

## Higher Duties and Course and Program Convenorship - Academic Staff Policy and Procedures

<b>Approving authority</b>	Executive Group
<b>Approval date</b>	24 September 2014
<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>
<b>Next scheduled review</b>	2018
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Academic%20Staff%20Higher%20Duties%20Policy%20and%20Procedures.pdf">http://policies.griffith.edu.au/pdf/ Academic Staff Higher Duties Policy and Procedures.pdf</a>
<b>TRIM document</b>	2017/0000365
<b>Description</b>	This document details the policy relating to academic staff who are required to temporarily perform the duties of a Lecturer or Course or Program Convenor.

### Related documents

[Higher Duties Allowance Lecturer/Course Convenorship Application Form](#)  
[Salary Information](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Application\]](#) [\[Procedures\]](#) [\[Delegations\]](#)

## 1. INTRODUCTION

This policy provides for academic staff members at the Associate Lecturer level who perform the duties of a Lecturer or who convene courses be recompensed during the period they perform the higher duties. It also provides for academic staff at Associate Lecturer or Lecturer level who convene programs be recompensed for the period they perform the higher duties.

## 2. SCOPE

All academic staff members employed at the Associate Lecturer and Lecturer level who are required to undertake specified higher level duties as set out in this policy.

## 3. APPLICATION

An Associate Lecturer shall be paid a higher duties allowance as a Lecturer if:

- a Lecturer position is vacant due to the absence of the permanent occupant or because an appointment has not been made and the duties cannot be performed by another Lecturer; and
- the Lecturer's absence releases funds; or the absence is unexpected; and
- the Element requires Lecturer duties to be performed; and
- the Associate Lecturer has agreed to perform the duties of Lecturer.

An Associate Lecturer shall be paid a higher duties allowance as a Course Convenor if they are required to undertake the following responsibilities:

- leadership and responsibility for the development, preparation and modification of the expanded course outline, based on the approved outline and assessment arrangements; and
- reviews of the approved outline and evaluations of assessment arrangements for the course; and

- liaison with the School office regarding timetabling and assessment items, such as examinations and tests, and arrange marking of assessment items in association with the teaching team; and
- advice or counselling to current and prospective students on matters related to the course; and
- deal with applications for extensions for assessment items and for special and supplementary assessment, and with academic irregularities; and
- maintain assessment records and prepare the Assessment Board return and related reports and recommendations; and
- coordinate the implementation of the course and preparation of teaching materials in consultation with senior staff and the teaching team including the organisation of tutorial groups and various topics. It is expected that the convenor take a major role in the teaching of the course; and
- provide advice on the employment of sessional staff, following approval from the Head of Element and coordinate the work of such staff.

An Associate Lecturer or Lecturer shall be paid a higher duties allowance as a Senior Lecturer if they are required to undertake the role and responsibilities of a Program Convenor.

### **3.1 Period of Acting Appointment**

An Associate Lecturer required to temporarily perform the duties of a Lecturer will normally be appointed for at least one teaching period but not for more than four consecutive teaching periods.

Where an Associate Lecturer is required to perform the duties of Course Convenor they will normally be appointed for a specified period only such as teaching weeks within a teaching period.

An Associate Lecturer or Lecturer required to temporarily perform the duties of a Program Convenor will normally be appointed for a specified period only such as teaching weeks within a teaching period.

### **3.2 Amount Payable**

#### **3.2.1 Associate Lecturer who perform the duties of a Lecturer**

The Associate Lecturer will be paid a higher duties allowance at Point 1 of the Lecturer salary scale. If the period of continuous higher duties exceeds one year, then the higher duties allowance will increase in accordance with the increments of the Lecturer level salary scale.

Higher duties allowance is payable during periods of recreation and sick leave only when the staff member has undertaken higher duties immediately prior to the leave and resumes higher duties immediately after the leave, that is, the higher duties would have continued uninterrupted if not for the period of leave.

#### **3.2.2 Associate Lecturers who convene courses**

The Associate Lecturer will be paid at Point 6 of the Associate Lecturer salary scale.

The University recognises that there will be some instances where it will be more appropriate to pay higher duties at the Lecturer salary level. In cases where it is believed the work is complex and diverse or where large class sizes are involved, Heads of Elements may consider making a temporary appointment for payment of HDA at Lecturer level.

#### **3.2.3 Associate Lecturers and Lecturers who perform the duties of Program Convenor.**

An Associate Lecturer or Lecturer will be paid a higher duties allowance at Point 1 of the Senior Lecturer salary scale. If the period of continuous higher duties exceeds one year, then the higher duties allowance will increase in accordance with the increments of the Senior Lecturer level salary scale.

Higher duties allowance is payable during periods of recreation and sick leave only when the staff member has undertaken higher duties immediately prior to the leave and resumes higher duties immediately after the leave, that is, the higher duties would have continued uninterrupted if not for the period of leave.

### **3.3 Superannuation**

Higher duties allowance is not superannuable.

---

## **4. PROCEDURES**

- 4.1 The Head of Element may recommend to the Group Pro Vice Chancellor the temporary appointment of an Associate Lecturer to perform the duties of Lecturer or Course Convenor.
- The Head of Element shall submit a memorandum indicating the reasons and support for the Associate Lecturer to be paid the Higher Duties allowance and attach the Higher Duties Allowance Lecturer/Course/Program Convenor Application Form.
  - The Head of Element shall advise the staff member of the outcome via e-mail.
  - The approved form will be submitted to Human Resources for payment to be arranged.
- 4.2 The Head of Element may recommend to the Group Pro Vice Chancellor the temporary appointment of an Associate Lecturer or Lecturer to perform the duties of Program Convenor.
- The Head of Element shall submit a memorandum indicating the reasons and support for the Associate Lecturer/Lecturer to be paid the Higher Duties allowance and attach the Higher Duties Allowance Lecturer/Course/Program Convenor Application Form.
  - The Head of Element shall advise the staff member of the outcome via e-mail.
  - The approved form will be submitted to Human Resources for payment to be arranged.
- 

## **5. DELEGATIONS**

Academic higher duties or course convenorship to be carried out by an Associate Lecturer requires the prior approval of the Group Pro Vice Chancellor.

Academic higher duties for Program Convenor roles requires the approval of the Group Pro Vice Chancellor in addition to the requirement that the appointment requires the approval of the relevant Group Board as set out in the Role of Program Convenor policy.