SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy of Higher Education (SAHE)

Conferral of Academic Titles - Policy and Procedure

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1 PURPOSE

1.1 This policy and procedure sets out the standards and processes involved in conferring academic titles at the Southern Academy of Higher Education('SAHE').

2 SCOPE

2.1 This policy and procedure applies to all academic staff at SAHE.

3 POLICY STATEMENT

3.1 Professorial appointments will be overseen by SAHE's Academic Board and endorsed by SAHE's Governing Council.

4 PROCEDURES

Professor and Associate Professor

4.1 The Academic Board (in consultation with SAHE's Governing Council) may confer the title of Professor or Associate Professor upon an academic staff member who is:

- a Professor or an Associate Professor at another recognised higher education provider prior to accepting the appointment, where the provider is engaged in teaching and/or research activities closely related to a particular academic area of SAHE;[1] or
- a person of eminence in a particular academic field;[2] or
- a visiting Professor or Associate Professor from a recognised higher education provider[3] for the duration of their stay.

4.2 The position of Professor or Associate Professor may be:

- a paid or honorary position; or
- sponsored by an external body.

4.3 A Professor or Associate Professor shall hold their academic title on such conditions and perform such duties as the Academic Board may determine.

4.4 An initial appointment as a Professor or Associate Professor shall be for the period determined by the Academic Board, after which time the academic staff member may be re-appointed for a further period, as determined by the Academic Board.

4.5 All decisions of the Academic Board in relation to the initial conferral of academic titles must be endorsed by SAHE's Governing Council.

Adjunct Professor and Adjunct Associate Professor

4.6 An Adjunct Professor or Adjunct Associate Professor may be appointed by the Academic Board (in consultation with the Governing Council) if that person:

- is not employed as a permanent member of academic staff of SAHE for the term of the proposed appointment; and
- is capable of furthering the reputation of SAHE through appropriate conduct and performance in their field of study.

[1] Overseas institutions must be listed in the International Association of Universities *International Handbook of Universities.*

[2] An eminent person can be defined as a person who is recognised beyond the norm for others in their specific field of study and who can demonstrate with evidence that they have advanced their field of study through an extensive publishing record in peer reviewed journals and conferences.

[3] Overseas institutions must be listed in the International Association of Universities *International Handbook of Universities*.

4.7 A candidate for the title Adjunct Professor or Adjunct Associate Professor may be:

- an expert in their field from professional practice/industry and need not necessarily have an academic background; or
- an academic from another recognised higher education provider who is to have a continuing relationship with SAHE.

4.8 The appointment shall be for a period as determined by the Academic Board.

4.9 An Adjunct Professor or Adjunct Associate Professor shall perform such duties as the Academic Board may determine.

4.10 All decisions of the Academic Board in relation to the initial conferral of academic titles must be endorsed by SAHE's Governing Council.

Procedure for Initial Conferral of an Academic Title

4.11 A request to confer an academic title will be presented to the Chief Executive Officer by the Dean. In the case of conferring an academic title on the Dean, the request will be instigated by the Chief Executive Officer.

4.12 The level of title must be justified and determined on the basis of the candidate's:

- work history and achievements;
- scholarly activity;
- contribution made to the scholarship of SAHE; and
- the anticipated future contribution to the scholarship of SAHE.

4.13 The level of academic title must be consistent with the levels for such academic appointments at Australian universities.

4.14 The request will be accompanied by a portfolio of evidence prepared by the candidate that addresses the criteria listed above and clearly demonstrates the candidate's suitability for the conferral of the requested title.

4.15 The Dean or Chief Executive Officer will convene a panel of three (3) suitably qualified leading educators[4] ('the Panel') to consider the portfolio of evidence prepared by the candidate. One member of the Panel will be a member of the SAHE Academic Board, plus one member of SAHE's Governing Council, complemented by one (1) independent member who have experience in the candidate's area of expertise. The independent member may be selected from a list suggested by the candidate. The Panel will meet, either face-to-face or by alternate means, to consider the portfolio of evidence and, based on the criteria listed above, make a recommendation to the Academic Board on whether (or not) to confer the academic title being sought on the candidate.

4.16 The Academic Board will consider the recommendation from the Panel to confer an academic title and make a determination. Where the recommendation relates to a member of the Academic Board, that member will exempt themselves from any meeting while the recommendation is under discussion. Any determination by the Academic Board to confer an academic title must be agreed to by a majority of independent members.

4.17 Any decision by the Academic Board to confer an academic title will be referred to the Governing Council by the Chair of the Academic Board for endorsement.

4.18 The Governing Council will consider the recommendation of the Academic Board and may:

- affirm the decision;
- refer the decision back to the Academic Board for further consideration; or
- determine that the conferral of an academic title in this case may not be in the best interest of SAHE, and decide to disallow the conferral.

4.19 If the Governing Council endorses the decision of the Academic Board, the Chair of the Academic Board will write to the candidate to advise them of the conferral of the academic title, the term of the conferral and any conditions attaching to the conferral.

[4] It is expected that Panel members will be at professorial level.

4.20 The Registrar will keep a register of all academic staff who hold an academic title and any conditions attached to the conferral.

Withdrawal of an Academic Title

4.21 SAHE reserves the right to remove an academic title if it considers that the holder of the title:

- has not met the conditions set down in the letter of conferral;
- is no longer contributing sufficiently to the academic life of SAHE; or
- has acted in a way that is inconsistent with SAHE's policies and procedures.

4.22 An academic title is automatically withdrawn if an academic staff member:

- has ceased to be employed by SAHE; or
- has ceased to have a relationship with SAHE (in the case of title holders who are not employees).

4.23 The Chair of the Academic Board will write to the academic staff member informing them of the withdrawal of their academic title.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the SAHE glossary.

6 RELATED LEGISLATION AND DOCUMENTS

Higher Education Standards Framework

6.1 This policy and procedure complies with the Higher Education Standards Framework (Threshold Standards) 2015, Standard 3.2, which states:

3. Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having:

a. knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice;
b. skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts; and
c. a qualification in a relevant discipline at least one level higher than is awarded for the course of study, or equivalent relevant academic or professional or practice-based experience and expertise, except for staff supervising doctoral degrees having a doctoral degree or equivalent research experience.

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Administrator	Dean