

## Appendix A

### Conditions of Employment for Academic and Professional Research Staff – Comparison

This appendix includes excerpts from the ACU Staff Enterprise Agreement 2013-2017 (the Agreement) and ACU employment policies and procedures.

<b>Job Design/Classification</b>	
<p>In Schedule 3 of the Agreement, there are two position classification systems for staff - the Minimum Standards for Academic Levels (MSALs) for Academic Staff and the DWM Descriptors for Professional Staff (See Schedule 3 of the Agreement). For Academic Staff, the Academic Performance Matrices and Evidence Framework supports and informs the classification of academic positions by elaborating on the MSALs and providing clearer guidance on the requirements by Academic Levels for each ACP.</p> <p>These systems describe the key standards and descriptors at each level for either Academic or Professional staff. When reviewing an existing position or designing a new position the manager is guided by these standards when determining the Academic level A to E or Professional level 1-9 of the position. The Salary Rates for each Academic or Professional level set out in Schedule 1 of <a href="#">the Agreement</a>.</p>	
<p><u>Classification Standards for Academic Staff (Levels A to E)</u></p> <p>The intention is to allow for equitable and transparent classification of academic staff positions. Approvals of classification and ACP in accordance with the Performance Matrices and Evidence Framework (and therefore the MSALs) will occur at the establishment of new academic positions.</p> <p>A point of difference between the Research-focussed and Research Only ACP is in the area of teaching. The former may be required to undertake limited teaching duties while the teaching of the latter (Research Only) will normally comprise Higher Degree Research Supervision.</p>	<p><u>Classification Standards for Professional Staff (HEW Level 1 to 9)</u></p> <p>The intention is to allow for equitable and transparent classification of professional staff positions. Approvals of classification in accordance with the DWM descriptors will occur at the establishment of new Professional Staff positions or when a position changes significantly. Classification of Professional Staff positions occurs in accordance with the Position Classification for Professional Staff Policy and Procedures. The Hiring Manager must ensure all new professional staff positions have been classified in accordance with the Position Classification for Professional Staff Policy (as applicable) found here <a href="#">Position Classification for Professional Staff Policy</a>.</p>
<p><u>Academic Career Pathways for Research Staff</u></p> <p>The Agreement stipulates that an academic staff member's ACP is a decision of the University <i>"which is based on the contribution, participation, outcomes and outputs of an individual staff member as</i></p>	<p>There are no specific career pathways specified in the Agreement for professional staff. The position description developed in accordance with the Position Classification for Professional Staff policy will prescribe the skills and knowledge requirements and duties and responsibilities of</p>

measured by the minimum requirements and quality standards identified by the University". However a staff member's ACP may vary from time to time, based on either the individual's or University's requirements.

Section 5.2.4 of the Agreement stipulates the following five (5) ACPs:

- *Teaching and Research*
- *Teaching-focussed*
- *Research-focussed*
- *Research Only*
- *Academic Leadership/Service*

The Agreement states that "Each pathway has a continuum of academic activity to reach full participation, and allocation of an annual workload." Staff in any of the five (5) ACPs (except Teaching-focused) can be allocated workload hours to conduct research activities. Workload hours are allocated in accordance with the [Academic Workload Policy](#)

each position. Professional Staff can apply for vacant positions within ACU. Vacant positions are advertised in accordance with [ACU's Recruitment and Selection Policy and Procedures](#). All staff can apply to any ACU advertised position.

## Probation

### Probation for Academic Staff

The Probation for Fixed Term Academic Staff Policy and Probation for Continuing Academic Staff Policy are located here - [Probation policies](#). Section 2 of the policies states: "An Academic Staff member, other than a casual appointee, may be employed on the basis of a requirement to complete satisfactorily a specified reasonable period of probationary employment that is directly related to the nature of the work to be performed. The requirement to complete a probationary period may be attached to offers of continuing and fixed-term employment"..

Probationary periods and probationary criteria are set out in the staff member's offer of appointment.

The Probationary Review Committee is responsible for confirming a continuing Academic Staff member's appointment. Formal reviews are normally conducted at the midpoint and prior to the end of the probation period

### Probation for Professional Staff

Prior to confirming an appointment, a Professional Staff member, other than a casual staff member, may be required to complete a specified reasonable period of probationary employment that is directly related to the nature of the work to be carried out.

A Professional Staff member cannot normally be required to serve more than one period of probation with the University; and will never be required to serve more than a maximum of six months' probation. Probation criteria for staff required to complete a period of probation are set out in the offer of employment letter and are reviewed by the supervisor normally at the midpoint of the probationary period and again prior to the anticipated date of confirmation. Employment is confirmed/not confirmed in accordance with the Probation for Professional Staff policy located here [Probation policies](#).

<b>Working Arrangements</b>	
<p>The University recognises that flexible working arrangements may assist both Academic and Professional Staff members to balance their work, personal and family needs, including meeting competing commitments. The arrangements that may be available to Academic and Professional staff include: changing hours of work, changing patterns of work, changing the location of work or changing work arrangements. Further, certain staff members have the right to request flexible working arrangements and the University is obliged to consider each request on its merit and respond formally within 21 days. Whilst flexible working arrangements are intended to accommodate staff members' needs, staff members are also expected to organize their time on a 'give-and-take' basis to ensure the proper and efficient operations of the University. Further information can be found in the Flexible Working Arrangements policy found here. <a href="#">Flexible Working Arrangements</a>.</p>	
<p><u>Working Arrangements for Academic Research Staff</u></p> <p>The working arrangements for academic research staff, including the detailed workload allocations for specific research activities are specified in the Academic Workload Policy document which is located at <a href="http://www.acu.edu.au/459615">http://www.acu.edu.au/459615</a>. The research workload allocations for Academic Career Pathways will be determined in accordance with the Academic Workload Policy, supported by the Faculty Research Workload Review Panel.<sup>2</sup></p> <p>Section 5.2.1 of the Agreement sets out Principles of Academic Availability and the expectations concerning absences and attendance on campus.</p>	<p><u>Flexible Working Arrangements for Professional Staff</u></p> <p>Professional Staff may be asked to work more flexibly to assist maintain work unit operations or to provide for enhanced operations in certain circumstances. These working arrangements are negotiated within particular parameters (including the provision that the normal weekly ordinary hours of work shall be thirty five (35) hours in one week) set out in section 6.3 of the Flexible Working Arrangements policy found here. <a href="#">Flexible Working Arrangements</a>.</p>
<b>Performance Review and Planning (PRP)</b>	
<p>Australian Catholic University recognises the need for performance excellence to be successful in all of its activities and operations. In the context of its Mission, strategic goals, MSALS and Academic Performance Matrices and Evidence Framework, and the DWM Descriptors and to enhance excellence in performance, the University has a Performance Review and Planning Policy.</p> <p>To achieve performance excellence, the University needs to constructively nurture and enhance performance, and have mechanisms to recognise performance excellence and to manage performance improvement. The PRP process provides a framework for identifying, evaluating and developing performance that assists staff to meet individual professional and work goals as well as their collective work area and organisational goals. The PRP for Professional Staff and the PRP for Academic Staff are normally conducted at different times of the year (as set out below) and while the principles of the processes for both academic and professional staff are similar the unique pro-formas prescribe differences applicable to the nature of both professional and academic staff work.</p>	

<sup>2</sup> Sub-clause 5.2.5.3 of the Agreement which states: Research workload allocation for all Academic Career Pathways will be determined in accordance with the ACU Academic Workload Policy supported by the Faculty Research Workload Review Panel (or its successor or equivalent).

#### PRP for Academic Staff

The PRP Policy applies to all Academic Staff (except casual staff members) who are employed on a continuing or fixed-term basis for a period greater than six (6) months. The PRP provides a mechanism where the staff and supervisor can review performance over the past year, set and discuss performance, career and development goals and progress.

Staff on probation, participate in the PRP process annually using, as a minimum, the probationary criteria as the basis for their performance objectives.

The Annual Planning and Review Cycle is normally twelve months in duration. All Performance Plans and Annual Reviews for Academic Staff are normally required to be completed between **July and December** each year. Applicable staff are to be reviewed annually under this policy. During the performance planning year, the staff member will maintain an Academic Performance Portfolio that reflects their achievements, consistent with their career goals and annual performance objectives. Further information including the policy, PRP Conversation Guides and the PRP pro-forma for Academic Staff can be found here. [PRP for Academic Staff Policy](#).

Research Performance Review and Planning (RPRP). In accordance with section 10.2 of the Academic Workload Policy, all academic staff who are seeking a research workload (X3) must complete and submit an RPRP to be assessed by the Faculty Research Workload Review Panel (FRWRP) who makes a recommendation to the Deputy Vice-Chancellor, Research ( DVCR) who either adjusts or confirms the workload recommendation for that staff member. Further information about the RPRP process can be found here [RPRP](#)

Other research workload allocations are as follows:

- a designated Early Career Researcher (ERC) research workload enabling activity; (X2)

#### PRP for Professional Staff

The PRP Policy applies to all Professional Staff who are employed on a continuing or fixed-term basis for a period greater than six (6) months. The PRP provides a mechanism where the staff and supervisor can review performance of the past year, set and discuss performance, career and development goals and progress.

The Annual Planning and Review Cycle is normally twelve months in duration. All Performance Plans and Annual Reviews for Professional Staff are normally required to be completed between **January and June** each year. Applicable staff are to be reviewed annually under this policy. New professional staff who are eligible to participate in the PRP should have their first Annual Performance Plan completed within six (6) months of commencement at ACU. During the performance planning year, the staff member may maintain a Performance Portfolio that reflects their achievements, consistent with their career goals and annual performance objectives. Further information including the policy, PRP Conversation Guides and the PRP pro-forma for Professional Staff can be found here. [PRP for Professional Staff Policy](#).

<ul style="list-style-type: none"> <li>• undertaking your own PhD; (X1)</li> <li>• supervision of HDR students; or (X4&amp;5)</li> <li>• other research project. (X6)</li> </ul>	
<b>Rewards and Recognition</b>	
<p><u>Incremental Progression for Academic and Professional Staff</u>  Incremental Progression applies to all continuing and fixed-term Academic and Professional Staff of the University. A staff member normally progresses to the next step of their current classification level following each twelve (12) months of paid service based upon satisfactory performance. Incremental steps for each level are set out in Schedule 1 of the Agreement. In order to achieve incremental progression a staff member must be able to demonstrate that they have met the necessary performance outcomes and expected levels of achievement for incremental progression, over the preceding twelve (12) months, as assessed by their nominated supervisor, following a performance review carried out in accordance with the Academic or Professional Staff PRP process. Further information about this policy is found here. <a href="#">Incremental Progression for Academic Staff Policy</a>. <a href="#">Incremental Progression for Professional Staff Policy</a>.</p>	
<p><u>Other Reward and Recognition Programs for Academic staff</u>  These include: <a href="#">Research Awards for Female Academic Staff</a>, <a href="#">Research Study Program (RSP) for Academic Staff</a> and <a href="#">Academic Promotions Policy and Guidelines</a>. These links contain further information about these programs for academic staff.</p>	
<p><u>Study Support</u> is also available to both academic and professional staff. Different provisions apply. For further information about these policies can be found here. <a href="#">Study Support policies for Professional staff</a> and <a href="#">Study Support for Academic staff</a>.</p>	