provide sufficient details of performance and achievements to support her or his application.

A nominated supervisor may request additional information from any applicant, and should endeavour to obtain similar amounts or levels of information from all applicants.

All completed applications must reach the Human Resources Department six weeks before the relevant common increment date.

i) One increment
When a nominated supervisor is satisfied that one increment is justified, he or she will approve the application and forward it to the Human Resources Department and will also send a copy to the applicant.

ii) Two increments
When a nominated supervisor considers that an applicant has demonstrated outstanding achievement in the previous twelve months, he or she may recommend accelerated progression of two increments. In such cases the nominated supervisor will forward the application with her or his recommendation to the relevant Dean. After consideration of the recommendation the Dean will forward the completed application to the Human Resources Department and a copy to the applicant.

iii) More than two increments
When a nominated supervisor considers that an applicant has demonstrated exceptionally outstanding achievement in the previous twelve months, he or she may recommend accelerated progression of more than two increments. In such cases the nominated supervisor will forward the application with her or his recommendation to the relevant Dean. The Dean will consider the recommendation and if he or she endorses the application, will forward the completed application to the Human Resources Department. The Department will arrange for the application to be considered by a sub-committee of the Qualifications Committee, and subsequently advise the applicant of the outcome.

iv) No increment
When a nominated supervisor believes that an applicant has not satisfied the progression criteria he or she will:

- inform the applicant of specific concerns in relation to the progression criteria;

- give the applicant an opportunity to raise any mitigating circumstances or state any other academic or professional development not previously mentioned; and

- if still convinced that an increment should be withheld, advise the applicant of the decision giving reasons in relation to the progression criteria and send the completed application, together with a copy of the advice to the applicant, to the Manager, Industrial Relations.

A nominated supervisor may find it useful to consult with the relevant Dean and the Manager, Industrial Relations if he or she intends to withhold an increment.

An academic staff member may appeal against a decision to withhold an increment.

If a decision has been taken to withhold an increment the academic staff member will be advised by the Human Resources Department that he or she has the right to appeal against such a decision.

If an academic staff member wishes to appeal against a decision to withhold an increment he or she must notify the Director, Human Resources of her or his intention in writing, within 10 working days of the date of advice from the Human Resources Department.

An appeal against a decision to withhold an increment will be considered by an appeal committee, whose decision will be final.

An appeal will be dealt with as expeditiously as possible and natural justice will be given to the academic staff member.

An appeal committee will consist of:
- the Deputy Vice-Chancellor (Academic Planning and Resources)
- a member of the Academic Board nominated by the President of the Board after consultation with the President of the UNSW Staff Association
- a nominee of the UNSW Staff Association.

Appeal Against Withholding of Increment
SCHEDULE A

SCHEDULE OF ANNUAL SALARY STEPS FOR ACADEMIC STAFF LEVELS
as at 20 DECEMBER 2002

<table>
<thead>
<tr>
<th>STEP</th>
<th>LEVEL A</th>
<th>LEVEL B</th>
<th>LEVEL C</th>
<th>LEVEL D</th>
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<td>or Research Fellow</td>
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LEVEL A (ASSOCIATE LECTURER)

General Standard
A Level A academic is expected to make contributions to the teaching effort of the institution, particularly at undergraduate and graduate diploma level and to carry out activities to develop his/her scholarly, research and/or professional expertise relevant to the profession or discipline.

Specific Duties
Specific duties required of a Level A academic may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions.
- The preparation and delivery of lectures and seminars provided that skills and experience demonstrate this capacity.
- The conduct of research.
- Involvement in professional activity.
- Consultation with students.
- Marking and assessment primarily connected with subjects in which the academic teaches.
- Production of teaching materials for students for whom the academic has responsibility.
- Development of subject material with appropriate guidance from the subject or course co-ordinator.
- Limited administrative functions primarily connected with subjects in which the academic teaches.
- Acting as subject co-ordinators provided that skills and experience demonstrate this capacity.
- Attendance at departmental and/or faculty meetings and/or membership of a limited number of Committees.

A Level A academic will not be required to teach primarily in subjects which are offered only at Masters level or above.

A Level A academic shall work with support and direction from academic staff classified at Level B and above and with an increasing degree of autonomy as the academic gains in skill and experience.

The most complex levels of subject co-ordination should not be carried out by a Level A Academic.

Skills Base
A Level A academic will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience. In many cases a position at this level will require an honours degree or higher qualifications, an extended professional degree, or a three year degree with a postgraduate diploma. In determining experience relative to qualifications, regard is paid to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.
LEVEL B (LECTURER)

General Standard
A Level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop his/her scholarly, research and/or professional activities relevant to the profession or discipline.

Specific Duties
Specific duties required of a Level B academic may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject co-ordinators.
- The preparation and delivery of lectures or seminars.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff.
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.

Skill Base
A Level B academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is paid to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.
LEVEL C (SENIOR LECTURER)

General Standard
A Level C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties
Specific duties required of a Level C academic may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course co-ordination.
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research.
- Significant role in research projects including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Consultation with students.
- Broad administrative functions.
- Marking and assessment.
- Attendance at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base
A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be paid to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.
LEVEL D (ASSOCIATE PROFESSOR)

General Standard
A Level D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

Specific Duties
Specific duties required of a Level D academic may include:

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The development of and responsibility for curriculum/programs of study.
- Course co-ordination.
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research, including, where appropriate, leadership of a large research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

Skill Base
A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.
**LEVEL E (PROFESSOR)**

**General Standard**

A Level E academic is expected to exercise a special responsibility in providing leadership and in fostering excellence in research, teaching, professional activities and policy development in the academic discipline within the department or other comparable organisational unit, within the institution and within the community, both scholarly and general.

**Specific Duties**

Specific duties required of a Level E academic may include:

- Provision of a continuing high level of personal commitment to, and achievement in, a particular scholarly area.
- The conduct of research.
- Fostering the research of other groups and individuals within the department or other comparable organisational unit and within the discipline and within related disciplines.
- Development of research policy.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- Making a distinguished personal contribution to teaching at all levels.
- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- The preparation and delivery of lectures and seminars.
- Consultation with students.
- Marking and assessment.

- Playing an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline.
- Developing policy and being involved in administrative matters within the department or other comparable organisational unit and within the institution.
- Participating in and providing leadership in community affairs, particularly those related to the discipline, in professional, commercial and industrial sectors where appropriate.

**Skill Base**

A Level E academic shall have the same skill base as a Level D academic but will be recognised as a leading authority in the relevant discipline area.