

Academic Programs Advisers Policy

Section 1 - Purpose and Context

(1) In order to facilitate the establishment and maintenance of high quality academic programs and a productive educational environment within Schools, the University of Western Sydney (UWS) has established a number of academic advising positions. The positions support and contribute to the School's plans for its academic programs, research and engagement activities.

(2) The purpose of this policy is to provide information on the academic advising positions of Director, Academic Program, Director of Portfolio and Academic Course Advisors and to clarify the relationship between these roles.

Section 2 - Definitions

(3) Nil.

Section 3 - Policy Statement

Appointment

(4) Appointment to Director, Academic Program, Director of Portfolio and Academic Course Advisor roles are based on merit (refer to the [Recruitment and Selection Policy](#)).

(5) The roles of Director, Academic Program, Director of Portfolio and Academic Course Advisors are available to current UWS academic employees, usually as a fraction of and concurrent with their substantive employment. Appointments to these roles are for a period of up to three years.

(6) Delegation to appoint is in accordance with the [Delegations \(Administrative\) Policy](#).

(7) The number, fraction and focus of the above positions allocated in each School depend on the complexity of the programs, academic issues and size of the School, and will be approved by the Vice-Chancellor on submission by the Dean.

(8) Appointments to Director, Academic Programs or Director of Portfolio will ordinarily be Academic Level D and E staff members. Appointments to Academic Course Advisor will ordinarily be from Academic Level C staff members. Only in exceptional circumstances where there are no appointable Level D or E staff in the case of Director, Academic Program and Director of Portfolio, or Level C staff in the case of Academic Course Advisor, should a Level C or Level B staff member respectively, be appointed. In such circumstances, staff should be directed to undertake the higher level duties on a periodic basis with adequate training and support.

Remuneration and Incentives

(9) Remuneration and incentives are based on the substantive academic level of the appointee. These may include an allowance, a professional development grant and/or workload variation.

(10) Where an allowance is paid for Director of Portfolio or Director, Academic Program positions, this will be superable if the position is held for a period of 12 months or more, in agreement with the staff member unless the staff member expressly declines this benefit.

(11) The amount of the professional development grant will be at the discretion of the Dean, but will not exceed the maximum amount specified in the attached [schedule](#).

Section 4 - Procedures

(12) Opportunities to apply for these positions will be afforded via expressions of interest from ongoing academic employees, or fixed term academic employees whose contracts extend beyond the period of the appointment of the academic advising role.

Workload

(13) Consultation will take place between the delegated officer and the prospective appointee and the appropriate workload will be determined based on the requirements of the School and in accordance with the School Work Plan Committee guidelines and the Staff Agreement. If an increase in fractional appointment is required, the Dean must submit a recommendation to the Vice-Chancellor /Deputy Vice-Chancellor /Senior Executive for consideration and approval.

(14) Prospective appointees will be provided with a relevant position description prior to workload consultation.

Reporting Lines

(15) The Director of Portfolio reports to the relevant School Dean or their nominee. The Director, Academic Program reports to either the Dean or the Deputy Dean of the relevant School depending on each School's requirements. The Academic Course Advisor normally reports to the Director, Academic Program.

Section 5 - Guidelines

(16) Nil.

Status and Details

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Unit Head	Kirsty Dwyer Chief People Officer kirsty.dwyer@westernsydney.edu.au
Author	Liz Bryden
Enquiries Contact	Matthew Bond Executive Director, Employment Relations matthew.bond@westernsydney.edu.au