

## Titles for University Positions Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Relevant Staff Agreement](#)

[Organisational Structure Policy](#)

Strategic Plan Theme: [People and Culture](#)

### 2. PROCEDURAL DETAILS

2.1. The University will apply titles for positions which:

- (a) are gender neutral,
- (b) appropriately reflect the main purpose of the position, and
- (c) are applied consistently across the University.

2.2. The Director, People Services is responsible for ensuring compliance with the provisions outlined in these procedures.

2.3. An occupant of a specific position may also adopt a working title to reflect professional or industry recognised standing.

2.4. The University has three categories of titles for:

- (a) Executive management positions;
- (b) Academic staff positions; and
- (c) Professional and General staff positions.

#### 2.5. **Executive management positions**

Executive management positions within the University are titled:

- a) Vice-Chancellor
- b) Provost
- c) Deputy Vice-Chancellor
- d) Chief Operating Officer
- e) Vice-President
- f) Pro Vice-Chancellor
- g) Chief Financial Officer
- h) Chief Strategy Officer
- i) Chief Legal Officer

Additional titles may arise in accordance with *Appointment, Performance and Remuneration of Executive Managers Procedures*, where the Executive Committee approves the establishment of an Executive Manager position.

#### 2.6. **Academic positions**

##### 2.6.1. **Academic management positions**

In addition to the executive management positions outlined in clause 3.1 above, the following titles may be used for academic management positions:

- a) Associate Deputy Vice-Chancellor
- b) Deputy Pro Vice-Chancellor
- c) Associate Provost
- d) Dean

- e) Associate Dean
- f) Head of School
- g) Deputy Head of School
- h) Director

2.6.2. A working title- will apply for academic staff who, as part of a workload allocation, are assigned the responsibilities of:

- Discipline Lead
- Course Coordinator
- Unit Coordinator
- Director e.g. Director Learning and Teaching and Director Graduate Research (within a School) or Director (of a research cluster)

### 2.6.3. **Teaching and Research academic and Teaching academic positions**

Academic staff who are employed in a teaching and research, teaching academic or teaching academic clinical/professional role are titled:

- a) Professor – (level E)
- b) Associate Professor – (level D)
- c) Senior Lecturer – (level C)
- d) Lecturer – (level B)
- e) Associate Lecturer – (level A)

### 2.6.4. **Research academic positions**

Academic staff who are employed in a research academic role are titled:

- a) Professor – (level E)
- b) Associate Professor– (level D)
- c) Senior Research Fellow – (level C)
- d) Research Fellow – (level B)
- e) Research Associate – (level A)

### 2.6.5. **Honorary positions**

- a) The title of Emeritus Professor may be conferred in accordance with the *Titles of Emeritus Professor and John Curtin Distinguished Emeritus Professor Procedures*.
- b) The title of Distinguished Professor may be conferred in accordance with the *Titles of John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor Procedures*.

### 2.6.6. **Visiting or Adjunct positions**

The title Adjunct or Visiting may be conferred on any person who makes contributions to the teaching and research activities of the University in accordance with the *Appointment of Visiting Academic Staff Procedures and the Appointment of Adjunct Staff Procedures*.

## 2.7. **Professional and General staff positions**

### 2.7.1. **Professional and General staff management positions**

In addition to the Executive Manager positions outlined in clause 3.1 above, the following titles may be used where duties require the leadership of a function or organisational unit:

- a) Director or Chief (other than those listed in 2.5, above)

The title “Director” or “Chief” may be applied to a position which has overall responsibility for leading a significant (in complexity and responsibility) *Area* (as

defined within the *Establishment and Change of Organisational Units Procedures*) of the University. As a general rule these positions will be those with a classification which sits outside of the Staff Agreement.

Subject to the approval of the Chief Operating Officer, the title ‘Director’ may also be applied to a position with overall responsibility for a significant (in complexity and responsibility) *Section (as defined with the Establishment and Change of Organisational Units Procedures)* of the University

b) Deputy Director

The title “Deputy Director” may be used for a position which reports to a Director or Chief (as defined above) and which has overall leadership responsibility for a significant (in complexity and responsibility) *Section (as defined with the Establishment and Change of Organisational Units Procedures)* of the University, As a general rule these positions will be those classified at level G10 and above.

c) General Manager (Faculty)

The title “General Manager” will be applied to a position which has overall responsibility for leading the operational business management of a faculty. These positions typically report to the Pro Vice-Chancellor of a faculty.

d) Manager

The title of “Manager” may be applied to a position which, as a general rule, has people management responsibility. In some cases “Manager” may be applied to a position without people management responsibility but which has responsibility for the management of a significant (size and/or complexity) function.

e) Team Leader

The title of “Team Leader may be applied to a position which has, operational people management responsibility.

### 2.7.2. Professional and General staff positions

Professional and General staff position titles:

- a) should reflect the function and main purpose of the position.
- b) should identify the position in a way which is accurate, concise, clear and recognisable
- c) should align with generic titles defined in the relevant job family
- d) may be the same across different classification levels within the same job family function

### 2.7.3. Industry Practice Engagement positions

a) Professor of Practice

The title *Professor of Practice* may be used for senior industry professionals employed by the University who bring their complimentary skill set to influence and shape curriculum and research agenda. They are individuals with deep experience in industry and who are generally senior executives who have led successful businesses, government agencies, industry bodies or not-for-profit organisations.

## 2.8. Transition from existing titles

Where current titles exist outside of these Procedures, a transition process may be adopted for existing staff members.

## 3. RESPONSIBILITIES

Responsibilities are as set out in Section 2..

#### 4. SCOPE OF PROCEDURES

These procedures apply all staff employed by the University.

#### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document.)

##### **Working Title**

Means an approved title used to reflect professional or industry recognised standing in addition to the position title.

#### 6. SCHEDULES

*Nil*

#### 7. RELATED DOCUMENTS/LINKS/FORMS

[Appointment of Visiting Academic Staff Procedures](#)

[Appointment of Adjunct Staff Procedures](#)

[Establishment and Change of Organisational Units Procedures](#)

[Award of titles of Emeritus Professor and John Curtin Distinguished Emeritus Professor Procedures](#)

[Award of titles of John Curtin Distinguished Professor and John Curtin Distinguished Visiting Professor Procedures](#)

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<b>Review Date</b>	1 <sup>st</sup> April 2025

#### REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	08/04/2016	Chief Operating Officer	EM1608	Approved Conditional on rescission of Titles for University Positions Policy by PMC on 17/05/2016
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Approved	14/02/2022	Chief Operating Officer	EM2203	