

CONFERRAL OF ACADEMIC TITLES POLICY

Approving authority	Governing Board
Purpose	To outline the policy for the conferral of academic titles by the Governing Board.
Responsible Officer	President and CEO
Next scheduled review	June 2031
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Academic Staff Professional Development Policy and Procedure Conferral of Academic Titles Procedure Delegations Policy and Schedule Human Resources Policy and Procedure (Manual) Equivalence of Professional Experience and Academic Qualifications Policy Records Management Policy and Procedure Staff Code of Conduct Policy and Procedure

1. PRINCIPLES

Ozford Institute of Higher Education (hereafter referred to as “the Institute”) confers academic titles to individuals whose contribution to the Institute’s teaching, research or knowledge exchange is such that it deserves recognition.

The purpose of the policy is to attract, retain and motivate staff by offering timely opportunities for promotion and to state the principles for conferring the title of Professor or Associate Professor on an Leadership staff member who is seeking to be awarded a professorial title at the Institute.

This policy outlines the standards which underpin the conferring of academic titles on staff at Ozford Institute of Higher Education.

2. SCOPE

This policy applies to all Leadership staff of the Institute and includes the following two categories of professorial appointments:

- A new appointment by recruitment who previously was appointed, or would be considered eligible for appointment, to a professorial or associate professorial position at an Australian or a recognised overseas higher education institution; and/or
- By promotion of a Leadership staff member who is considered to have acquired skills and knowledge in the relevant profession to the level of Professor or Associate Professor.

3. DEFINITIONS

Conferral

Conferral is defined as the act of giving, granting, or bestowing an honour, degree, title, qualification, benefit, or right.

Academic Title

Academic title means the title of Professor or Associate Professor conferred by the Institute on a Leadership staff member.

Areas of Scholarship

Means the three areas of scholarship that provide a framework for describing scholarly achievements in applications for professorial appointments, being

- Teaching and Learning,
- Governance, Leadership and Engagement,
- Research.

Level of Achievement

Criteria for assessing achievement are defined as follows:

- Exceptional - requires evidence that the level of achievement and contribution is acknowledged by peers to be highly significant and clearly meets the criteria of the level to which the promotion is being sought.
- Outstanding – requires evidence that the level of achievement and contribution is acknowledged by peers to be significant and clearly meets the criteria of the level to which the promotion is being sought.
- Superior – required evidence that the level of achievement and contribution is acknowledged by peers as being highly satisfactory at the level at which the applicant is currently classified.
- Satisfactory - required evidence that the level of achievement is acknowledged by peers as being satisfactory at the level at which the applicant is currently classified.

Leadership positions

The Head of Department or leadership positions include:

- the President and CEO
- the Marketing Leadership position(s)
- the Admissions Leadership position(s)
- the Student Services Leadership position(s)
- the Accounting Leadership position(s)
- the Compliance Leadership position(s)
- the Academic Leadership position(s)
- the Head of Department (Brisbane)

The leadership position titles of staff have not been nominated as they change according to the current market and talent available to the Institute.

Professorial appointment

A Leadership staff member with at least a national reputation in their discipline who is engaged by the Institute to provide leadership and foster excellence in scholarship.

Promotion level criteria from Academic Level to Associate Professor or Professor

Associate Professor

The minimum standard of achievement for appointment to Associate Professor is-

- An Associate Professor at another Australian or overseas recognised higher education provider prior to accepting the appointment; and/or
- an exceptional contribution to teaching and learning.
- an outstanding contribution in service to the Institute, the profession and the community including governance, leadership and engagement through collegial life inside and outside of the Institute.
- has attained recognition at a national or international level in the discipline.
- has made original and innovative contributions to the advancement of scholarship in the discipline.
- has the same skill base as an academic staff member.

Professor

The minimum standard of achievement for appointment to Professor is-

- A Professor at another Australian or overseas recognised higher education provider prior to accepting the appointment; and/or
- demonstrated leadership of teaching and learning, governance, leadership and engagement and/or research in the academic discipline within appropriate sectors;
- recognition as an eminent authority in the discipline, having achieved distinction at the national level and may be required to have achieved distinction at the international level;
- original, innovative and distinguished contributions to the scholarship of teaching and learning in the discipline, and / or significant contribution to governance, leadership and engagement whilst in academic leadership positions.
- normally has the same skill base as an Associate Professor

Scholarly Activity Principles

The following principles will be applied to evaluate achievement in the three areas of scholarship required at each level of promotion:

1. that scholarly activity has demonstrably contributed to the creation, transfer and understanding of knowledge and incorporates creative and intellectual work (knowledge/understanding);
2. that scholarly activity has been subjected to critique and evaluation by peers who affirm its value (peer review);
3. that scholarly activity has had significant results and impact and has been documented, published, exhibited, performed or communicated in a form that others can build on (communicated); and
4. that scholarly work is valued by those for whom it was intended (quality/ impact).

Sustained contribution

At least two years of consistent or increasing output in the context of the discipline area and in relation to the weightings nominated by the applicant, with consideration given to the achievement relative to the applicant's opportunity. Normally these two years will be the last two years prior to application for promotion or appointment.

Weightings

Applicants will normally describe their achievement with weightings (self-assigned importance) distributed across the three areas of scholarship with that weighting representing achievement according to the promotion criteria for the level being sought.

Percentage weightings in each area of the three areas of scholarship will be used by the applicant to represent proportional achievement and outcomes. The weightings allocation must total 100% for the three areas of scholarship, and the weighting for each area of scholarship should be in the range 10% to 80%. It is recognised that few individuals will be outstanding across all three areas, and that extraordinary achievement under one criterion may, in some cases, compensate for lesser achievement in another.

4. POLICY

- 4.1 The Governing Board has responsibility for the conferral of the title of Professor or Associate Professor on a Leadership staff member as set out in the *Delegations Policy and Schedule*.
- 4.2 Promotion to Professor or Associate Professor recognises achievement and rewards a sustained contribution relative to opportunity and is informed by demonstrated evidence of quality and impact of the achievements in the three areas of scholarship. The title of Professor or Associate Professor will only be awarded for outstanding achievement and in recognition of an applicant's eminent reputation in their discipline, at least at a national level.
- 4.3 The title of Professor or Associate Professor may be conferred at the request of the President and CEO or by application from Leadership staff. Leadership staff who have been employed by the Institute for at least six months may make an application.
- 4.4 The title is conferred on the Leadership position for the period of appointment with the Institute. Other than in exceptional circumstances, the award of a title will not normally be for a period of less than 3 months and must be for not more than 5 years and will then be subject to review.
- 4.5 The applicant will be required to have made an exceptional contribution to the scholarship of teaching and learning and must provide evidence of an outstanding level of achievement and service to the Institute (or, in the case of an external applicant for a position, to previous employer(s)), the profession and the community.
- 4.6 The Institute will use the four scholarly activity principles to assess the three areas of scholarship and levels of attainment with the applicant applying a weighting in each of the three areas of scholarship and are a way of representing achievement and outcomes rather than activity. Applicants will nominate weightings to each of the three areas of scholarship.
- 4.7 The Governing Board, on the recommendation of the Academic Board, may confer the title of Professor or Associate Professor on a Leadership staff member who meets the criteria set out in the Definitions:

- 4.8 The applicant for the title of Professor or Associate Professor must provide evidence of an outstanding level of achievement and service to the Institute or, in the case of an external applicant for a position, to the previous employer(s), the profession, and the community.
- 4.9 The conferral of academic titles at the Institute is:
- based upon merit, as demonstrated through a transparent and rigorous process;
 - consistent with the recognition of equal opportunity;
 - focused on the demonstrated recognition of expertise and achievements in research and creative activity, education, and service;
 - in alignment with the Institute's strategy and any relevant legislative obligations;
 - subject to review before renewal; and
 - not subject to a quota.
- 4.10 The applicant's achievement will be assessed against opportunity to ensure that merit standards are maintained and acknowledging what has been achieved given the actual opportunities available. Non-traditional patterns of achievement, such as may be demonstrated by women, Aboriginal and Torres Strait Islander First Peoples, people with disabilities and people from non-English speaking backgrounds will be taken into account. Evaluation of achievements will be in relation to:
- the quantum or rate of productivity,
 - the opportunity to participate in certain types of activities, and
 - the consistency of activities or output over the period of consideration.
- 4.11 When using the conferred title, the full title must be used.
- 4.12 The award of an academic title is not an appointment to a position and in no way establishes any employment relationship between the Institute and the recipient, nor does it alter any existing employment relationship. The award of an academic title does not necessarily entitle the recipient to any salary payments or alter any existing salary payments. The Institute will however comply with the relevant Modern Award requirements.
- 4.13 The Institute will review the title and reserves the right to review and withdraw an academic title and any associated privileges and conditions if the Institute deems that the individual:
- is no longer contributing sufficiently or in fulfilment of expectations to the research activity, education or service activities of the Institute;
 - used an inaccurate title or used the title in a way not in accordance with the policy;
 - has breached the Institute's ***Staff Code of Conduct Policy and Procedure, Human Resources Policy and Procedure*** or other Institute policies;
 - demonstrates a conflict of interest between Institute activities and any outside work or activities;
 - may have made inappropriate comments in media, social media activity, and any other media publications or reports, for the purposes of raising a view or matter impacting the Institute's reputation;
 - fails to comply with the Institute's intellectual property requirements; or

- has changed or ceased their employment justifying the withdrawal of the academic title.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the TEQSA Compliance Frameworks the policy will be:

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by the Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the TEQSA Compliance Frameworks approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every five years from the date of approval (if not earlier);
- 5.4 referenced to the applicable TEQSA Compliance Frameworks requirement(s) and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officer of the Institute.

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following:

- Australian National University, Procedure: Academic titles conferral: Honorary (Clinical) appointee, Visiting Fellow, Visitor and Emeritus Professor, 2024 (https://policies.anu.edu.au/ppl/document/ANUP_000647).
- University of New South Wales, Conferring Academic Titles Policy, 2024 (<https://www.unsw.edu.au/content/dam/pdfs/governance/policy/2022-01-policies/conferringacademictitlespolicy.pdf>)
- Melbourne Institute of Technology, Professor and Associate Professor Policy and Procedure, 2025 (<https://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/ProfessorAndAssociateProfessorPolicyAndProcedure>).
- Polytechnic Institute Australia, Academic Promotions and Appointments Policy and Procedure, 2024 ([Policy](#)).
- Southern Academy of Higher Education (SAHE), Conferral of Academic Titles - Policy and Procedure, 2025, ([Conferral of Academic Titles Policy and Procedure](#))

8. VERSION CONTROL

Version	Date approved	Description	Approved by
---------	---------------	-------------	-------------

1.0	July 2021	Initial issue	GB
2.0	September 2023	Internal Review	GB
3.0	June 2026	Internal Review	GB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021		

Note:

GB = Governing Board