

# Conferral of Titles Policy and Procedure (Higher Education)

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**Effective Date:** 9 March 2026

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**Approved By:** Academic Board

**Policy and Procedure Owner:** Chair, Academic Board

**Procedure Area:** HE

**Audience:** Public

## 1. Purpose

- 1.1 This document provides a framework and procedure for the conferring of academic titles upon a member of Stanley College's staff as well as the appointment of Adjunct staff. Adjunct appointments and academic titles to be conferred must be approved by the Academic Board of Stanley College and then presented to the College's Board of Directors for confirmation.

## 2. Scope

- 2.1 The policy and procedure apply to all staff at Stanley College.

## 3. Key Definitions

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Academic staff</b>           | All staff employed on a permanent (full-time or part-time) or sessional academic and teaching-focused contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Adjunct staff</b>            | An Adjunct is an honorary academic title recognising an individual who is not an academic staff member, but who makes regular and significant contributions to the teaching, scholarship and/or research activity of the College.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Professional Development</b> | Learning activities for the purpose of developing, maintaining and enhancing the value and relevance of professional credentials. At Stanley College these include both learning and teaching credentials and discipline-specific credentials.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Research</b>                 | The creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Scholarly Activities</b>     | Aspects of scholarly activity include, but are not limited to: <ul style="list-style-type: none"> <li>• Scholarly publication/communication such as literature reviews and conference presentations;</li> <li>• Scholarly reviews of the current state of knowledge or teaching in a field that contribute to course development;</li> <li>• Original research in a discipline or on learning and teaching practices;</li> <li>• Leadership of advanced professional development activities (through, for example, presentations on the current state of knowledge, practice, or learning and teaching in a field, contributions to professional journals);</li> </ul> |

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|                    | <ul style="list-style-type: none"> <li>Contributions to professional bodies or communities of practice in advancing knowledge and practice (such as development of new standards, knowledge resources or codes of practice);</li> <li>Involvement in relevant activities of scholarly academic societies, editorial roles or peer review (i.e., those concerned with advances in practice or knowledge);</li> <li>Individual or collaborative activities, e.g., 'journal clubs', to remain abreast of developments in a field, combined with reflective practice.</li> </ul> |
| <b>Scholarship</b> | Those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Title</b>       | Title refers to academic designations conferred by Stanley College, including Senior Lecturer, Associate Professor, Professor and Fellow, and their adjunct equivalents, where such titles accurately reflect the role, contribution, and relationship of the individual to the College.                                                                                                                                                                                                                                                                                     |

## 4. Policy Provision

### Principles

- 4.2 To actively promote scholarly and research excellence at Stanley College, the Academic Board may confer academic titles including Senior Lecturer, Associate Professor, Professor or Fellow, including adjunct titles where appropriate, in accordance with this Policy.
- 4.3 Those conferred the title of Senior Lecturer, Associate Professor or Professor, including adjunct titles, are expected to actively engage in scholarship and, where appropriate to their role, research, and provide leadership for the students and staff and students in the pursuit of their academic disciplines.
- 4.4 Conferrals will be made consistent with the levels of such appointments at Australian universities. Conferrals will be made based on recipients achieving academic excellence, as shown by a combination of 4.4.1 and 4.4.2 as well as at least one of 4.4.3 and 4.4.4.
- 4.4.1 Appropriate qualifications or equivalent professional standing.
  - 4.4.2 Outstanding performance in scholarly and research activities, which may include national and/or international recognition as well as peer-reviewed publications.
  - 4.4.3 Outstanding service contributions to a related profession, to a relevant discipline, and/or to the higher education sector.
  - 4.4.4 A distinguished teaching record, as evidenced by the effective engagement of students in learning, course and unit development, and/or acknowledged contributions to teaching.

### Conferrals

#### Lecturer, Senior Lecturer, Associate Professor or Professor

- 4.5 The Academic Board may wish to confer the title of Lecturer, Senior Lecturer, Associate Professor or Professor on a staff member who:
- 4.5.1 prior to being employed by Stanley College was appointed to an equivalent position at another recognised higher education provider;

- 4.5.2 is a visiting Lecturer, Senior Lecturer, Associate Professor or Professor from a recognised higher education provider for the duration of their stay or association at/with Stanley College; or
- 4.5.3 is a person of appropriate standing in a particular academic field.
- 4.6 Those conferred with an academic title will retain their title on the conditions set by the Academic Board and the duties that the Board stipulates.
- 4.7 The position of Lecturer, Senior Lecturer, Associate Professor or Professor may be an honorary or paid position.

### **Adjunct Lecturer, Senior Lecturer, Associate Professor or Adjunct Professor**

- 4.8 An Adjunct Lecturer, Senior Lecturer, Associate Professor or Adjunct Professor may be appointed by the Academic Board based on a negotiated agreement between the proposed appointee and Stanley College on the responsibilities and length of period of the appointment. Adjuncts must:
  - 4.8.1 not be employed as a continuing member of the staff of Stanley College for the term of the proposed appointment; and
  - 4.8.2 be capable of furthering the reputation of Stanley College through appropriate conduct and performance in their academic discipline.
- 4.9 The person being conferred an Adjunct title should meet one or more of the required appointment criteria listed in Section 5.3.
- 4.10 Adjunct appointments will be made for a specified term and under conditions determined by the Academic Board.

### **Fellow**

- 4.11 The Academic Board may provide recognition of the meritorious contributions to Stanley College by educators, independent members of governance boards and committees, or professional staff on their resigning from the College by granting them the title of Fellow.
- 4.12 The appointment of Fellow will normally be for life, as determined by the Academic Board (subject to 5.13, 5.13.1 and 5.13.2).
- 4.13 Recommendations for the conferral of the title of Fellow may be made to the Academic Board by any member of the Academic Board, the Executive Management Committee or the Board of Directors.

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## **5. Procedure Steps**

### **Conferral of title**

- 5.1 A title conferral at any academic or adjunct level is generally initiated by a recommendation by the Dean of Higher Education to the Academic Board. If the title conferral is on the Dean of Higher Education, then the Chair of the Academic Board will make the recommendation.
- 5.2 The Academic Board will examine recommendations for the conferral of a title on a person who already holds a title from another institution. This examination looks at the person's submitted

Curriculum Vitae and on the written recommendation of the Dean of Higher Education. In making recommendations, the Dean of Higher Education would address the criteria listed below in Section 5.3.

- 5.3 Conferral of a title and the level of the title will be based on consideration of the following evidence:
  - 5.3.1 history of their work achievements;
  - 5.3.2 a portfolio of scholarly and research activity;
  - 5.3.3 evidence of substantial contributions to professional practice;
  - 5.3.4 an evidenced track record of contributions that have been made to scholarship/research, leadership, and academic excellence;
  - 5.3.5 a plan of expected future contributions to scholarship and research, leadership, academic excellence, and staff mentoring to be made at Stanley College.
- 5.4 Recommendations for conferral of the title of Fellow are assessed by the Academic Board based on information provided in a person's Curriculum Vitae and any accompanying statement addressing the criteria and on the written recommendations of the Dean (or Chair). In their recommendations, the Dean will address how the person has exceeded reasonable performance expectations over the longer term in one or more aspects of responsibilities in their time at Stanley College.
- 5.5 The Academic Board may:
  - 5.5.1 approve the recommendation for the conferral of a title;
  - 5.5.2 refer a recommendation back to the Dean (or to the Chair) for further consideration; or
  - 5.5.3 decide that the conferral of the title does not meet the required standards.
- 5.6 In the case of a person applying for the conferral of the title of Associate Professor or Professor who does not currently hold the title, they will be expected to provide a portfolio that addresses the criteria listed in Section 4.4 and the evidence listed in Section 5.3 of the Conferral of Titles Policy.
- 5.7 The portfolio of evidence referred to in Section 5.6 would be assessed by a Panel for the Conferral of Academic Titles (the Panel) convened by Academic Board and made up of three members. The Panel will be made up of:
  - 5.7.1 the Chair of the Academic Board as Chair of the Panel, or nominee;
  - 5.7.2 an independent member, external to Stanley College, of professorial level, with recognised expertise in relevant discipline areas, nominated by the Dean and approved by the Chair of the Academic Board.
  - 5.7.3 an independent member, external to Stanley College, of professorial level, nominated by the Dean and approved by the Chair of the Academic Board.
- 5.8 The Academic Board will consider the Panel's recommendation presented by Chair of the Panel and will make a determination. If the Chair of Academic Board (or nominee) has been the Chair of the Panel, the Chair (or nominee) will recuse themselves from the decision-making of the Board. The Academic Board may:
  - 5.8.1 approve the recommendation for conferral;
  - 5.8.2 refer a recommendation back to the Chair of the Panel for further consideration;
  - 5.8.3 determine that the conferral of a title does not meet the standards required in the Conferral of Titles Policy.

- 5.9 A member of the Academic Board will exempt themselves from any meeting at which a recommendation that relates to them is being discussed.
- 5.10 The Academic Board will present any conferral of titles to the Board of Directors for confirmation.
- 5.11 The Academic Board's Chair will write to the person recommended for the conferral, advising them of the outcome of their application and, if their application was successful, what title is to be conferred, and any terms and conditions of the conferral.

### **Withdrawal of a title**

- 5.12 The Academic Board reserves the right to withdraw the conferral of a title at any level if it considers that the title's holder:
- 5.12.1 has acted in a way contrary to Stanley College's values, policies, and procedures;
  - 5.12.2 has not met the conditions as laid out in the letter of conferral; or
  - 5.12.3 is not contributing sufficiently to the scholarly and research profile of Stanley College.
- 5.13 A title may be withdrawn if a staff member:
- 5.13.1 ceases to be employed by Stanley College; or
  - 5.13.2 where continued use of the title no longer accurately reflects the individual's role or relationship with Stanley College.
- 5.14 When Stanley College decides to withdraw a title, the person impacted on has the right to request that the decision is reviewed.

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## **6. Roles and Responsibilities**

- 6.1 Academic Board
- 6.1.1 *Confer academic titles*
  - 6.1.2 *Appoint academic positions*
  - 6.1.3 *Recommend candidates for title conferral*
  - 6.1.4 *Submit conferred titles to the Board of Directors for confirmation*
  - 6.1.5 *Withdraw titles where appropriate*
- 6.2 Chair, Academic Board
- 6.2.1 *Formally notify candidates of conferral outcomes*
- 6.3 Executive Management Team
- 6.3.1 *Recommend candidates for title conferral to the Academic Board*
- 6.4 Board of Directors
- 6.4.1 *Recommend candidates for title conferral to the Academic Board*
  - 6.4.2 *Confirm titles approved by the Academic Board*
- 6.5 Dean (Higher Education)
- 6.5.1 *Recommend candidates for academic title conferral*
- 6.6 Panel for the Conferral of Academic Titles
- 6.6.1 *Assess candidates' suitability for title conferral*

## 7. Reference Documents

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|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting documents, procedures, work guidelines and forms</b> | Policy on Scholarly Activity and Professional Development<br>Procedure on Scholarly Activity and Professional Development<br>Learning and Teaching Plan<br>Staff Recruitment and Performance Policy and Procedure<br>Academic Integrity Policy and Procedure<br>Scholarly Activity Plan |
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## 8. Version History

| Version | Date             | Changes Summary                                                                                                                                                                                                                           |
|---------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | 11 December 2023 | Original version                                                                                                                                                                                                                          |
| 1.1     | 9 March 2026     | Update to the following sections within the document <ul style="list-style-type: none"> <li>• Definition</li> <li>• Policy principles</li> <li>• Categories of titles available for conferral</li> <li>• Withdrawal of a title</li> </ul> |

## 9. Link to Standards

### Higher Education Standards Framework (Threshold Standards) 2021

| Domain                           | Section                                          | Standards |
|----------------------------------|--------------------------------------------------|-----------|
| 3. Teaching                      | 3.2 Staffing                                     | 6         |
| 6. Governance and Accountability | 6.2 Corporate Monitoring, Assurance and Controls | 1 (g)     |
| 6. Governance and Accountability | 6.3 Academic Governance                          | 1, 2      |