



## SWINBURNE UNIVERSITY OF TECHNOLOGY GUIDELINES FOR THE APPOINTMENT OF TEACHING FELLOWS & INDUSTRY TEACHING FELLOWS

In alignment with the University's *Statement of Direction 2015*, to promote long-term alliances between the University and industry, these guidelines describe the procedures for the appointment of Teaching Fellows and Industry Teaching Fellows to the University.

These guidelines apply to potential candidates (new employees) who Deans wish to appoint a Teaching Fellow or an Industry Teaching Fellow for a fixed-term (up to a maximum of five years).

### Duties/Qualifications

*Teaching Fellow* shall mean and refer to a graduate with at least honours degree or equivalent with teaching responsibilities including the development, preparation and delivery of material and activities to students, unit and program coordination, assessment and evaluation.

*Industry Teaching Fellow* shall mean and refer to recognised industry practitioners with demonstrated excellence and leadership in their field, who are capable of making a significant contribution to the teaching of a particular academic area and will maintain personal industry knowledge and networks to gain awareness of new information in their profession.

Both Teaching Fellows and Industry Teaching Fellows are expected to contribute to raising the profile of teaching at SUT through the recognition of outstanding contributions in teaching practice and leadership whilst maintaining current knowledge of developments in their relevant field.

Duties of a Teaching Fellow and Industry Teaching Fellow may include:

- Laboratory instruction and demonstrating;
- Delivering Tutorials and Lectures;
- Teaching as a member of a teaching team or group;
- IBL Liaison;
- Assessment marking;
- Unit convenor and program coordination;
- Involvement in research as agreed;
- Curriculum Development;
- Being available for student consultation; and;
- Any other duties required.

### Appointment Process

The following procedures apply to the appointment of Teaching Fellows and Industry Teaching Fellows:

1. The Dean will recommend to the Deputy Vice-Chancellor Higher Education the appointment of Teaching Fellows and Industry Teaching Fellows.

2. These staff will be appointed in accordance with the University “Appointments Policy” (refer clause 6) and the “Australian Workplace Agreement Policy”.
3. The following documentation is required to be forwarded to Human Resources:
  - a. A5 “Request to Appoint AWA”, authorised by the Deputy Vice-Chancellor Higher Education;
  - b. A7 “Application for Employment”
  - c. Curriculum Vitae
  - d. Verified copy of qualifications
  - e. Certified copy of visa (if applicable)
  - f. Duty statement/Position Description
4. Normal work rights and visa requirements apply to these appointments.
5. Teaching Fellows and Industry Teaching Fellows will be allocated a workload to reflect their duties.
6. The University’s probation and performance management process applies to these appointments.

#### Responsibilities

Deans are responsible for making recommendations to the Deputy Vice-Chancellor for the appointment of a Teaching Fellow or an Industry Teaching Fellow.

The Vice Chancellor has authority to waive the requirement to advertise in accordance with the “Appointments Policy”.

The Deputy Vice-Chancellor is responsible for approving the appointment of Teaching Fellows or Industry Teaching Fellows.

Human Resources are responsible for the preparation of the letter of offer (contract) and AWA.

These guidelines have been agreed and approved by DAC in 2007.

#### Related Materials

<http://ppd.swin.edu.au/humres/Appointments.htm>

<http://ppd.swin.edu.au/humres/AustralianWorkplaceAgreements.htm>

<http://www.swinburne.edu.au/corporate/hr/docs/A5.doc>

<http://www.swinburne.edu.au/corporate/hr/docs/A7.doc>

[http://www.swinburne.edu.au/corporate/hr/forms/AWA\\_Acad-FixedTerm\\_05.pdf](http://www.swinburne.edu.au/corporate/hr/forms/AWA_Acad-FixedTerm_05.pdf)

<http://ppd.swin.edu.au/humres/ProbationPolicyAcademicAndGeneralStaff.htm>