# Higher Education Academic Teaching Requirements - Equivalency Form

Aligned to the “Higher Education Academic Teaching Requirements Procedure”

## Background

1. Federation University requires that all Academics/Lecturers/Teaching staff meet minimum teaching requirements in accordance with TEQSA Higher Education Standards and: are qualified to at least one [Australian Qualification Framework](https://policy.csu.edu.au/download.php?id=300) (AQF) Qualification Standards level higher than the unit of study being taught **(AQF+1);** or
2. have obtained the **"equivalent professional experience"** **(equivalency)**.

## Equivalency Criteria

To determine equivalency in a consistent, transparent and rigorous manner Federation University has introduced a points system model. ***Equivalency must be relevant to the discipline area being taught***

**Federation University Teaching Staff: 100 points**

Staff with AQF, rather than AQF+1 qualifications, are required to demonstrate 100 points equivalency in the relevant discipline from the criteria below with the total derived from more than one item across more than one category.

**Partner Institution Teaching Staff: 75 points**

Teaching staff at partner institutions with AQF rather than AQF+1 qualifications are considered supervised staff. They are engaged to deliver curricula which is overseen by Federation University and are deemed to be appropriately supervised by a course coordinator in accordance with the Higher Education Standards Framework. They therefore need to demonstrate 75 points equivalency in the relevant discipline from the criterion below derived from more than one category. To ensure appropriate supervision, evidence of active supervision and details of the supervisor’s qualifications also need to be documented.

| **Academic/Lecturer Name:**  | (Insert Name) |
| --- | --- |
| **Discipline:** | (Insert Discipline) |
| ***Name of Course:*** | (Insert Name of Course or Unit) |
| ***AQF level of Qualification being delivered*** | Enter AQF level  |
| ***AQF level required (AQF being delivered +1)*** | Enter AQF level |
| A minimum requirement for academic qualification(s) at least equivalent to the AQF level of the unit of study being (or proposed to be) taught, |
| **No** | **List all relevant qualifications held by the Academic** |
| *1* | *Insert qualifications held here or provide a link* |

|  |
| --- |
| **How to fill in the equivalency form** |
| Please use this form to summarise your evidence to demonstrate equivalency and then attach/link the relevant evidence e.g., your curriculum vitae, journal articles etc. |

| **Equivalency Criterion** | **Evidence** | **Points Allocation** | **Evidence**  | **Points achieved** |
| --- | --- | --- | --- | --- |
| **Professional experience****At least one of the 3 sections must show how the professional experience demonstrates achievement equivalent to the specific knowledge and skills established in the learning outcomes of the required AQF level being considered.**  | Please refer to how to fill in the Equivalency Form above |   |  |  |
| **EITHER** Has performed in a role that requires high order judgement and the provision of expert advice, or roles at a senior level within the past 3 – 5 years. Up to 9 years’ experience or 10+ years of experience. | * (Insert evidence)
 | 15 (3 – 5 years) |  |  |
| 30 (6-9 years)  |  |  |
| 50 (10+ years)  |  |  |
| **OR** has been teaching in any field of the discipline at an equivalent listed level | * (Insert evidence)
 | 10 (3-5 years)  |  |  |
| 20 (6-9 years)  |  |  |
| 50 (10+ years)  |  |  |
| OR has maintained currency through professional learning in conjunction with one of the two criterion listed above. | * (Insert evidence)
 |  |  |  |
| **Professional Registration** |  | 30  |  |  |
| **Research and Scholarship**  |
| Currently research active, in accordance with University guidelines |  | 50 |  |  |
| HERDC points over the past 5 years1  |  | 30 per point  |  |  |
| HERDC points over the last 6-10 years  |  | 15 per point  |  |  |
| Papers presented at international or national conferences in the last 5 years. |  | 5 for each  |  |  |
| **Academic Qualifications**  |
| Possesses a research masters degree in relevant discipline with at least a 30,000 word thesis in the discipline/unit field  |  | 50  |  |  |
| Has a 15,000-word project/thesis in a relevant topic in a completed award at AQF level 8 or 9 (if not already counted)  |  | 20 |  |  |
| Enrolled in an AQF level 10 unit in the same or related field and has a work plan in place |  | 20 (year 1 f-t) |  |  |
| 50 (year 2 f-t) |  |
| 80 (year 3 f-t) |  |
| Has a postgraduate award in relevant discipline (if not already counted)  |  | 15 (Certificate) |  |  |
| 30 (Diploma) |  |
| 45 (Masters) |  |
| 60(Doctoral) |  |
| Enrolled in an honours / postgraduate unit in relevant discipline (if not already counted)  |  | 10 (Graduate Certificate)  |  |  |
| 20 (Graduate Diploma) |  |
| 30 (Masters) |  |
| 45 (Doctoral) |  |
| **Recognition of Excellence in Learning and Teaching**  |
| A record over the last 3-5 years of (i) exceptionally positive student evaluations of teaching in the relevant discipline using Student Feedback Survey Procedure or other reviews of teaching by students e.g., at least 75% of overall satisfaction responses in the Strongly Agree and Agree, and (ii) positive reports on learning and teaching by external institutions to the University, Institute or other moderators or external reviewers along with any teaching excellence awards. |  | 20  |  |  |

| **Equivalency Criterion** | **Evidence** | **Points Allocation** | **Evidence**  | **Points achieved** |
| --- | --- | --- | --- | --- |
| **Professional Practice and Professional Memberships**  |
| Leadership or management of course or unit of study in the area of teaching excellence/pedagogy and teaching practice in relevant discipline area acknowledged by peers  |  | 75 |  |  |
| Leadership in development of professional standards relevant to the discipline, unit field, or unit |  | 50 |  |  |
| Management of significant projects in the field that are relevant to the discipline, unit field, or unit |  | 50 |  |  |
| Testimonials, awards or other recognition that acknowledges leadership or expertise in the fieldthat are relevant to the discipline, unit field, or unit |  | 50 |  |  |
| Current professional practice in regulated profession – currency of practice is considered to be 2 years |  | 50 |  |  |
| **Other –Pro Vice Chancellor, Learning and Teaching approval required** |
| Other experience relevant to the discipline, course field, or unit being delivered. |  | No more than 50 points |  |  |
| **SUM TOTAL of Points Achieved (see below)** | **Totals** |
| **100 points required for Federation University teaching staff**  |  |
| **75 points required for teaching staff from partner universities.** |  |
| **To be gained from items across more than one category** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant Signature:** |  | **Date:** |  |
| **Head of School Signature:** |  | **Date:** |  |
| **Qualifications loaded into WorkDay (NB: only required for staff directly engaged by the University i.e. excludes Partner Provider Staff)** | **Yes** [ ]  | **No** [ ] **N/A** [ ]  **(Partner Provider Only)** |
| **Equivalency form and supporting documentation provided to People and Culture** | **Yes** [ ]  | **No** [ ]  |