



Academic Titles Procedure

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Procedure owner	Executive Dean
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Approving authority	Executive Dean
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Related Documents	Scholarly Activity Policy Scholarly Activity Procedure Staff Code of Conduct Staff Grievance Policy Staff Grievance Procedure Performance Management Policy Performance Management Procedure

1. Purpose

The purpose of this Procedure is to outline the protocols associated with the **Academic Titles Policy**, the intent of which is to provide for the award of academic titles in acknowledgement of outstanding contributions to the Australian Institute of Higher Education Pty Ltd ('the Institute') and/or to teaching and research.

2. Scope

This Procedure applies to the award of all honorary titles, whether to individuals from outside the Institute or to current or former staff members.

3. Definitions

See the **AIH Glossary of Terms** for definitions.

4. Actions and Responsibilities

4.1 Applications for an Academic Title

Senior academic leaders being recruited at the Institute will generally be appointed the position of Professor, Associate Professor, Adjunct Professor and Adjunct Associate Professor automatically upon appointment as an employee of the Institute and will not be required to submit an application for the academic title. The Board of Directors in consultation with the Academic Board will approve the academic title at the same time as approving the appointment of the individual into the senior academic leader position.

Academic staff of the Institute considering applying for promotion should discuss their qualifications with their immediate supervisor (Program Director, Course Coordinator or Executive Dean) during their annual

performance review. Applications should be made after, so they can be considered at the next meeting of the Academic Board.

Applications should be made using the ***Application for an Academic Title Form (Appendix A)***. Applicants should identify the areas where they are seeking to demonstrate merit (e.g., teaching and scholarly activities for a Lecturer seeking promotion to Senior Lecturer) and supply supporting evidence (e.g., SELTS scores, conferences at which own-papers were presented, and publications record). The applicant should also include the contact details of two external referees.

The ***Application for an Academic Title Form*** is to be returned to the Registrar. The Registrar will check that the form has been completed in entirety and add the applicant to the agenda at the next scheduled Academic Board meeting.

4.2 Determination of conferral of an Academic Title

Upon reviewing the ***Application for an Academic Title Form***, the Academic Board will assess the application against the required criteria as outlined in the ***Academic Titles Policy*** to confirm eligibility of the applicant.

The Academic Board will seek input from the applicant's immediate supervisor and the Executive Dean, as well as academics external to the Institute should it believe this is necessary.

Additional information may be required before a decision can be made. The applicant will be notified if additional information is sought.

The Academic Board will make a recommendation to the Board of Directors. The Board of Directors will either reject the application or approve the conferral of the academic title.

4.3 Communication of Outcomes

4.3.1 Successful Applicants

The Executive Dean or delegated nominee will formally notify a successful applicant in writing by way of a signed letter (***Appendix B: Letter of Appointment***).

The effective date of conferral will be set out in the Letter of Appointment.

A copy of the appointment letter will be saved electronically on the staff members file.

4.3.2 Unsuccessful Applicants

In the event of an unsuccessful application, Executive Dean or delegated nominee will explain the reasons to the applicant.

4.4 Appeals

Applicants who are unsuccessful may lodge an appeal only on the basis that there has been a procedural irregularity resulting in material disadvantage.

Appeals should be made in accordance with the ***Staff Grievance Policy*** and associated Procedure.

4.5 Renewal or Termination of an Academic Title

If the term of the academic title expires, the Board of Directors in collaboration with the Academic Board will determine if the academic title term is renewed.

If the academic title term is approved for renewal, the title holder will be sent an updated **Letter of Appointment (Appendix B)** by the Executive Dean or nominated delegate.

If the academic title is not renewed, the Executive Dean or delegated nominee will notify the individual and explain the reasons.

Where an academic title is terminated, the individual will be notified in writing by the Executive Dean or delegated nominee.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at February 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Procedure.	22 February 2017	6 March 2017

Appendix A: Application for an Academic Title Form

All sections of the Application Form must be completed. The Registrar reserves the right to reject incomplete forms.

APPLICANT DETAILS		
Surname:	First Name:	Current Title:
Discipline Area or Specialty (i.e. Accounting):		
Commencement Date at AIH (if applicable):		
Academic Title Applied for: <input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Adjunct Professor <input type="checkbox"/> Adjunct Associate <input type="checkbox"/> Senior Lecturer		
Please outline your current involvement with AIH:		
Please outline why you believe you have met the eligibility criteria. Note: Eligibility criteria can be found in the Academic Titles Policy.		

Briefly outline your proposed involvement with AIH if you are successful in being awarded an academic title.

Note: Obligations of Academic Title Holders can be found in the Academic Titles Policy.

Other Information:

Please feel free to include any other information that you believe may support your application.

Note: only enter additional information that does not appear in your CV

Referee details:

Please include the details of two (2) referees.

Referee 1:

Name:	Title:
Phone:	Email:
Relationship:	

Referee 2:

Name:	Title:
Phone:	Email:
Relationship:	

Please return this form to the Registrar with a copy of your latest CV.

Appendix B: Letter of Appointment



AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION

Letter of Appointment

Date:

Full Name:

Postal Address:

Dear Sal Surname,

I am pleased to advise you that the Board of Directors, at its meeting on [date of Board of Directors meeting], approved your appointment as [Title e.g., Professor] at the Australian Institute of Higher Education (AIH). The title is effective as of [conferral date] and is effective for a two year period concluding on [date].

The award of this title acknowledges your excellence [in...].

Please note that you may acknowledge your honorary title on your personal business card, email signature and letterhead. If you do, the title should be used in full, for example, [Title] of the Australian Institute of Higher Education, and not abbreviated. The Australian Institute of Higher Education logo may not appear alongside personal business logos.

The privileges and obligation of holders of academic titles are set out in the Academic Titles Policy and associated Procedure. You are also eligible for the below stated privileges not otherwise listed in the Academic Titles Policy and associated Procedure:

- [List any additional privileges]

This honorary appointment may be terminated in writing by yourself or the Institute in accordance with the Academic Titles Policy and associated Procedure as varied by AIH from time to time.

I look forward to your association with AIH and value your support.

Yours sincerely,

[Senders Full Name]

[Senders Title]