



Titles for University Positions Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

[Curtin University Academic, Professional and General Staff Enterprise Agreement 2012-2016](#)

[Organisational Structure Policy](#)

2. IMPLEMENTATION PRINCIPLES

- a) The University will provide appropriate titles for positions to reflect duties, levels of responsibility and reporting.
- b) The Director, People and Culture is responsible for approving all position titles, which may include titles other than those listed below.
- c) Subject to the approval of the Director, People and Culture, an occupant of a specific position may also adopt a working title to reflect professional or industry recognised standing.

3. PROCEDURAL DETAILS

The University has three categories of titles for:

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

3.1. 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

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.

3.2. Academic positions

3.2.1. 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) Dean
- d) Associate Dean
- e) Head of School
- f) Head of Department
- g) Director

3.2.2. 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)

3.2.3. 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)

3.2.4. 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*.

3.2.5. 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 or Adjunct Staff Procedures*.

3.3. Professional and General staff positions

3.3.1. 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
- b) Deputy Director
- c) Faculty Business Manager
- d) Manager
- e) Team Leader

3.3.2. Professional and General staff positions

General staff position titles should reflect the level, duties and responsibilities of the position.

3.4 Transition from existing titles

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

4. RESPONSIBILITIES

The Director, People and Culture is responsible for approving all position titles within the University.

5. SCOPE OF PROCEDURES

This policy applies to:

- all staff employed by the University;
- all University Associates; and
- visiting and adjunct staff appointed by the University.

6. 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.

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Appointment of Visiting or Adjunct Staff Procedures](#)

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

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

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

Policy Compliance Officer	Jenny Taylor , Deputy Director, People Capability People and Culture
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
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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)