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<th>Name of Policy</th>
<th>Higher Duties Allowance for Academic Staff Policy</th>
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<tr>
<td>Description of Policy</td>
<td>This policy covers the application and payment of a higher duty allowance for Academic Staff.</td>
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- **New Policy**
- **Revision**

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Personnel Relations and Equal Opportunity Directorate

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1 Background

This policy has been developed in support of the Higher Duties Allowance provision for Academic Staff.

2 Policy Statement

An Academic Staff member who is required to act in a position of higher classification than that which the staff member occupies, or who is assigned higher responsibilities or duties shall be paid an allowance in accordance with this Policy.

3 Policy Purpose

The purpose of this policy is to inform Academic Staff of the conditions and arrangements associated with the payment of a higher duty allowance.

4 Application of Policy

4.1 This policy applies to all continuing and fixed term Academic Staff.

4.2 If an academic staff member is assigned responsibilities or duties which, on the basis of the Position Classification Standards, warrant payment of a higher duties allowance, the staff member shall receive an allowance if the period during which the staff member performs those duties is more than 15 weeks.

4.3 If an academic staff member is assigned responsibilities or duties which, on the basis of the Position Classification Standards, do not warrant payment of a higher duties allowance, the staff member shall not receive an allowance unless otherwise determined by the Pro-Vice-Chancellor (Academic Affairs).

4.4 The proportion of the allowance payable shall be equivalent to the proportion of higher duties being performed, as assessed by the staff member’s nominated supervisor and approved by the authorising officer. This is normally expressed as a percentage.

4.5 In assigning higher duties, regard will be had to necessary skills and experience, and to equity considerations. Staff at Level A may only be assigned subject co-ordination duties.

4.6 Higher duties shall include assignment of responsibilities as:

− Associate Dean (normally at Level D);
− Head of School (normally at Level D);
− Assistant Head of School (normally at Level C);
− Course Co-ordinator (normally at Level C);
− Subject Co-ordinator (normally Level A 6th incremental step); or,
− The temporary assignment of other duties which, on the basis of the Position Classification Standards, warrant payment at a higher level than the staff member’s substantive level.

4.7 A higher duties allowance must be payable for a period of 12 consecutive months or more before it will attract University superannuation contributions.

Where the acting period is initially less than twelve months, but subsequent periods of higher duties exceed twelve months, superannuation contributions will be based on the higher salary rate from the anniversary date (i.e. twelve months after commencement).

4.8 Annual Leave Loading will be payable on the higher duties allowance rate where the allowance has been payable for a period of 12 consecutive months or more.
4.9 At the election of the staff member, a higher duties allowance may be paid either as salary (on a fortnightly basis) or into a Professional Pursuits Account.

4.10 Allowance Payable

Where the payment of a higher duties allowance is approved, the allowance will be calculated as follows:

4.10.1 For assignment as Associate Dean where the staff member is at Level D, the allowance shall be at the rate approved by the Pro-Vice-Chancellor (Academic Affairs).

4.10.1.1 For assignment as Head of School:

For assignment as Head of School the allowance shall be at the rate approved by the Pro-Vice-Chancellor (Academic Affairs).

Small $10,000 p.a. or pro-rata for lesser periods (effective 1 January 2008)
Medium $14,000 p.a. or pro-rata for lesser periods (effective 1 January 2008)
Large $18,000 p.a. or pro-rata for lesser periods (effective 1 January 2008)

The allowance shall be based on the nature of the School and “size” criteria relating to the number of staff, students and campuses, which the School encompasses. The allowance amount will be notified to the Head of School at the time of offer of the assignment.

4.10.2 For assignment as Assistant Head of School or Course Co-ordinator where the staff member is at Level B, the allowance shall be at the rate approved by the Pro-Vice-Chancellor (Academic Affairs) (2005 $3600 per annum or pro rata for lesser periods).

4.10.3 For assignment as Subject Co-ordinator where the staff member is at a salary point lower than Step 6 of Level A, the quantum of the allowance shall be the difference between the staff member’s existing salary increment and Step 6 of Level A.

4.10.4 For other temporary assignments, the quantum of the allowance shall be determined by the Pro-Vice-Chancellor (Academic Affairs)

4.11 The allowances set out in section 4.10 above are not cumulative, and staff assigned more than one role will receive one rate of allowance at any one time.

4.12 Where the higher duties warranting payment of an allowance are temporarily assigned to a staff member in a relieving capacity (e.g. as a result of a Head of School being on an extended period of absence) for a period of at least 15 weeks, the higher duties allowance will cease to be paid to the staff member during the period that he/she is temporarily relieved of the higher duties.

4.13 A staff member who is in receipt of a higher duties allowance shall continue to progress incrementally through her/his substantive classification level subject to normal progression requirements.

4.14 Where the requirement to perform the duties warranting the higher duties allowance ceases, the allowance will also cease.

4.15 Responsibilities of Associate Dean

The responsibilities of an Associate Dean will be assigned in accordance with University policy, and will normally be assigned to a staff member at or above Level
D. Associate Deans will be responsible to the Dean and assist the Dean in his/her role of providing academic leadership and operational management for the Faculty in particular areas of strategic priority for the University and major Faculty-wide responsibility:

- Teaching, Learning and International Education
- Research, Research Training and Partnerships

An Associate Dean (Teaching, Learning and International Education) may deputise for the Dean, and may act for the Dean in his/her absences. In all such circumstances, the Associate Dean shall be deemed to have the functions of the Dean.

Associate Dean responsibilities include, but are not limited to, the following specific duties assisting the Dean in:

- Promoting excellence in and monitoring the quality of teaching, learning and international education within the Faculty;
- Fostering a high quality innovative academic environment;
- Contributing to the successful learning, development, professional accreditation and employment of students;
- Contributing to the internationalisation of the curriculum, providing quality programs for onshore and offshore international students and developing international relationships;
- Promoting development and recognition of Faculty activities within and beyond the University;
- Contributing to strategic planning and development, in association with the Heads of Schools;
- Budget planning and resource allocation for the Faculty, related to this portfolio;
- Chairing the Faculty Teaching and Learning Committee and being a member of the University Teaching and Learning Committee and of the Admissions Committee;
- Providing leadership in achieving the strategic intent of the University; and,
- Such other duties as the Dean may from time to time determine.

In addition the Associate Dean is expected to maintain his/her own scholarship and professional work.

An Associate Dean (Research, Research Teaching and Partnerships) may deputise for the Dean, and may act for the Dean in his/her absences. In all such circumstances, the Associate Dean shall be deemed to have the functions of the Dean.

Associate Dean responsibilities include, but are not limited to, the following specific duties assisting the Dean in:

- Promoting excellence in and monitoring the quality of the Faculty’s research, research training and strategic research partnerships;
- Fostering a high quality innovative academic environment;
- Developing strategic initiatives to promote a more research-focused culture, improved research training and an enhanced research profile for the Faculty and the University. This includes fostering Flagships and Research Centres in the Faculty;
- Developing and maintaining partnerships that contribute to improved outputs in research and scholarship;
- Promoting development and recognition of Faculty activities within and beyond the University;
- Contributing to strategic planning and development, in association with the Heads of Schools;
− Budget planning and resource allocation for the Faculty, related to this portfolio;
− Chairing the Faculty Research and Research Training Committee and being a member of the University Research and Research Training Management Committee and its newly formed Executive Committee;
− Providing leadership in achieving the strategic intent of the University; and,
− Such other duties as the Dean may from time to time determine.

In addition the Associate Dean is expected to maintain his/her own research, research training and professional work.

4.16 Responsibilities of Head of School

The responsibilities of a Head of School will be assigned in accordance with University policy, and will normally be assigned to a staff member at or above Level D. Head of School responsibilities include, but are not limited to, the following specific duties:

− promote excellence in the quality of teaching, research, consultancy and service conducted by the School and monitor and review all these activities, and in association with the Dean, contribute to academic planning and development, rationalisation of courses, and co-ordination of programs;
− administer the courses of the Faculty locally, including admission, instruction and assessment of students, and the transmission of results to administration;
− constant review and development of course units offered by the School towards the degree and diploma courses of the Faculty;
− stimulate and guide research by general direction according to research plan and by encouragement of individuals;
− promote development and recognition of School activities within and beyond the University;
− supervision of academic staff and general staff assigned to the School in accordance with University policy and procedures;
− monitor the performance of academic and general staff assigned to the School and provide assistance to those staff whose performance is assessed as requiring improvement following performance reviews undertaken in accordance with the Academic Performance Planning and Review Program or the General Staff Performance Development Program;
− participate in selection, retention of academic and general staff assigned to the School;
− allocate teaching and other duties and provision of staff and other resources so as to match skills and strengths of people in the School with the tasks to be accomplished;
− encourage and monitor staff development in terms of qualifications, teaching skills, professional development and research; and,
− financial and resource management and planning for the School in consultation with Dean.

4.17 Responsibilities of Assistant Head of School

The Assistant Head of School is a leadership role within the School, the particular responsibilities of which will be assigned by the relevant Head of School in consultation with the relevant Dean. The role and responsibilities of Assistant Head of School will vary from School to School, according to the needs of the School as they emerge from time to time. Responsibilities as an Assistant Head of School will normally be assigned to a staff member at or above Level C.
4.18 Responsibilities of Course Co-ordinator

Responsibilities for course co-ordination will normally be assigned to a staff member at or above Level C. A member of staff appointed as a course co-ordinator is responsible for the administration of a set of units which leads to the granting of a formal award of Australian Catholic University. A course co-ordinator is responsible to the head of the academic unit offering the course.

Course co-ordination responsibilities are assigned by the Dean on recommendation of the relevant Head of School and following a due consultative process within the academic unit which offers the course.

The normal term of appointment is three years, with the possibility of reappointment for further three year periods.

Course co-ordinator responsibilities include the following specific duties:

- to foster a co-operative spirit between staff involved in the course;
- to liaise as appropriate with Heads of School regarding course offerings, student numbers and staffing arrangements;
- to administer all aspects of the course, e.g. development, accreditation, maintenance and appraisal;
- to supervise course arrangements which may include student entry, credit and advanced standing applications, and cross-course transfers;
- to oversee student progress, including academic counselling, and related activities, e.g. show-cause arrangements and course terminations;
- to co-ordinate as required operational tasks such as timetabling and student services arrangements;
- to report upon the course as required in appropriate venues, e.g. Faculty Boards, School Committees and/or their relevant sub-committees; and,
- to deal with other academic and administrative matters relevant to the course.

4.19 Responsibilities of Subject Co-ordination (Level A)

Subject co-ordination means unit co-ordination in which a staff member is required to be responsible for fully planning and co-ordinating the unit, and for ensuring its appropriate assessment, in consultation with the Head of School who has the final responsibility. Co-ordination may include arranging for the use of physical facilities/resources and for inputs from other staff. Subject co-ordination does not necessarily require involvement in the initial development of the subject or unit nor does it necessarily involve the co-ordination of the activities of other staff. "Subjects" and "units" refer to one specific set of lectures, tutorials, etc presented over a year, semester or other period deemed comparable by the University.

Responsibility for subject co-ordination will normally be assigned to a staff member at or above Level B. However, any Level A academic whose substantive salary is below the sixth incremental step of the Level A scale and who is required by their Head of School in writing to perform full subject co-ordination duties for a period of at least 15 weeks or, such shorter period as the full unit is offered, including all assessments, shall be paid an allowance to bring her/his total salary to the equivalent of the sixth incremental step of the Level A scale for the period of such subject co-ordination.

4.20 Other Higher Duties

Higher duties (other than those listed above) which warrant payment of an allowance may be assigned, with the prior approval of the Pro-Vice-Chancellor (Academic Affairs) on recommendation of the Dean following application by the relevant Head of School, for a period of at least 15 weeks and normally not more than 12 months. In special circumstances, where it is not appropriate to make an
appointment at the higher level, the period of assignment of higher duties may be extended up to a total of 24 months only.

5 Approvals

The payment of a higher duty allowance is subject to the approval of the authorising officer as outlined in the Staffing delegations register.

6 Procedures

6.1 The Personnel Relations and Equal Opportunity Directorate will undertake the necessary administrative processing of a higher duty allowance upon receipt of advice from the relevant authorising officer and election of payment mode by the staff member.

6.2 It is the responsibility of the nominated supervisor to monitor the staff member's performance of the activities for which payment of a higher duties allowance is made. The nominated supervisor is also responsible for ensuring that any variation to the approved arrangements is drawn to the attention of, and approved by the Executive Staff member. In such circumstances, the Personnel Relations and Equal Opportunity Directorate must also be advised of the changed arrangements once they are approved.

7 Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Personnel Relations and Equal Opportunity.

8 Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the relevant Personnel Relations Consultant responsible for their Campus.
ACADEMIC HIGHER DUTIES – ASSIGNMENT PRO FORMA

PART A

Offer of Assignment (to be completed by Authorising Officer)

TO: ___________________________________________ (Staff members’ name)

Following a recommendation by the Head of School or other Delegated Officer, I wish to offer you an assignment as _____________________________________________ (Role) in the Faculty of __________________________ (Faculty) for the period from __________________________ (date) and concluding on __________________________ (date).

Signature: ___________________________ Date: __/___/___

(Delegated Officer in the University Staffing Delegations)

Acceptance of Assignment (By staff member)

I wish to accept / decline* assignment as _____________________________________________ (Role) in the Faculty of __________________________ (Faculty) for the period from __________________________ (date) and concluding on __________________________ (date).

(*Please delete as appropriate)

I understand that if I am promoted during the term of the assignment for which I am receiving an allowance under the Academic Staff Higher Duties policy, I may no longer be eligible for this allowance.

_________________________________________ _____________________________
(Signature) (Date)
PART B: ELECTION
[Where payment of an allowance applies – refer Academic Staff Higher Duties policy]

For payment of the allowance as salary:

☐ I elect to have the allowance payable to me under the University policy on Academic Staff Higher Duties paid on a fortnightly basis as part of my normal salary payments;

OR

For payment of the allowance into a Professional Pursuits Account:

If you do not already have a Professional Pursuits Account, please contact your Faculty Budget Officer who will make arrangements for an account to be established. It will be necessary to have the PPA established in order to have the money processed to the account.

☐ I elect to have the allowance payable to me under the University policy on Academic Staff Higher Duties paid into a Professional Pursuits Account and agree to abide by the requirements established by the University from time to time for the management of these Accounts. I acknowledge that monies paid into Professional Pursuits Accounts are available only for business-related expenditure and are to be approved by my supervisor.

[If you already have a Professional Pursuits Account:]

Please indicate account number: _______________________

[When signed please forward this to the Personnel Relations office at the Mount Saint Mary Campus to ensure prompt action to effect the above election.]

Office Use only:

Staff Services Action
Checklist prepared by:

________________________________________________________________________

(Name) ____________________________ (Signature) ____________________________

Date: ________ / ________ / ________

Higher Duties Amount per fortnight (with regard to Work Fraction): $____________________

File: Original to Higher Duties file
      Copy to Personal File
      Notification of Acceptance / Declination to Faculty