

<b>Name of Policy</b>	<b>Incremental Progression for Academic Staff Policy</b>	
<b>Description of Policy</b>	<i>This policy covers the arrangements for the incremental progression of academic staff members at the University</i>	
<input type="checkbox"/> New Policy		<input checked="" type="checkbox"/> Revision
<b>Description of Revision</b>		

**Human Resources Directorate**

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## **1. Background Information**

This policy has been developed in support of the provisions for incremental progression for Academic staff at ACU.

## **2. Definitions**

“Continuous service” means service with the University which is unbroken and counts for leave purposes. Any period of leave without pay of more than 6 months, or breaks in fixed-term employment of 6 weeks or more shall not be regarded as continuous service.

“Satisfactory performance” means performance at an appropriate level for the staff member’s appointment and consistent with the staff member’s duties and Position Classification Standards.

## **3. Policy Statement**

Subject to the provisions of this policy, an academic staff member will normally proceed through their relevant incremental salary scale. In order to achieve progression to the next point on an incremental scale, a staff member is expected to be able to demonstrate that she/he has met the necessary performance requirements for incremental progression, as assessed by the staff member’s supervisor following a performance review. Incremental progression acknowledges that a staff member has acquired additional skills, experience and knowledge and utilizes these to make an increased contribution to the University.

## **4. Policy Purpose**

This policy sets out the arrangements for the review and assessment of an academic staff member who is appointed to an incremental scale.

## **5. Application of Policy**

**5.1** This policy applies to all continuing and fixed-term academic staff of the University.

**5.2** Incremental progression shall normally occur on a staff member’s service anniversary date. These incremental anniversary dates normally occur after a staff member has completed 12 months of continuous service at their current incremental step with the University.

**5.3** Incremental progression will be deferred by 6 months following a staff member’s return from any period of absence from the University on paid or unpaid leave of 6 months or more to allow reasonable time to review performance. Where the review justifies incremental progression, payment of the increment shall take effect from the date of the deferred review. This shall not apply to any period of approved Outside Studies Program leave.

**5.4** In order to achieve progression to the next point on an incremental scale, a staff member is expected to be able to demonstrate that she/he has met the necessary performance requirements for incremental progression, as assessed by the staff member’s nominated supervisor following a performance review carried out in accordance with the Academic Performance - Planning and Review Program. Academic staff within their period of probation will have their performance assessed following a performance review carried out in accordance with the University’s Academic Probation Policies. Incremental progression will occur when the staff member is confirmed over the preceding 12 months to have:

- acquired and used additional skills, experience and knowledge within the ambit of their classification and in accordance with the priorities of the organisational unit and/or the University; and,
- demonstrated satisfactory performance against the classification standards for the staff member's level of appointment; and,
- achieved satisfactory performance at the appropriate level in the following progression criterion areas, where applicable:
  - undertaken such teaching duties as may have been allocated by the supervisor in consultation with the member of staff;
  - contributed, through research, scholarly writing, publication, creative work in the arts, professional practice or in other ways to the advancement of and application of knowledge;
  - participated in the administration of the institution and/or provided leadership and undertaken such administrative duties in the organisational unit as might have been assigned by the supervisor;
  - undertaken the scheme for staff appraisal for development purposes and participated in such professional or personal development activities as might have been agreed during that process; and,
  - contributed service to the relevant discipline through professional activity, continuing education, consultancy, conference organisation or other similar activity relevant to the work of the institution.

**5.5** If a staff member has not met the criteria for incremental progression (as outlined in section 5.4), the increment may be deferred. In these circumstances, the situation must be reviewed within six months from the incremental anniversary date. Where the subsequent review justifies incremental progression, payment of the increment will take effect from the date of the subsequent review.

**5.6** An increment shall not be withheld, other than in accordance with this policy for incremental progression.

## **6. Approvals**

Incremental progression reports are submitted for approval by the appropriate delegated officer. Information on delegated officers for incremental progression approvals is available in the University Staff Delegations which are published on the Human Resources website.

## **7. Procedures**

**7.1** The nominated supervisor will have regular contact with staff in their unit and be involved in regular discussion focusing on career development matters. Any perceived problems which could lead to the denial of an increment will be brought to the staff member's attention and clarified without delay. These procedures assume that role clarity and feedback are part of the normal operations of every unit, and that the decisions will be made in an environment where the nominated supervisor shall seek to foster and recognise achievements which may advance the careers and provide guidance to staff under their supervision which may lead to further development and improvement.

**7.2** At least three months before a staff member's incremental anniversary date, the Human Resources will forward an Incremental Progression Report for Academic Staff Form to the staff member's nominated supervisor.

**7.3** Nominated supervisors of staff members employed on a fixed-term appointment of 12 months or less will be forwarded an Incremental Progression Report for Academic Staff once the staff member's incremental anniversary date falls within a period of authorised employment.

- 7.4** The nominated supervisor will meet with the staff member, normally at least two months before the staff member's increment anniversary date, to review the staff member's performance against the progression criteria (see section 5.4) since commencing at their current incremental step.
- 7.5** Where the nominated supervisor is not satisfied that the staff member's performance has justified the award of an increment the staff member shall be informed by their nominated supervisor of the concerns, which should be expressed in terms of the progression criteria, and be given an opportunity to raise mitigating circumstances or ongoing academic or professional development of which the nominated supervisor might be unaware. The nominated supervisor will consider any relevant input received prior to completing the report.
- 7.6** The nominated supervisor completes the report advising whether the criteria for incremental progression has been met and forwards the report to the relevant delegated officer for approval at least one month before the increment date.
- 7.7** Where progression is not recommended the nominated supervisor will forward a copy of the completed report to the staff member, who will then be provided with two calendar weeks to provide a written comment for the relevant approving officer's consideration before reaching a decision.
- 7.8** Once approved, copies of the report are to be forwarded to the staff member, the nominated supervisor, and to Human Resources office at the Strathfield Campus.
- 7.9** Where an increment is withheld the staff member may seek a review of the approving officer's decision using the University's grievance management process.

## **8. 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 her/his suggestions to the Director, Human Resources.

## **9. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, she/he should contact the Human Resources Consultant responsible for her/his campus.