

ACADEMIC CLASSIFICATION POLICY AND PROCEDURES

Approved	Academic Board
Approval Date(s) (from most recent)	25 March 2019
Date for Review (no more than five years from last approval)	2024
Responsible Officer	Dean
Author(s) and Role(s) from most recent	D. Speed, Academic Classification and Promotion Committee
Related Documents (explicitly cross-referenced)	Academic Classification Policy and Procedures Anti-Discrimination Policy Promotion Policy and Procedures
Higher Education Standards (2015)	3.2, 4.2.3
National Code (2018) (if directly relevant)	

- Academic Classification of faculty in SCD refers to recognition of academic achievement at one of the five Academic Levels commonly recognized in Australian universities:

Level A	Associate Lecturer
Level B	Lecturer
Level C	Senior Lecturer
Level D	Associate Professor
Level E	Professor

For indicative information about qualifications and duties for the various Academic Levels see SCD's *Academic Levels Policy: Qualifications, Duties, and Attainments*.

- Academic achievements are assessed against the background of the current Higher Education Standards and current TEQSA Guidance Notes to relevant activities that pertain across the Higher Education sector.
- Academic Classification will be carried out with due regard for the SCD's *Anti-Discrimination Policy*.
- Academic Classification is expected for all faculty who are employed on a permanent full-time or permanent part-time basis, on a continuing basis or on a contractual basis for twelve months or longer. A person undergoing renewal of a contract or returning to employment within SCD after an absence of up to three years will resume the academic classification held previously.
- Academic Classification is also expected for the academic employees within the Office of the Dean.
- Academic Classification for those referred to at points 4 and 5 above should be sought within one semester of employment within SCD.

7. Academic Classification is open to sessional faculty employed on a recurrent basis with the support of the Member Institution in which they work or the Korean School of Theology, but it is not obligatory.
8. Academic Classification provides the individual faculty member with guidance and support in following an academic career. It is also a tool for SCD as such and its individual teaching bodies to measure staff capacity and plan academic developments. The employing body is at liberty to use or not use the Academic Classification to determine the remuneration of the person.
9. The application for Academic Classification is made to the Dean by the individual on the application form in use at the time, with the written support of the Head of the teaching body by which the person is employed. The application is considered, and a decision reached, by the Academic Classification and Promotion Committee, whose members will be largely external to SCD. The decision will be communicated to the applicant as soon as possible after the Committee meets and notified to the next meeting of Academic Board. The Dean will call for applications and the Committee will consider applications twice a year.
10. The information to be provided when applying includes, as well as name, teaching body, contact details, academic qualifications, current teacher accreditation, and achievements in the four Fields of Attainment that are recognized in SCD:
 - (i) Research and/or scholarship
 - (ii) Learning and teaching and/or curriculum development
 - (iii) Strategic planning and/or governance in SCD and/or the teaching body
 - (iv) Service to the profession and/or discipline and/or the church and/or wider community

For indicative information about expected attainments in these Fields for the various Academic Levels see the SCD's *Academic Levels Policy: Qualifications, Duties, and Attainments*.
11. In the case of an academic who has held an academic rank in an Australian University or another Australian or overseas institution of recognized equivalence within the last three years, it will be normal practice for the Classification and Promotion Committee to classify the person at the same rank. The application for such a person may consist of provision of an existing *curriculum vitae* rather than fresh provision of details on the SCD form.
12. There is provision for appealing against an Academic Classification to the Academic Classification and Promotion Appeals Committee through the Dean.
13. Academic Classification will be included with the details of the person on the Faculty Register.
14. Academic Classification may be varied by applying for Promotion to a higher level.

For Promotion see the *Promotion Policy and Procedures*.
15. Academic Classification is distinct from Teacher Accreditation, which normally precedes Academic Classification. Teacher Accreditation is the process by which a Member Institution or the Korean School of Theology seeks approval for any employee to teach a discipline, sub-discipline, or course units, at specific AQF levels, on the basis of the person's academic and/or professional qualifications and experience.

For Teacher Accreditation see the *Accreditation of Academic Faculty Policy and Procedures*.