We encourage and value your suggestions and feedback for continuous improvement. Please direct your input to che.deanpr@flinders.edu.au.

Academic Status Holder Program

AFFILIATE INFORMATION BOOKLET

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1. Flinders University

1.1 Academic Status Policy

Please review the Flinders University Academic Status Policy to familiarise yourself with the selection criteria and eligibility to the program.

1.2 Academic Status Overview

Academic status may be awarded to individuals who meet the criteria for full or adjunct academic status. This includes employees of affiliated institutions or external organisations associated with the University, qualified professionals involved in academic teaching or research programs and retiring or former academic staff or graduates of Higher Degrees by Research programs who wish to maintain an active contribution to the University.

1.2.1 Full Academic Status

Full academic status is granted to academically qualified employees or professionals engaged in substantial ongoing collaboration with the University. This collaboration may involve course development, preparation, presentation, or research programs. Examples include partnerships with Flinders Medical Centre for Medicine or major research collaborations with CSIRO. This status is awarded within agreements that facilitate significant and sustained academic interaction and can also be conferred upon former Flinders academic staff and higher degree research graduates.

Criteria for Full Academic Status:

- Appropriate academic qualifications and relevant skills and experience, assessed against Academic Profiles for equivalent positions.
- Regular, significant academic involvement in teaching or research programs, or significant academic leadership.

1.2.2 Adjunct Academic Status

Adjunct academic status is granted to individuals with ongoing but limited involvement in the University's academic programs. Examples include supervising students in clinical placements or teaching specific topics within a course by professionals with specialised expertise. This status may be formalised through agreements with other organisations.

Criteria for Adjunct Academic Status:

- Appropriate academic qualifications and relevant knowledge or skills, assessed against Academic Profiles for equivalent positions.
- Ongoing academic involvement in teaching or research programs.

1.2.3 Benefits and Entitlements

General Entitlements for All Holders of Academic Status:

- Use of the academic status title awarded by the University.
- Membership of the College.
- Participation in academic activities of the College.
- Access to University Library materials under agreed conditions.
- Access to facilities, resources, equipment, and premises at the discretion of the Vice President and Executive Dean of the College concerned.

Additional Entitlements for Holders of Full Academic Status:

- Appointment as a faculty representative on committees and participation in elections for certain committee positions.
- Eligibility to apply for University funded research grants, scholarships, and other research funds.
- Eligibility to apply for promotion in accordance with sections 8.2 and 8.3 of the Academic Status Policy.
- Award of status at an equivalent academic level if promoted by specific University-approved research funding organisations based on meritorious research.

1.2.4 Academic Titles

Classification	Title
Teaching and Research	Professor - Level E
	Associate Professor - Level D
	Senior Lecturer - Level C
	Lecturer - Level B
	Associate Lecturer - Level A
Research	Research Associate - Level A
	Research Associate - Level B
	Senior Research Associate – Level C
	Research Fellow - Level A
	Research Fellow - Level B
	Senior Research Fellow – Level C
	Principal Research Fellow – N/A
	Senior Principal Research Fellow – N/A

2. College of Health and Enablement (CHE)

The College of Health and Enablement is an innovator in contemporary education and is at the heart of advanced learning across the health sector including nursing, midwifery, disability, allied health and health sciences. With over 40 years' experience in nursing, midwifery, speech pathology and nutrition and dietetics education, and over 30 years' experience in disability education, Flinders are leaders in the health education sector.

With strong partnerships in both industry and community, our mission is to produce a safer and more resilient health and social care workforce, producing some of Australia's most enterprising health and care graduates.

In August 2019, Flinders University launched the Caring Futures Institute—Australia's first fully dedicated research centre for the study of self-care and caring solutions leading to better lives, better communities, better care and better systems. Caring is a fundamental element of an inclusive, compassionate and thriving society.

The incredible research that is already underway within the Institute involves a highly collaborative approach with industry, health professionals and communities to pioneer outcome-driven research that makes a positive impact on people's lives.

We are focused on driving the connection of this outcome-driven research to the education of our current and future workforce, improving lives, empowering communities and enable better health and caring in the world.

3. Strategic Alignment of Academic Status

The purpose of The College of Health and Enablement (CHE) is to improve lives, empower communities, and enable better health and caring in the world. Our role is to shape the future of research, education, policy and practice in Health and Enablement to achieve this purpose.

3.1 Education

Our Ambition is to lead innovative educational design, delivery, and scholarship, shaping and delivering authentic and engaging curricula and careers for health, care and support professionals as well as carers.

Our Aspiration is to co-design and deliver health and care curricula with students, industry partners and consumers, integrating best evidence from research and policy into clinical and community learning experiences. In preparing for future challenges, we will demonstrate the value of care across the life-course, through student-centred experiences that put self-care, care interventions and health, as well as care and wellbeing at the centre of all our curricula.

Our Goals:

1. Co-design and implement curricula that respond to emerging workforce demands, industry requirements and global megatrends (including climate change, pandemics, and the accelerated growth of technology and artificial intelligence in health and care).
2. Provide flexible, stackable, digitally enhanced curricula that meet discipline specific and interprofessional requirements and supports a life-long learning approach.
3. Lead and implement interprofessional student partnerships, strengthen collaborative practice, and respond to community and industry needs with innovative placement opportunities.
4. Ensure that opportunities for student learning and engagement are available to all, irrespective of geographical location, ethnic origin, socio-economic situation or other situations that limit access.

Strategic Alignment:

Affiliation is of strategic value to the College of Health and Enablement based on an ongoing contribution by an individual to the CHE Education portfolio. This may involve contributions to key education projects, curriculum design, teaching delivery, student supervision (e.g. on placement or in student projects) or other activities that align with the CHE education strategy. To ensure our affiliates align with our portfolio's strategic goals for 2023-2027, please consider the following qualifying criteria for selection.

Area of Interest	Qualifying Criteria
Academic Leadership	The academic status holder can demonstrate previous academic leadership experience, including related to education. This may include leadership of professional development activities and resources, development and delivery of key outcomes of education-related projects, contributions to publicly available content (e.g. TED talks, public presentations or seminars) or co-leadership of educational activities with Flinders University staff.
Course Development	The academic status holder can clearly demonstrate how they will contribute to ongoing quality assurance activities (e.g. CQAGs, accreditation, internal course reviews), as well as development of new/revised topic content, lectures, learning objects etc. They may also contribute to upskilling Flinders staff in educational matters (e.g. digital literacy and skills, knowledge of Artificial Intelligence and its use in higher education, etc.).
Student Supervision	The academic status holder can demonstrate how they will contribute to student supervision, e.g. in work integrated learning (WIL) contexts, research projects or industry projects.
Teaching Topics	The academic status holder can demonstrate how they will contribute to the delivery of CHE topics, include delivery of teaching activities, assessment, marking, topic review and uplift, etc. The academic status holder may also contribute to teaching non-award course activities that may not sit within a CHE topic.

3.2 Research

Our Ambition is to lead and deliver impactful, world-renowned innovative research with engaged partners.

Our Aspiration is far-reaching and our research across the life-course will deliver paradigm shifts in health and care. We will build the evidence base underpinning self-care and caring solutions to transform and respond to contemporary health and care issues. Our partnerships and knowledge translation expertise will ensure research is embedded in education, practice, and policy changes.

Our Goals:

1. Deliver world-leading research by enabling a high-performance research culture.
2. Build and sustain authentic partnerships to deepen engagement and maximise research impact.
3. Lead innovations that create and translate knowledge to improve health, self-care and caring solutions across the life course. 4. Enhance researcher capacity and capability to meet our research ambitions and aspirations.

Strategic Alignment:

To ensure our affiliates align with our portfolio's strategic goals for 2023-2027, please consider the following qualifying criteria for selection.

Area of Interest	Qualifying Criteria
Research	• Affiliation is of strategic value based on an ongoing academic contribution by an individual as defined by clause 5 and 6 of the Academic Status Policy.
Education	• Giving guest lecturers/seminars (or other teaching activity) to undergraduate and postgraduate students in area of research expertise.
Publications	• Reading and commenting on draft papers by staff members • Leading development of papers (former staff members).
Supervision	• Joint supervision of honours students • Advisor to (adjunct) or Supervision (full) of Research Higher Degree students.
Collaboration	• Mentoring junior staff • Reading and commenting on draft funding applications by staff members • Submission of funding applications with Flinders as the administrative organisation • Collaborative research work • Research or practice-based activities for mutual organisational benefit.

3.3 Opportunities

There are three categories of opportunity to be considered for application as an Academic Status Holder:

- Employees of an affiliated institution or external organisation with which the University is associated.
- Appropriately qualified professionals who are involved with an academic teaching and/or research program of the University.
- Retiring or former members of the academic staff of the University or graduates of Higher Degree.

3.3.1 (Full) Academic Status

Academic status is the award of an academic title in recognition of an ongoing academic contribution by an individual.

Full academic status will normally be awarded within the context of an agreement or arrangement which enables a significant and ongoing level of interaction in an academic program. Full academic status can also be awarded to former Flinders academic staff and graduates of higher degree by research programs.

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3.3.2 Adjunct Academic Status

The award of adjunct academic status may be the subject of an agreement between the University and another organisation.

3.3.3 Arrangements or Agreements with other Organisations

A reciprocal arrangement or an agreement may be entered into to enable academic status to be awarded to suitably qualified staff of another organisation.

Please review the Flinders University Academic Status Policy to familiarise yourself with the selection criterion and eligibility to the program.

3.4 Conditions

As an Academic Status Holder, you will be considered non-paid staff of Flinders University and will be required to adhere to various university policies and procedures.

- Individuals awarded academic status must comply with University Statutes, By-Laws, policies and procedures, including the staff Code of Conduct.
- The award of academic status carries both entitlements and responsibilities.
- Academic status is awarded for a specified term up to a maximum of three years initially and may be renewed after review by the College. It may be reviewed at any time and renewed or rescinded in the University's absolute discretion.

4. Responsibilities

4.1 Academic Status Holder Program - Affiliate

4.1.1 Affiliate Expression of Interest

As a potential affiliate, you will be required to be screened by the collaborating Sponsor. The screening will be conducted in accordance with the Academic Status Policy, and the strategic vision of the relevant area.

4.1.2 Affiliate Applications – New / Renewal

- Upon qualifying as an affiliate to the College of Health and Enablement (CHE), the potential Academic Status Holder is required to complete an Academic Status Holder Program: Application Form - FILLABLE. 'New' application forms will be issued to the affiliate by the collaborating Sponsor. An updated copy of your CV must be provided when returning the completed application form. If there is interest in renewing the affiliation with the College, the collaborating Sponsor must submit a renewal application one month prior to the end of the Academic Status Holder's current tenure.
- Affiliate applications must be approved by the Executive Leadership Team (ELT) of the College. Once an application form is received, the Sponsor will progress through the necessary channels. Upon approval or otherwise, the prospective Academic Status Holder will be communicated with via email—please monitor your email for a message from che.deanpr@flinders.edu.au.

4.1.3 Affiliate Approval

The College of Health and Enablement values its partnerships with affiliates and, once an affiliate is approved is excited to welcome you as a new Academic Status Holder. As part of this role, there are several expectations you are required to uphold.

4.1.4 Expectations

- **Celebrating Achievements:** We take immense pride in recognising the outstanding contributions of our academic achievers. Whether it's earning a recent degree, publishing groundbreaking research, or achieving a significant scholarly milestone, we deeply value and honour your dedication to knowledge and excellence. As we embark on our new partnership together, we eagerly anticipate hearing about your latest achievements and contributions. As an Academic Status Holder, please submit a report one month before the end of your tenure, depending on your interest in renewal—Academic Status Holder Program: End-of-Tenure Report - FILLABLE.
- A more informal opportunity of sharing your achievements and undertakings will be given in regular meetings with your Sponsor.

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- **Academic Status Holder Annual Check-in:** as part of our commitment to continuous improvement, we will conduct 12-monthly 'Annual Check-ins' through an online form. The Academic Status Holder will complete this form on the 12-month anniversary date to provide information on the progress of the appointment and include an outputs report.

  The data collected from these annual check-ins will help us monitor and enhance the CHE Academic Status Holder Program and contribute to the development of a comprehensive skills library. This skills library will serve as a valuable resource for the College, offering insights into the expertise and capabilities within our community, and facilitating better matching of skills to future projects and initiatives.

- **Adjusting Contributions:** we understand that unexpected circumstances can arise, and you may need to adjust your expected contributions. If you find that you can no longer contribute as planned or if you'd like to update the contributions we can expect from you, please let us know by contacting che.deanpr@flinders.edu.au. Additionally, we kindly request that you keep your Flinders University Workday affiliate profile up to date. This ensures that we can effectively promote your valuable contributions to our staff and other stakeholders. Instructions on how to update your profile.

- **Academic Integrity and Collaboration:** to instil academic integrity and collaboration, we request that researchers attribute Flinders University as a by-line in all research outputs. By doing so, we celebrate our collective contributions and highlight our strong affiliation with the university. We thank you for your valuable contributions.

- **Adhering to Core Values:** at Flinders University, we take immense pride in adhering to our core values and principles. Our commitment to excellence extends to complying with University Statutes, By-Laws, policies, rules, guidelines, and the Flinders Values and Ethos. By doing so, we create a supportive and respectful environment that fosters growth, collaboration, and success for all members of our community.

- **Understanding Policies:** understanding the Flinders Academic Status Policy brings clarity, confidence, and alignment with expectations. Thank you for contributing to our positive academic community.

- **Familiarising with Policies:** familiarising yourself with University policies and procedures, including those related to equal opportunity, work health and safety and supervision of students ensures a positive and informed academic experience. Thank you for contributing to our supportive and thriving community.

- **Supervising Students:** we greatly appreciate your commitment to supervising students. Familiarising yourself with the University's student-related academic policies and procedures ensures a supportive and

enriching experience for our students. Thank you for contributing to their success.

- **ORCiD:** ORCiD is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. If you do not have an existing identifier, please visit https://orcid.org to create your ORCiD ID. Upon activation, please ensure you 'connect' your ORCiD to Flinders University via RePortal (on the Okta dashboard).

Being a valued member of our academic community is important to us and we will seek your permission to be able to share all reporting outcomes with our colleagues so that they are aware of your contributions and capabilities such that they can engage you in opportunities.

5. Application Form

5.1 [New] Academic Status Holder

- An expression of interest for Academic Status Holder affiliation must be submitted via the Academic Status Holder Program: Application Form - FILLABLE template.
- The completed form must be completed and returned to the Academic Status Holder (Sponsor) to initiate the approval process.

5.2 [Renewal] Academic Status Holder

Prior to the end of an affiliation term (1, 2, or 3 years), the College of Health and Enablement (CHE) offers an opportunity to extend the Academic Status Holder's affiliation. An email will be sent three months before the end of tenure, advising of the impending end date and report submission, issuing an invite for affiliation renewal. The end of tenure report is an outline of Academic Status Holder achievements and contributions to CHE and Flinders University throughout tenure.

The renewal process is an online process completed by the Sponsor. If a renewal request is raised for approval, the Academic Status Holder's report must be uploaded at the time of submission.

5.3 [Early Cessation] Academic Status Holder

In the event an Academic Status Holder is unable to fulfill their obligations to the program, please notify us by contacting che.deanpr@flinders.edu.au. This will enable us to manage the off-boarding process with you.

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6. Reporting

6.1 Academic Status Holder

6.1.1 Academic Status Holder Annual Check-ins (12 Monthly)

The Academic Status Holder will report on outputs every 12 months through an online questionnaire called Academic Status Holder Program: Academic Status Holder Annual Check-in. This process supports the University and College's commitment to continuous improvement. The data collected will help monitor and enhance the CHE affiliate program and contribute to developing a comprehensive skills library. This library will be a valuable resource for the College, offering insights into the expertise and capabilities within our community and facilitating better matching of skills to future projects and initiatives. The Academic Status Holder will receive a link to access the questionnaire when it is time to complete it.

Notification will be sent by email from the Dean (People & Resources) on the 12-month anniversary date, including a link to the form for the annual check-in. This form must be completed within a week of receiving the email.

6.1.2 End-of-Tenure Report

As an Academic Status Holder, you are required to submit a report at the end of your tenure with the College of Health and Enablement (CHE). This report should detail your key successes, achievements, and contributions during your affiliation. Please use the provided reporting template to complete this report. Ensure that your report references the goals and indicators outlined in your initial application.

Submit the completed report to your Sponsor and the Dean (People & Resources at che.deanpr@flinders.edu.au no later than one month prior to the end of your tenure. If you are seeking affiliation renewal, this report is crucial for evaluating your contributions and will aid in assessing the potential renewal of your affiliation.

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Flowchart 1 - Academic Status Holder Program: Process

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1 Identify the need

A staff member (Sponsor) observes interest from a potential Academic Status Holder who wants to become affiliated with Flinders University, either in Full or Adjunct capacity.

The Sponsor qualifies the Academic Status Holder's expression of interest using the Flinders University Academic Status Policy and referring to CNHS Information Booklets.

The Academic Status Holder completes the Application Form and provides this to their Sponsor along with a current CV.

NB. A staff member may only sponsor an Academic Status Holder at a lower academic level (except level E).

2 Initiate Service One request

The Sponsor submits a request through ServiceOne to initiate the approval process to award Academic Status.

The requestor can view the status of the request through the ServiceOne portal under My Requests.

3 Approval flow

The ServiceOne request flows through an approval chain where the request is approved or denied.

Level A - D

Academic Status Holder - Academic Affiliation

Dean Education → Dean People & Resources → Vice-President Executive Dean

Academic Status Holder - Research Affiliation

Dean Research → Dean People & Resources → Vice-President Executive Dean

Level E (Professor)

Dean Education OR Dean Research → Dean People & Resources → Vice-President Executive Dean → Vice-Chancellor*

*Award of Academic Status Level E is determined by Professorial (Non-Employee) Appointment Committee, chaired by Vice-Chancellor (or delegate).

NB. Sponsors and Academic Status Holders will receive notification from Dean People & Resources of the outcome.

4 Academic Status Holder Onboarding / Management

Academic Status Holder profile is created in Workday and access is provided to relevant University systems.

Sponsor welcomes Academic Status Holder to the College and completes onboarding and ongoing support.

Annual 'Academic Status Holder - Check Ins' are completed by Academic Status Holder and Sponsor to monitor progress.

5 Academic Status Holder Offboarding or Renewal

The Sponsor and Academic Status Holder are notified three months before appointment end date.

End of tenure report is completed.

Request for extension of Academic Status Holder appointment will be completed using the above process.

Flowchart 2 - Academic Status Holder Program: Affiliate Responsibilities

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Affiliate Interest

Interested affiliates will be evaluated according to the Academic Status Policy and the strategic vision of the area. Once evaluated, they will receive the **Academic Status Holder Program: Affiliate Information Booklet** for review, along with the **Academic Status Holder Program: Application Form** to complete.

Qualification

The Affiliate should familiarise themselves with the selection criteria and eligibility requirements for the Academic Status Holder Program as outlined in the Academic Status Policy. Additionally, the Sponsor will provide an **Academic Status Holder Program: Affiliate Information Booklet** containing further information.

Application

The Affiliate completes the **Academic Status Holder Program: Application Form** provided by the Sponsor and returns it for further processing. The application form must be accompanied by an up-to-date CV.

Program Undertakings

- Undertake annual anniversary *Academic Status Holder Annual Check-in* survey for continuous improvement.
- Attribute Flinders University in all research outputs.
- Adhere to university core values and principles.
- Understand and apply relevant university policies.
- Register with ORCID.
- Hold regular meetings with Sponsor.

Accountability/Metrics

The Academic Status Holder must complete and submit the **Academic Status Holder Program: Report** to their Sponsor before the end of tenure. This report is crucial for assessing the outcomes of tenure and will be pivotal in the decision-making process if there is an interest in renewing the affiliation.

Outputs

The University and College enhance their reputation through collaboration, innovation, community engagement, and growth. Academic Status Holders are expected to drive impactful projects, communicate transparently, and uphold excellence.