

Remuneration and Benefits Procedure - Academic Leadership Allowances

Section 1 - Background and Purpose

(1) The University is committed to appropriately and equitably rewarding Academic staff that take on leadership positions.

(2) This Procedure provides guidance and process in determining and applying standard salary allowances for Academic leadership positions.

Section 2 - Scope

(3) This Procedure applies to fixed term and ongoing University Academic staff that agree to take on the following Academic leadership positions:

- a. Head of School
- b. Head of Department
- c. Unit/Subject Coordinator
- d. Course Coordinator

(4) This Procedure does not apply to:

- a. Higher duties allowance (see [Higher Duties Policy](#))
- b. Salary loadings applicable to Academic staff detailed under the Remuneration & Benefits Procedure - Salary Loadings

Section 3 - Policy Statement

(5) Refer to [Remuneration and Benefits Policy](#).

Section 4 - Procedures

(6) All allowances detailed under this procedure are subject to [Collective Agreement](#) increases and are non-superable, except where required to meet superannuation legislation requirements.

(7) Head of School allowances are payable as follows:

Full Time Equivalent (FTE) number of ongoing and fixed term Academic staff within the School	Calculation of allowance	Current amount, effective from the last Collective Agreement increase
Small - 20 or less FTE	7.5% of Academic Level E	\$13,374 p.a.
Medium - 21 to 35 FTE	10% of Academic Level E	\$17,833 p.a.
Large - 36 to 50 FTE	12.5% of Academic Level E	\$22,291 p.a.
Very Large - Greater than 50 FTE	15% of Academic Level E	\$26,749 p.a.

(8) Head of Department allowances are payable as follows:

Full Time Equivalent (FTE) number of ongoing and fixed term Academic staff within the Department	Calculation of allowance	Current amount, effective from the last Collective Agreement increase
Small - 20 or less FTE	4% of Academic Level E	\$7,133 p.a.
Medium - 21 to 35 FTE	6% of Academic Level E	\$10,700 p.a.
Large - 36 or more FTE	8% of Academic Level E	\$14,266 p.a.

(9) An Academic Coordination allowance will be paid in accordance with the “Coordination Responsibility Payments – Academic Staff” Clause in the [Collective Agreement](#). The allowance is non-superable, except where required to meet superannuation legislation requirements, and will be paid in the following circumstances:

- a. Where a Level A Academic staff member is required to undertake unit/subject coordination duties, they will be paid an Academic Coordination allowance such that their salary plus the allowance is equal to the minimum increment of Level B, subject to the incremental progression conditions of the allowance contained in the Collective Agreement.
- b. Where a Level B Academic staff member is required to undertake course coordination duties, they will be paid an Academic Coordination allowance such that their salary plus the allowance is equal to the minimum increment of Level C, subject to the incremental progression conditions of the allowance contained in the Collective Agreement.

(10) Head of School and Head of Department allowances are determined on appointment to the role and detailed in the contract of employment. Human Resources will undertake an annual review of these allowances effective 31st March, to ensure the correct allowance is being applied in accordance with the staffing numbers and amounts in the above tables.

(11) Unit/Subject and Course Coordinator allowances are requested, approved and processed via the “Claim for Academic Coordination Allowance Payment Form”.

(12) The Delegations for payment of the Allowance is as follows:

- a. Recommended by – Relevant Head of Department
- b. Approved by – Relevant Head of School

Section 5 - Definitions

(13) For the purpose of this Procedure:

a. FTE: Full time Equivalent staff count.

Status and Details

Status	Historic
Effective Date	27th April 2018
Review Date	27th April 2021
Approval Authority	Vice-Chancellor
Approval Date	26th April 2018
Expiry Date	29th September 2019
Responsible Policy Officer	Regan Sterry Executive Director, Human Resources
Author	Gordon Selby Senior Remuneration and Benefits Advisor
Enquiries Contact	Human Resources +61 3 9479 1234