Purpose

The purpose of these guidelines is to provide guidance to:

* applicants seeking equivalent standing to master's and doctoral degree qualifications in the preparation of applications; and
* committee members in determining equivalent standing.

Definitions of equivalent accreditation and equivalent standing

Equivalent accreditation is the process by which the University determines whether an academic staff member’s qualifications, further training and professional development and experience are equal in value to that of a master's or doctoral degree.

Equivalent standing is the approved recognition equivalent to a master's or doctoral degree given to an academic staff member based on his/her qualifications, further training, professional development and experience.

General principles of equivalent accreditation and standing

Academic staff members who want to apply for promotion, but do not have the expected qualification for the Academic Level, are eligible to apply for equivalent standing.

Equivalent standing must be established separately from and prior to the academic staff member submitting an application for academic promotion.

It is the responsibility of the academic staff member to formally advise the Executive Dean that s/he wishes to apply for equivalent standing.

A promotion committee will accept a promotion applicant’s approved status of equivalent standing.

# **Preparation of equivalent standing application**

It is the responsibility of the academic staff member to prepare an application for equivalent standing demonstrating:

* professional qualifications and/or further education, training and professional development;
* his/her contributions to discipline/area and how these have enhanced his/her standing in the discipline/area;
* a substantial track record in research and/or creative work/projects at an advanced level;
* publications, presentations and work in progress;
* experience outside tertiary education in industry, business or government employment; and
* leadership in local, state or national advisory bodies and/or community organisations.

***Please note: the above is not an exhaustive list of achievements and outcomes.***

The applicant is responsible for providing supporting evidence for his/her application in the form of references by peers and/or evidence of public standing.

An application must not exceed five double-sided A4 pages and the preferred format is Arial typeface, 11 point font with emboldened headings.

Criteria for equivalent standing

In determining equivalent standing, regard will be given to research achievement, achievement outside tertiary education in industry, business or government employment, professional achievement and creative/technical achievement.

If an applicant has been awarded a level of membership by an examining body, profession or similar institute that is widely considered by universities or the profession to be equivalent to a particular university degree, then the applicant will be awarded equivalent standing by the University’s committee.

For equivalent standing to a master’s degree, an applicant will demonstrate:

* sustained achievement in professional development activities; **and**
* advanced knowledge and achievement across a significant portion of his/her field of expertise; **or**
* detailed knowledge and achievement in a particular part of his/her field.

For equivalent standing to a doctoral degree, an applicant will demonstrate:

* sustained achievement in professional development activities; **and**
* broad knowledge and achievement across his/her field of expertise; **and**
* in-depth knowledge and achievement in a particular part of his/her field.

Process for obtaining equivalent standing

The academic staff member formally advises the Executive Dean of his/her intention to apply for equivalent standing.

The Executive Dean convenes a committee comprising the:

* Deputy Vice-Chancellor (Academic);
* Deputy Vice-Chancellor (Learning and Quality) or Deputy Vice-Chancellor (Research and Innovation); and
* Executive Dean (or nominee).

The committee will assess the application rigorously and fairly against the equivalence criteria as per **Criteria for Equivalent Standing** (above) and in *conjunction with the* [Minimum Standards for Academic Levels [Federation University Australia Union Collective Agreement (UCA) 2015–2018, Academic and General Staff Employees]](http://federation.edu.au/__data/assets/pdf_file/0011/277787/Federation-University-Australia-UCA-2015-2018.pdf)*.*

If the application is successful, the applicant will be advised in writing by the Director, Human Resources of the outcome and a permanent record of equivalent standing will be lodged on the staff member’s personnel file.

If the application is unsuccessful, the applicant will be advised in writing by the Director, Human Resources and provided with a feedback interview for career planning purposes.

Associated documents

* Academic Promotions (Higher Education) Policy.
* Academic Promotion for Level B Only (Higher Education) Procedure.
* Academic Promotion for Levels C, D and E (Higher Education) Procedure.
* Academic Promotion - Generic academic profiles - Achievement at prescribed academic levels guidelines.
* [Minimum Standards for Academic Levels [Federation University Australia Union Collective Agreement (UCA) 2015–2018, Academic and General Staff Employees]](http://federation.edu.au/__data/assets/pdf_file/0011/277787/Federation-University-Australia-UCA-2015-2018.pdf)*.*

Implementation

The Equivalent Accreditation and Standing for Academic Promotion Purposes Guidelines will be implemented throughout the University via:

* an Announcement Notice under ‘FedNews' on the website and through the University Policy - ‘Recently Approved Documents’ web page to alert the University-wide community of the approved Guideline; and
* inclusion on the University's online Policy Library.