



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES

DRAFT

Conferral of Academic Titles Policy

CONFERRAL OF ACADEMIC TITLES POLICY

1. Background

In order to develop an informed position on the use of the term “professor” outside the university sector, the Victorian Registration and Qualifications Authority (VRQA) commissioned the Centre for the Study of Higher Education at Melbourne University in 2009 to produce a paper outlining the current policies, conventions and practices among Australian higher education providers when using the title professor¹.

The paper recommended, among other things, that for the purposes of understanding and clarity, that the non-self accrediting sector as a whole consider reaching a policy decision covering the use of the title professor in non-university higher education providers. After much consideration of this recommendation the Australian Council for Private Education and Training released a policy statement for use by its members.

The Institute of International Studies (“the Institute”) has developed this policy with reference to the ACPET policy statement: *Use of the Title Professor in Non-university Higher Education Providers*.

2. Overview

This policy sets out the procedure for conferring the title of Professor or Associate Professor upon a member of the Institute’s academic staff.

Professorial appointments will be administered by the Institute’s Academic Board and endorsed by the Board of Directors.

Professors and Associate Professors are expected to actively engage in scholarship and provide appropriate leadership for both staff and students in their disciplines.

3. Professor and Associate Professor

3.1 The Academic Board (in consultation with the Institute’s Board of Directors) may confer the title of Professor or Associate Professor upon an academic staff member who is:

- Prior to accepting the appointment, a Professor or an Associate Professor at another recognised higher education provider² that is engaged in teaching and/or research activities closely related to a particular academic area of the Institute; or

¹ Farrell, K. (2009) *The Use of the Title ‘Professor’*, Centre for the Study of Higher Education, University of Melbourne

² Overseas Institutes must be listed in the International Association of Universities Handbook of universities

- A person of eminence³ in a particular academic field; or
 - A visiting Professor or Associate Professor from a recognised higher education provider⁴ for the duration of their stay.
- 3.2 The position of Professor or Associate Professor may be:
- a paid or honorary position; and/or
 - sponsored by an external body.
- 3.3 A Professor or Associate Professor shall hold their academic title on such conditions and perform such duties as the Academic Board may determine.
- 3.4 An initial appointment as a Professor or Associate Professor shall be for the period determined by the Academic Board after which time the academic staff member may be re-appointed for a further period as determined by the Academic Board.
- 3.5 All decisions of the Academic Board in relation to the initial conferral of academic titles must be endorsed by the Institute's Board of Directors.

4. Adjunct Professor and Adjunct Associate Professor

- 4.1 An Adjunct Professor or Adjunct Associate Professor may be appointed by the Academic Board (in consultation with the Board of Directors) if that person:
- is not employed as a permanent member of academic staff of the Institute for the term of the proposed appointment; and
 - is capable of furthering the reputation of the Institute through appropriate conduct and performance in their field of study.
- 4.2 A candidate for the title Adjunct Professor or Adjunct Associate Professor may be:
- an expert in their field from professional practice/industry and need not necessarily have an academic background;
 - an academic from another recognised higher education provider who is to have a continuing relationship with the Institute.
- 4.3 The appointment shall be for a period as determined by the Academic Board.
- 4.4 An Adjunct Professor or Adjunct Associate Professor shall perform such duties as the Academic Board may determine.
- 4.5 All decisions of the Academic Board in relation to the initial conferral of academic titles must be endorsed by the Institute's Board of Directors.

³ An eminent person can be defined as a person who is recognised beyond the norm for others in their specific field of study and who can demonstrate with evidence that they have advanced their field of study through an extensive publishing record in peer reviewed journals and conferences

⁴ Overseas Institutes must be listed in the International Association of Universities Handbook of Universities

5. Procedure for Conferral of an Academic Title

- 5.1 A request to confer an academic title will be presented to the CEO by the Academic Director. In the case of conferring an academic title on the Academic Director the request will be instigated by the CEO.
- 5.2 The level of title must be justified and determined on the basis of the candidate's:
- work history and achievements;
 - scholarly activity;
 - contribution made to the scholarship of the Institute;
 - future contribution to scholarship expected to be made to the Institute.
- 5.3 The level of academic title must be consistent with the levels for such academic appointments at Australian universities.
- 5.4 The request will be accompanied by a portfolio of evidence prepared by the candidate that addresses the criteria listed above and clearly demonstrates the candidate's suitability for the conferral of the requested title.
- 5.5 The Academic Director⁵ will convene a panel of three suitably qualified educators⁶ ("the Panel") to consider the portfolio of evidence prepared by the candidate. One member of the Panel will be a member of the Academic Board complemented by two independent members who have experience in the candidate's area of expertise (the independent members may be selected from a list suggested by the candidate). The Panel will meet, either face-to-face or by alternate means, to consider the portfolio of evidence and, based on the criteria listed above, make a recommendation to the Academic Board on whether or not to confer the academic title being sought on the candidate.
- 5.6 Where the Panel has decided not to confer the academic title being sought by the candidate, but the candidate has demonstrated a significant level of achievement against the criteria listed at 5.2, it may recommend to the Academic Board that the title of Senior Lecturer be conferred on the candidate.
- 5.7 The Academic Board will consider the recommendation to confer an academic title from the Panel and make a determination.

The Academic Board may:

- affirm the decision;
- refer the decision back to the Academic Director for further consideration;

⁵ Or in the case of a request for a title to be conferred on the Academic Director, the CEO

⁶ Panel members will normally be at professorial level

- determine that the conferral of an academic title in this case may not be in the best interest of the Institute and disallow the conferral.

5.8 Where the recommendation relates to a member of the Academic Board, that member will exempt themselves from any meeting while the recommendation is under discussion.

5.9 Any determination by the Academic Board to confer an academic title must be agreed to by a majority of independent members.

5.10 The Chair of the Academic Board will write to the candidate to advise them of the outcome of their application, and if successful, the academic title to be conferred, the term of the conferral and any conditions attaching to the conferral.

5.10 The CEO will keep a register of all academic staff who hold an academic title and any conditions attached to the conferral.

6. Withdrawal of an Academic Title

6.1 The Institute reserves the right to remove an academic title if it considers that the holder of the title:

- has not met the conditions set down in the letter of conferral;
- is no longer contributing sufficiently to the academic life of the Institute;
- has acted in a way that is inconsistent with the Institute's policies and procedures.

6.2 An academic title is automatically withdrawn if an academic staff member:

- has ceased to be employed by the Institute;
- has ceased to have a relationship with the Institute (in the case of title holders who are not employees).

6.3 The Chair of the Academic Board will write to the academic staff member informing them of the withdrawal of their academic title.

7. Version History

Version	Approved by	Approval Date	Details
1.0	Academic Board	24 March 2016	Document creation – Final Draft
2.0	Academic Board	8 June 2020	Document reviewed and approved

Document owner: Academic Director