**Allowances and Recruitment Principles for DAPs, Discipline Leaders, Associate Deans and ACAs**

1. **Academic Course Advisor (ACA)**

The following principles apply when appointing an ACA at school level:

* 1. **Appointment as ACA from Level A or B**
* 100% salary at level C, step 1; and
* Professional development grant (to be administered through Office of Dean). This grant must be linked to an agreed professional development plan. Grant value based on FTE:

|  |  |
| --- | --- |
| **FTE** | **Grant** |
| 5% - 40% | $2,500 |
| 41% - 65% | $3,750 |
| 66% - 100% | $5,000 |

Appointments of ACAs to be for a maximum 3-year term.

**Recruitment of ACAs**

An Expression of Interest (EOI) will be called via eRecruit for ACA roles. The EOI must contain up to two pages (maximum) and a standard university CV. The EOI must address the following criteria:

1. A demonstrated record of achievement in teaching and curriculum design;
2. A capacity to work collaboratively with relevant staff across the University to implement and maintain effective systems and processes for ensuring the quality delivery of Programs, and for leading continuous quality improvement in line with the University’s mission and objectives;
3. Demonstrated record of involvement with student advising and ability to assist students to resolve problems at School level.

Selection panels will be chaired by the relevant Dean.

1. **Director of Academic Program (DAP)[[1]](#footnote-1)**

The following principles apply when appointing a DAP at school level:

* 1. **Appointment as DAP from Level D or E**
* 100% salary at existing level D or E; and
* Professional development grant (to be administered through Office of Dean). This grant must be linked to an agreed professional development plan. Grant value based on FTE:

|  |  |
| --- | --- |
| **FTE** | **Grant** |
| 5% - 40% | $3,750 |
| 41% - 65% | $5,625 |
| 66% - 100% | $7,500 |

* 1. **Appointment as DAP from Level A, B[[2]](#footnote-2) or C**
* 100% Higher Duties Allowance (HDA) salary at level D, step 1; and
* Professional development grant (to be administered through Office of Dean). This grant must be linked to an agreed professional development plan. Grant value based on FTE:

|  |  |
| --- | --- |
| **FTE** | **Grant** |
| 5% - 40% | $2,500 |
| 41% - 65% | $3,750 |
| 66% - 100% | $5,000 |

Appointments of DAPs to be for a maximum 3-year term.

**Recruitment of DAPs**

An Expression of Interest (EOI) will be called via eRecruit for DAP roles. The EOI must contain up to two pages (maximum) and a standard university CV. The EOI must address the following criteria:

1. An articulated vision for the future direction of the Academic Program, informed by developments in its related discipline/professional fields.
2. A demonstrated ability to enhance Program quality, the overall student experience, and to use a range of evaluation and data sources to support programs.
3. Demonstrated high level leadership capabilities in managing people and relationships, including mentoring and developing others, and proven commitment to high ethical, personal and professional standards in all aspects of managing and leading others and in one’s own work.

Selection panels will be chaired by the relevant Dean.

1. **Discipline/Professional Field Leaders**

The following principles apply when appointing a Discipline Leader:

* 1. **Appointment as Discipline/Professional Field Leader from Level D or E**
* 100% salary at existing level D or E; and
* $5,000 per annum professional development grant available (to be administered through Office of Dean[[3]](#footnote-3)). This grant must be linked to an agreed professional development plan.
* There is no workload allocation for Discipline/Professional Field Leaders.

Appointments for Discipline Leaders to be for a maximum 2-year term.

**Recruitment of Discipline Leaders**

An EOI will be called for Discipline Leader vacancies. The EOI must contain up to two pages (maximum) addressing specified criteria and a standard university CV.

1. **Associate Dean (portfolios)**

The following principles apply when appointing an Associate Dean (portfolio) at school level:

* 1. **Appointment as Associate Dean from Level D or E**
* 100% salary at existing level D or E; and
* Professional development grant (to be administered through Office of Dean). This grant must be linked to an agreed professional development plan. Grant value based on FTE:

|  |  |
| --- | --- |
| **FTE** | **Grant** |
| 5% - 40% | $3,750 |
| 41% - 65% | $5,625 |
| 66% - 100% | $7,500 |

* 1. **Appointment as Associate Dean from Level C[[4]](#footnote-4)**
* 100% salary at existing level C; and
* Professional development grant (to be administered through Office of Dean). This grant must be linked to an agreed professional development plan. Grant value based on FTE:

|  |  |
| --- | --- |
| **FTE** | **Grant** |
| 5% - 40% | $2,500 |
| 41% - 65% | $3,750 |
| 66% - 100% | $5,000 |

Appointments of Associate Deans to be for a maximum 3-year term.

**Recruitment of Associate Deans**

An Expression of Interest (EOI) will be called via eRecruit for Associate Dean (portfolio) roles. The EOI must contain up to two pages (maximum) and a standard university CV. The EOI must address the following criteria:

1. Demonstrated ability to provide academic leadership and strategic direction for the [relevant portfolio] within the School and to promote and represent these initiatives in all forums;
2. A capacity to work collaboratively with relevant staff to implement and maintain effective systems and processes for ensuring the quality delivery of academic programs, and for leading continuous quality improvement.
3. High level leadership capabilities in managing people and relationships, including mentoring and developing others.

Selection panels will be chaired by the relevant Dean or Deputy Dean.

Recruitment for the above roles will be conducted through the e-Recruit system to ensure official record-keeping.

1. Achievement in the role of DAP will be explicitly recognised in promotion applications. [↑](#footnote-ref-1)
2. Appointment of academic staff at level A and B to the role of DAP should be seen as an exceptional case. [↑](#footnote-ref-2)
3. Where Discipline Leaders have substantive roles within a Research Institute, payment of the professional development grant will be negotiated between the relevant Dean and the Institute Director. [↑](#footnote-ref-3)
4. Any staff who are currently level C, step 6 appointed as Associate Dean will be uplifted to Academic level D, step 1. [↑](#footnote-ref-4)