

CONFERRAL OF ACADEMIC TITLES PROCEDURE

Approving authority	Executive Management Team
Purpose	To outline the procedures 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 Policy 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. The purpose of the policy and procedure 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 a Leadership staff member who is seeking to be awarded a professorial title.

These procedures outline the standards which underpin the conferring of academic titles on staff at Ozford Institute of Higher Education.

2. SCOPE

This procedure 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

OZFORD

Institute of Higher Education

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 an academic 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 senior academic with 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. PROCEDURE

Conferral of Title Application process

4.1 A request to confer the title of Professor or Associate Professor may be made by application by a Leadership staff member who has been employed by the Institute for at least six months. The Applicant must submit a current curriculum vitae, a statement of reasons why the title of Professor or Associate Professor should be conferred, how the applicant meets the criteria including weightings against each of the three areas of scholarship, evidence of achievement and the names of three referees, at the same level or higher, at least two of who must be external to the Institute.

4.2 Evidence of achievement may include:

- evidence in support of achievements in Teaching and Learning, which are characterised by educational innovation and leadership in course design, review, and delivery.
- demonstrating distinguished scholarly teaching and learning across all levels and modes at the national level, with evidence of an emerging international reputation.
- contributing to the leadership of the moderation and maintenance of academic standards, and the development of course and unit curriculum that meets external requirements such as the Higher Education Standards Framework and professional accreditation.
- researching and publishing in teaching and learning, including testing the effectiveness of innovations designed to improve student and graduate outcomes including graduate employment.
- leading, designing, and implementing best practice assessment and evidence of student learning outcomes at the unit and course level, and leading assessment panels.
- teaching and learning leadership through senior academic roles.
- evidence in support of governance, leadership and engagement, such as:
 - contributing to the development and the implementation of the Institute's Strategic Plan.
 - leading the recruitment, mentorship and professional development of mid-career staff.
 - building and leading effective high-performing teams.
 - initiating and leading projects within or on behalf of the Institute.
 - leading and implementing external partnerships.
 - playing a leading role in high-level Institute governance committees.

- undertaking leadership roles in the industry.
 - representing the Institute at significant academic, professional and public forums.
 - initiating and leading significant community engagement activities.
- 4.3 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. Consideration will be given to circumstances, arrangements, career histories and overall time available and allows appropriate evaluation of achievements 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.
- 4.4 The Compliance team will prepare a Report for the Academic Board setting out the details of the application and supporting evidence for its consideration.
- 4.5 When assessing the request or an application for conferral of the title of Professor or Associate Professor, the Academic Board will consider whether or not the academic staff member meets the criteria set out in the ***Conferral of Academic Titles Policy***.
- 4.6 If the Academic Board is satisfied that the Leadership staff member meets the criteria set out in the Conferral of Academic Titles Policy, the Academic Board will make a recommendation to the Governing Board for conferral of the title of Professor or Associate Professor.
- 4.7 A report will be prepared for the Governing Board who will decide whether or not to confer the title on the Leadership staff member upon review of the recommendation of the Academic Board and the supporting evidence.
- 4.8 An applicant whose application is successful will be notified in writing by the President and CEO.
- 4.9 The effective date of conferral will be set out in the written confirmation of the conferral which will have a five-year term.
- 4.10 An applicant whose application is not successful will be provided with an opportunity to meet with the President and CEO to discuss the grounds for the decision and what activities they might undertake to work towards satisfying the criteria in a future application.

Review or withdrawal of title

- 4.11 The President and CEO or their delegate will prepare a report to the Academic Board setting out the reasons and evidence for the review recommending extension for a further five years or withdrawal of a title.
- 4.12 When assessing the recommendation for extension or withdrawal of conferral of the title of Professor or Associate Professor, the Academic Board will consider whether the Leadership staff member meets the criteria set out in the ***Conferral of Academic Titles Policy***. The Academic Board will make a recommendation to the Governing Board to continue or withdraw the conferral of the title of Professor or Associate Professor.
- 4.13 The Governing Board will review the recommendation of the Academic Board and supporting evidence and decide whether to extend or withdraw the conferral of the title of Professor or Associate Professor.

4.14 The individual will be notified of the Governing Board's decision by the President and CEO.

Appeals

4.15 The Applicant may appeal a decision on the basis of breach of the process by accessing the complaints process set out in the ***Human Resources Policy and Procedure (Manual)***. The appeal must be submitted within 10 business days of receipt of the decision.

4.16 The President and CEO will seek advice as to whether or not there has been a breach of procedure, and on the basis of that advice

- confirm the original determination to deny the conferral of an academic title, or
- uphold the appeal and recommend conferral of an academic title to the Academic Board and the Governing Board. If so:
 - The Academic Board will undertake a further review of the application and supporting evidence and make a recommendation to the Governing Board.
 - The Governing Board will review the recommendation and decide whether or not to confer the title.

4.17 The Appellant will receive written notification of the outcome of the appeal.

5. QUALITY ASSURANCE

To ensure that these procedures are fit for purpose and meet the requirements of the TEQSA Compliance Frameworks, the procedures will be:

- 5.1 internally approved by the Executive Management Team on development or review;
- 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 procedure is welcomed by the listed Responsible officer of the Institute.

7. ACKNOWLEDGEMENT

This procedure 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	EMT
2.0	August 2023	Internal Review	EMT
3.0	June 2026	Internal Review	EMT
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Higher Education Standards Framework (Threshold Standards) 2021		

EMT = Executive Management team