



## Classification and Promotion Applications – Frequently Asked Questions

**1) What are “Teacher Accreditation Details”? Is this a number?**

Every staff member who undertakes teaching activities at SCD must be accredited as a Teacher or Associate Teacher, within a discipline/s and to an AQF level. Some teaching staff may be accredited to teach individual units. When listing your accreditation, you may find it useful to use the following table:

Role	Discipline/ units	AQF Level
Teacher	Theology (Systematic Theology)	9

**2) I know that I am “Research Active”, but I do not know until when.**

The Research Active status is usually valid for five years from the date approved. If you are unsure when your Research Active date expires, please contact [governance@scd.edu.au](mailto:governance@scd.edu.au).

**3) Where it says “Provide scanned copies of the short published items...etc., does this mean ALL short published items listed on my application?”**

Applications should include a maximum of four (4) short published items - typically journal articles or chapters in edited books - normally being a maximum of 20 pages in length.

**4) If I provide a publication which is written in a language other than English, do I need to provide an English translation?**

Although some members of the Committee are bilingual in various languages, the official language utilised at SCD is English. When considering submitting a publication in another language as evidence to support your attainment in the research area, please note that it is strongly preferred that an English translation also be attached. If this is not an option, then a detailed synopsis of the work should be included.

**5) Can I request a reference from a member of the Classifications and Promotions Committee?**

Yes, you are free to request a reference from a member of the Classifications and Promotions Committee. However, the committee member will need to declare it as a conflict of interest and follow any directions from the Committee in order to manage this. These may include removing themselves from the meeting while your application is being discussed.