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| UQlogoC_mono_M_dos |  | **Form F**  **Change of Academic CATEGORY** |

Across the course of an academic’s career, it is possible to shift from one type of academic category to another i.e. Teaching and Research, Teaching Focused, Research Focused, Clinical Academic. This form is to be completed when proposing a transition of category.

A change of category will usually arise from annual review discussions.  An academic can advise their supervisor of an interest in changing the mix of current duties, and propose practical steps to facilitate their move to the new category, including consideration of a realistic time-frame. A change of category would usually be a target set for someone to aim towards over time. Before a staff member and their Head propose a change of category they should consider implications on the staff member’s career path. For staff on a continuing appointment probation, the timing of the staff member’s mid-term and final review will be a very important consideration in determining if and when a change of category should occur. In addition, the Head will need to consider the operational requirements of the unit. The policies [Academic Categories (PPL 5.41.12 )](http://ppl.app.uq.edu.au/content/5.41.12-academic-categories) and [Criteria for Academic Performance (PPL 5.70.17)](http://ppl.app.uq.edu.au/content/5.70.17-criteria-academic-performance) should be consulted before proposing a change of category.

**Process for a Change of Academic Category**

1. Staff member completes Section 1.
2. Head of Organisational Unit (Head of School or equivalent) completes Section 2 after meeting with the staff member and supervisor (where the Head is not the immediate supervisor) to discuss the proposed category change. The staff member’s [Form A - Academic Portfolio of Achievement](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/academic-portfolio-formA.doc) and [Form B - Achievements and Objectives](http://www.uq.edu.au/shared/resources/personnel/appraisalAcad/AchievementsandObjectives.doc) will be considered against the policies listed above and particularly the requirements for the type of transition, outlined in Section 1. The Head must support the change of category before it can further progress. The Head forwards Form F and attachments to the Executive Dean/Institute Director, who is the approving authority.
3. The Executive Dean/Institute Director will seek advice from the relevant senior staff members ie Associate Dean Research and/or Associate Dean Academic before making a determination. The relevant senior staff members will use Section 3 to record their comments and recommendation.
4. A ‘Variation of Appointment’ letter will be sent from HR to staff members whose change of category is approved.

**Section 1 - STAFF MEMBER TO COMPLETE**

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| **Staff Member’s Name** |  |
| **Employee Number** |  |
| **Organisation Unit** |  |

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|  | Move from TF to T&R: undertaking a viable and productive research program, showing the capacity to win competitive research grants, and being a member of a suitable research group/team, will be required. |
|  | Move from RF to T&R: undertaking programs to enhance teaching and supervisory skills, and taking on a full teaching, course co-ordination and research higher degree supervision load, will be required. |
|  | Move from T&R to TF: demonstrating excellence in teaching, making contributions to the “scholarship of teaching”, taking on teaching leadership roles such as program co-ordinator, undertaking projects such as curriculum review, or chairing relevant school committees related to teaching, will be required. |
|  | Move from T&R to RF: undertaking a viable and productive research program that would justify an RF appointment, will be required. |
|  | Move from TF to CA: contributing as a member of a suitable clinical research group to a viable and productive research program, supervision of postgraduate students and/or students in advanced or speciality programs, strong engagement with the clinical profession, which may include contributions to clinical innovation, will be required. |
|  | Move from T&R to CA: a high level of clinical expertise, undertaking clinical research, strong engagement with the clinical profession, which may include clinical innovation, supervision of students which may include advanced or speciality programs, will be required. |
|  | Other (please provide explanation) |
| Staff Member Comments on Change of Category Include information on how the requirements listed above have been met. | |

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| *An up-to-date Academic Portfolio of Achievement and Achievements and Objectives form are appended* |  |

**Section 2 - HEAD TO COMPLETE** **AND STAFF MEMBER TO SIGN**

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| Head’s Comments on Change of Category Include information on how the requirements listed above have been met and how any relevant considerations have been/will be addressed (for example probation or career track implications) |

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| **Recommended** |  | **Not Recommended** |  | **Date to Effect Change** |  |

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| **Head’s Name** |  | **Signature** |  | **Date** |  |
| **I have read the Head’s comments - Staff Member’s Signature** | | |  | **Date** |  |

**Section 3 – RELEVANT SENIOR STAFF MEMBER TO COMPLETE**

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| **Senior Staff Member’s Comments on Change of Category** - Associate Dean Research or Associate Dean Academic |
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| **Recommended** |  | **Not Recommended** |  |

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| **Senior Staff Member’s Name** |  | **Signature** |  | **Date** |  |

**Office Use**

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| **APPROVED BY:** | | | |
| **Signature of Executive Dean/Institute Director:** | | **Print Name:** | |
|  | |  | |
| **Position Title:** | | **Date:** | |
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| **HUMAN RESOURCES STAFF TO COMPLETE** | | | |
| **Variation of Category Letter Date:** | | |  |
| **Details Entered by:** |  | **Date:** |  |
| **Details Checked by:** |  | **Date:** |  |