Policy Subject	**Appointment Category:** **Associate Lecturer (Level A) - Higher Degree Research Stream**
Purpose:	This policy enables the academic employment of higher degree research students enrolled at Macquarie for the duration of their HDR studies. Based on MQ@50, these academic staff appointments are intended to: Attract new higher degree research students who are without access to scholarship funding; Provide teaching and learning training opportunities and certification for an increased number of research degree staff candidates through CPD courses and programs; Encourage enrolment in conjoint graduate programs, e.g. PhD and Postgraduate Certificate in Higher Education; Encourage theses by publication to increase staff research output for the Research Quality Framework (RQF) evaluation, and foster research activity within Departments; Improve the teaching and learning experiences of Macquarie's undergraduate students through contact with regular staff; Advantage Macquarie's postgraduate research students in applications for academic and other positions; Supplement part-time tutoring/demonstrating/technical assistant appointments for Macquarie's higher degree research students.
Policy/ Principles:	Positions may be offered where sufficient recurrent or research funding (subject to grant conditions) is available, on the following basis: The appointment is for a fixed-term of a maximum of six years at doctoral level or three years at MPhil level; The appointee is enrolled in a higher degree research program at Macquarie at the time of appointment; The appointee is not in receipt of a higher degree research scholarship; Appointment at Associate Lecturer, Level A, full-time requires part-time enrolment (average 20 hours per week) and includes reduced teaching loads to ensure early completion; Appointment at Associate Lecturer, Level A, part-time (0.4 - 0.5 of full-time) requires part-time (average 20 hours per week) or full-time enrolment and includes reduced pro-rata teaching loads as determined by the Dean of Division; Salary of Step 1, Level A on initial appointment, with incremental progression on an annual basis, subject to satisfactory progress in the designated higher degree; a higher step on appointment, consistent with the number of years progress in the degree, may be considered. The appointee has the ability to meet the requirements for Minimum standards of Academic Levels, and the relevant discipline profile, for appointment at Level A.

	Continuation of the appointment is subject to: The same probation and performance management provisions as for all fixed-term positions with the additional requirement of satisfactory progress in the degree; The staff member remaining enrolled as a student. Successful completion of the requirements for the higher degree prior to the expiry date of the current fixed term may allow appointment for the balance of the term, and/or conversion of the appointment as a continuing position consistent with the provisions of the Enterprise Agreement, as advised by the Dean of Division on completion of the HDR degree; An appointment must specify **eithe**r the term of the appointment **or** the specific circumstances under which it will cease, for example conclusion of HDR study, or candidate is on Leave of Absence from the time-based research unit or failure to adhere to University requirements regarding HDR enrolment etc. when the candidate is on Leave of Absence from the time-based research unit.
Scope:	This policy applies to enrolled higher degree research students who do not hold a scholarship.
Procedures: *Dean/Head of Department* *HR Officer*	**Appointment:** 1. Identifies available funding for Associate Lecturer (Level A) Higher Degree Research Stream and number of positions to be offered. 2. Creates an eligibility list of students who are eligible under the criteria. 3. If the number of eligible candidates is greater than the number of positions available, sends an 'expression of interest' invitation to the list of eligible candidates. 4. If there are no eligible candidates the position may be advertised externally under normal advertising procedures with the condition that the appointment will not take effect until the appointee is enrolled in an approved higher degree research program within the relevant Division. 5. Selects the candidate(s) for appointment based on the specific position requirements/criteria. 6. Prepares Form 6.05b Academic Staff Appointment Form and forwards it to Human Resources together with the appointee's up-to-date CV. 7. Checks documentation including HDR enrolment status, obtains approval, and prepares and sends letter of offer. 8. Upon acceptance of offer, processes the appointment for payroll, observing the special processing codes for this type of appointment. 9. For appointments under this category, please use these codes in PMIS: HDRST for Employment Status; and HDR for Position Category.
Forms:	Academic Staff Appointment Form 6.05b

	Performance Review Form 20.01
Definitions:	HDR – Higher Degree Research CPD – Centre for Professional Development RQF – Research Quality Framework HDR Enrolment – Enrolled in a time-based research unit[a1].
Responsible Officers:	Deans, Heads of Department, HR Officers
References:	Macquarie University Enterprise Agreement 2006-2009 Academic Position Classification Standards MQ@50 Higher Degree Research Office