

Academic Titles

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1.0 Purpose

This procedure outlines the requirements for individuals to apply for or renew an academic title, including the associated benefits and responsibilities for academic title holders.

2.0 Scope

These procedures apply to individuals approved by Griffith University as affiliate members in accordance with the Academic Titles Policy. Academic title holders are not employed by or engaged as staff of the University in this capacity.

3.0 Procedure

3.1 Applications for award of academic title

Applications for award of academic title are to be made using the relevant application form (preferably online or via hardcopy) developed by Human Resources. Applicants will be required to submit a completed application form and provide a current curriculum vitae (CV).

For applications seeking academic title at the level of Professor, a written statement of support from the Head of the host School/Institute should be prepared for consideration by the delegated authority.

3.2 Benefits available to academic title holders

Upon award of an academic title, title holders will be issued with a letter of offer from the University. This will also specify the name of the nominated host academic supervisor. Newly awarded title holders are required to return the acceptance page prior to being allocated a University ID number. This ID number will assist in gaining access to the extensive benefits the University has available. Academic title holders are required to make contact with the host School/Institute that they have been assigned to, in order to access these benefits.

Externally funded academic title holders are entitled to receive a wide range of benefits from the University, including:

- a. use of the academic title and status as an affiliate of the University in forums and correspondence in accordance with the Griffith University Code of Conduct
- b. access to the University's library resources, including library borrowing rights commensurate with access provided to University paid academic staff

- c. access to information technology services commensurate with access provided to University academic staff, including:
 - Griffith internet and University web portal accounts
 - Griffith email account
 - file storage space on central servers
 - external VPN access to the University network
 - access to support to assist with their use of University IT accounts and equipment
- d. access to continuing professional development opportunities
- e. business cards and Griffith photo identification card
- f. inclusion on the host element's (School/Institute) webpage
- g. eligibility to apply for and be awarded University awards (e.g., teaching awards), scholarships and research grants
- h. assistance from the Office for Research with accessing online grant databases, research grant administration, grant writing, feedback on grant applications, and achieving ethics approval for research administered through the University
- i. ability to display information about research projects on the host element's website
- j. assistance from the Legal Services Unit in instances where contracts or legal agreements are required for activities undertaken on behalf of the University
- k. assistance from Griffith Enterprise in developing opportunities to commercialise intellectual property on behalf of the University
- l. opportunity to promote professional achievements to the University community through input where appropriate into newsletters and online media
- m. coverage by the University's Medical Malpractice Insurance and Public Liability Insurance, under the terms of those insurance policies, when acting on behalf of the University
- n. receipt of Griffith newsletters
- o. entitlement to participate in the host School/Element meetings and seminars
- p. ability to seek nomination to participate in School/Element committees and vote in applicable elections
- q. such other privileges and benefits that the University deems should also be made available to academic title holders.

3.3 Responsibilities of externally funded academic title holders

Externally funded academic title holders are affiliate members of the University. It is expected that they will research and/or teach as appropriate as members of the University.

Responsibilities include:

- a. participation in student teaching, including:
 - supervision of students undertaking clinical placements
 - facilitating student group learning (including Problem Based Learning)
 - conducting lectures and tutorials
 - participating in student assessment and other academic activities of their School/Institute

- b. participating in research, including where appropriate contributing to collaborative research projects with other colleagues from the University
- c. administration of research grants through the University where deemed appropriate by the University
- d. recognition of the University in the bylines of publications where appropriate
- e. participation in relevant committee meetings
- f. compliance with legislation and any other provisions that affect the University, and with the University Acts, Statutes, Rules, Orders and the Code of Conduct.

3.4 Payments to academic title holders

Academic title holders are not paid by the University. However, in exceptional circumstances payment/reimbursement may, if agreed in advance, be provided by the relevant host School/Institute, including:

- a. where an academic title holder must close their private practice to participate in University activities resulting in a tangible loss of income (reimbursement made in this instance would be at the discretion of the host School/Institute), or
- b. where an academic title holder is engaged through an agreement or memorandum of understanding (other than a joint appointment) whereby the academic title holder is released from their principal employer in order to carry out activities on behalf of the University (payment made in this instance would be in accordance with the relevant agreement or memorandum of understanding).

Such payments require the approval of the relevant Pro Vice Chancellor.

3.5 Goals, objectives and development support planning

Host Academic Managers (or their nominee), as supervisors, are encouraged to conduct a planning goal setting interview with academic title holders at the commencement of each affiliate arrangement with the University. Planning should include:

- a. goals and objectives for the appointee in areas including teaching, research and service
- b. development support.

The Academic Titles Support and Development Plan Form has been prepared to assist with this process.

3.6 Performance management

Academic title holders are expected to carry out the performance of their duties and responsibilities in accordance with the Griffith University Academic Position Classification Standards and Minimum Standards for Academic Levels (for the level of academic title awarded), and as determined by the appropriate Academic Manager.

Academic Managers are required to collect information from academic title holders on an annual basis listing each academic title holder's achievements for the year in the areas of:

- a. publications
- b. research grants
- c. awards received.

Collection of this information will be timed so as to enable data to be included on the University's annual Research Publications and Creative and Performing Arts Outputs Survey.

The relevant Academic Manager (or their nominee), as host supervisor, will review the performance of academic title holders. The University reserves the right to review its award of an academic title to an academic title holder at any time and may alter the category or revoke the title where it is in the best interest of the University to do so. Decisions to alter or withdraw academic title are made at the discretion of the University officer delegated to confer the title.

3.7 Renewal of academic titles

Academic Managers may recommend renewal of an academic title at a title holder's current level in accordance with the Academic Titles Policy by completing the Academic Titles Renewal Form. An updated CV should accompany Academic Titles Renewal Forms for those affiliate members who hold academic titles at Associate Professor (Level D) or Professor (Level E). Where a lapse in appointment has occurred, an updated CV may be requested.

4.0 Definitions

Nil.

5.0 Information

Title	Academic Titles Procedure
Document number	2024/0001056
Purpose	This procedure outlines the requirements for individuals to apply for or renew an academic title, including the associated benefits and responsibilities for academic title holders.
Audience	Public
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 8: Decent Work and Economic Growth
Approval date	April 2024
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Policy advisor	Director, Human Resources
Approving authority	Provost

6.0 Related Policy Documents and Supporting Documents

Legislation	N/A
Policy	Academic Titles Policy Code of Conduct Delegations Policy

Intellectual Property Policy

Procedures

[Delegations Procedure](#)

[Delegations Register](#)

Local Protocol

[Academic Titles webpage](#)

Forms

[Academic Titles Online Application Form](#)

[Academic Titles Renewal Form](#)

[Academic Titles Support and Development Plan](#)
