



INFORMATION FOR CANDIDATES
FOR PERMANENT APPOINTMENT
TO ACADEMIC POSITIONS

THE UNIVERSITY OF SYDNEY

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**Information for Candidates for Permanent
Appointment to Academic Positions**

The information contained in this statement refers to permanent appointments to Chairs, Readerships, Associate Professorships, Senior Lectureships, Lectureships, Senior Tutorships, Senior Demonstratorships and Senior Tutor-Demonstratorships.

The information and conditions of appointment set out should not be read as limiting any rights that the Senate may have at present under the University and University Colleges Act or By-laws made thereunder.



Hugh Stetton

Harry Glass

~~Therese Wilcox~~

John Hunt

~~Russell Corp.~~

~~Norman Hardie~~

Elee Mitchell

OFFICERS OF THE UNIVERSITY

Chancellor: Mr. H. D. Black, M.Ec. (Sydney), Hon. D.Litt. (Newcastle).

Deputy Chancellor: The Hon. Mr. Justice D. M. Selby, E.D., B.A., LL.B.

Vice-Chancellor and Principal: Professor B. R. Williams, B.A. (Melb.), M.A. (Adel.), M.A. (Econ.) (Manc.).

Deputy Vice-Chancellor: Emeritus Professor W. M. O'Neil, M.A., Dip.Ed.

Deputy Principal: W. H. Maze, M.Sc.

Registrar: H. McCredie, LL.B., A.A.S.A. (Senior), F.C.I.S.

Librarian: Harrison Bryan, M.A. (Queensland), F.L.A.A.

Chairman of the Professorial Board: Professor M. G. Taylor, M.D., B.S. (Adel.), Ph.D. (London).

Leo Port
Mal Logan
Alan Broadlove
Simon Hume
Donald H. Hargreaves
Al. Hartree
Gough Williams

as broadcasting, contributions to the Press, etc., provided that in the opinion of the Head of the Department or the Vice-Chancellor such activities do not interfere with their academic responsibilities. When consultant work is offered to a member of the academic staff, the matter is decided after discussion with the Vice-Chancellor, who may refer the question to the Senate.

EXEMPTION OF FEES

Members of the academic staff may apply to the Vice-Chancellor for the exemption of payment of student fees in respect of their dependents who are enrolled in undergraduate courses leading to a first degree or diploma and for exemption of student fees where they themselves are proceeding to a higher degree.

COMMENCEMENT OF DUTIES

An appointee is usually expected to take up duty as soon as possible after appointment, the actual date being a matter for arrangement between the University and the appointee. Special circumstances may be taken into account in determining this date.

RESIGNATION

The University By-laws state: "All appointments of Public Teachers in the schools of the University, other than Professors, shall be terminable by a notice of not less than six calendar months, which may be given by the Senate at any time, but which, if given by the Teacher, must expire on 31st December. This By-law shall not apply in any case in which the Senate shall direct that the appointment shall be for a limited period."

Should a member of the permanent academic staff wish to resign, whether or not in accordance with the above By-law, he should forward his resignation through the Head of his Department to the Registrar, to be placed before the Senate for decision.

RETIREMENT

Sixty-five years of age is the compulsory retiring age for members of the University staff. For those members of staff superannuated under the New South Wales State Superannuation Fund contributions cease at 60 years of age (55 or 60 years in the case of women) after which retirement may take place at any time. Men may retire after reaching 55 years of age and before 60 years of age at a reduced rate of pension should they wish to do so.

FURTHER INFORMATION

Any further information which candidates may require may be obtained by writing to the Registrar, The University of Sydney, Sydney, New South Wales, 2006, Australia.

Copies of the Calendar of the University may be seen at most University Libraries in Australia, New Zealand or Great Britain, at the Association of Commonwealth Universities, London, and at Universities in many other countries.

A set of photographs of the University and its surroundings is held in the office of the Association of Commonwealth Universities, 36 Gordon Square, London, and may be seen there by intending candidates.

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international conference or overseas meeting or may be for a longer period for research. In the case of younger members of staff, such special leave may be granted to enable them to proceed overseas for post-graduate study. Requests for such leave, if made with the approval of the Head of Department, receive sympathetic consideration. Special leave may be granted with or without salary.

Attendance at Conferences, etc., within Australia

Members of the academic staff may arrange with their Head of Department to be absent from the University for short periods to enable them to attend conferences in other parts of Australia or to travel outside Sydney for other purposes connected with their work at the University. There is provision for limited financial assistance in some cases.

RESEARCH GRANTS

Members of the academic staff may apply each year through the Head of Department for allocations from the University Research Grant to support personal research activities. Allocations in the main are applied to provision of assistance for senior members of staff and for consumable materials. Non-consumable equipment for research is the subject of separate allocations to Departments from the Capital Equipment Vote. Many Departments also receive financial support for research from bodies outside the University. Members of staff may also apply to the Australian Research Grants Committee for grants for approved research projects.

LIBRARY FACILITIES

The Library is the largest University library in Australia and is considered to be one of the best University collections in the Southern Hemisphere.

The central library, known as the Fisher Library, is housed in a new building which is generally accepted as one of the outstanding University library buildings of today.

The Fisher Library and 20 other service points in the library system total more than 1,400,000 volumes, and approximately 29,000 serial titles are currently received.

PATENT POLICY

When a member of staff, in the course of his University duties, invents a machine or process which, in his opinion, would, if patented, produce some gain, he is required in the first place to put the invention at the disposal of the University Senate. The Senate then decides whether or not a patent should be taken out in the University's name or whether the University wishes to relinquish all claim to it. If the patent is taken out by the University, the inventor receives 15% of the gross return until expenses in connection with the patent are covered, and 50% of the annual return thereafter.

OUTSIDE EMPLOYMENT

A member of the academic staff may not engage in any other profession or business and should he be elected to Parliament, would be required to resign his University appointment. However, no limit is placed upon the earnings of members of staff from such outside activities

METHOD OF APPLICATION

Application for an appointment at the University of Sydney should be made in the form of a letter addressed to the Registrar, University of Sydney, Sydney, New South Wales, 2006, Australia. One copy only is required by the Registrar and there is no official application form to be completed, but in the case of an applicant from overseas (not including New Zealand) two additional copies of the application should also be lodged with the Secretary-General, Association of Commonwealth Universities, 36 Gordon Square, London, WCIH OPF, England.

An application should include the following:—

- (a) the candidate's full name,
- (b) his date of birth,
- (c) his marital status and, where applicable, the number and ages of his children,
- (d) details of his academic qualifications (i.e. degrees, diplomas, etc. held, including the name of the awarding University or institution, the year of award and the grade of Honours or other distinctions),
- (e) list of positions previously held, including present position, arranged in chronological order with dates indicated,

$\frac{1}{2}$ P (f) summary of previous teaching experience, including clinical experience, where applicable,

$\frac{1}{2}$ P (g) branches of the subject in which the candidate is specially interested and experienced,

$\frac{1}{2}$ P (h) summary of research work and other post-graduate studies,

$\frac{1}{2}$ P (i) a list of the candidate's published work, see Appendix

$\frac{1}{4}$ P (j) summary of organising and administrative experience (especially in the case of an application for a Chair or an Associate Professorship),

~~(k) brief details and period of any war or other national service (where applicable),~~

$\frac{1}{4}$ P (l) names and addresses of persons (generally three) to whom reference may be made,

(m) a small passport-sized photograph (with candidate's name marked on back).

The Senate reserves the right to fill any position by invitation.

PROCEDURE FOLLOWED IN CONSIDERING APPLICATIONS

Appointments to permanent academic positions are recommended by the Professorial Board to the University Senate which makes the appointment. The Professorial Board is formed by the various Professors within the University and its duty includes the co-ordination of the work of the ten Faculties and the various Departments and the encouragement of research and scholarship. The Senate is the University's governing body and is the "body politic and corporate" of the University. It is responsible for the management and superintendence of all the affairs of the University.

The first step in the procedure for considering applications is for referees' reports to be taken up in respect of selected candidates. This is not usually done until after the closing date for the receipt of applications. When the referees' reports have been received a committee of the Professorial Board considers all the applications and the referees' reports. Any recommendation for appointment is submitted by this committee to the Professorial Board for consideration and the Board in turn submits its recommendation to the Senate for final decision. It is not usual for candidates to be interviewed, although this is sometimes done in the case of appointments to Chairs.

Immediately after the Senate has approved an appointment the successful applicant is informed by letter from the Registrar. In the case of candidates overseas a cable is sent with a letter following. Unsuccessful candidates are informed as soon as possible and in all cases are notified of the successful candidate after the appointment has been accepted and confirmed.

CONTRACT

In the case of a Professor, the conditions of appointment to the particular Chair to which he is appointed are approved by the Senate. Copies of these conditions are forwarded to him together with the Registrar's letter advising him of his appointment. He is required to sign one copy of these conditions and return it to the Registrar with his formal acceptance of the appointment. This is considered to constitute his contract with the University.

In the case of sub-professorial staff the terms of a person's appointment to the University staff are set out in the letter forwarded to him by the Registrar advising him of his appointment. This letter and his reply formally accepting appointment are considered to constitute his contract with the University.

GENERAL CONDITIONS OF APPOINTMENT TO CHAIRS

1. A Professor will be required to participate in the teaching and examining of undergraduates, and to engage in and further research and advanced study in the field of his Chair.
2. Except with the consent of the Senate, a Professor will not be allowed to engage in private tuition or in any other profession or business.
3. If a Professor should be elected to either House of Parliament, whether State or Federal, he shall resign his Chair as from the date of election.
4. The tenure of office, during good behaviour, is subject to the following limitations:—
 - (a) If a Professor becomes, in the opinion of the Senate, unfit to perform the duties of his office, the Senate shall be at liberty either to appoint a substitute *pro tempore* who will be paid from the Professor's emoluments or to dispense with his services.
 - (b) The Senate has an absolute right to determine a Professor's occupation of office without cause shown, after he has attained the age of 60 years.

Sick Leave

The amount of sick leave to which a member of the academic staff is entitled is not specifically defined. Any case of extended illness is considered individually and is referred by the Head of the Department to the Vice-Chancellor. Sympathetic consideration is given to such cases.

Study (or Sabbatical) Leave

The principal purpose of study leave is to enable a member of staff to establish or renew first-hand contact with work in his field overseas in order to benefit his work, both teaching and research, in the University. Study leave may also be granted to a member of staff wishing to carry out a research project in another Australian University or other approved Australian institution.

The maximum study leave which may be granted is twelve months. This may be granted after six years' service. Shorter periods may be granted on a *pro rata* basis; for example, eight months' leave after four years' service.

During the period of study leave the member of staff will normally receive the amount of his full salary and this amount will be payable half as salary and half as travel allowance.

A member of staff proceeding overseas on study leave for a period of twelve months will also normally be given a travel grant calculated on the following basis: \$950 for a single member of staff; \$1,500 for a married member of staff, plus \$200 for each wholly dependent child under 21 years of age at the time of commencement of the leave.

More detailed information about the provisions governing study leave, amounts of travel grants payable, etc., may be obtained on application to the Registrar.

Members of the academic staff going on study leave may also be eligible for travel grants from outside bodies such as the British Council. Some younger members of staff who have not previously been overseas may be eligible to apply for one of the University's Eleanor Sophia Wood Travelling Fellowships to enable them to undertake further study overseas; two of these Fellowships are available annually.

Long Service Leave

Long service leave is granted after ten years' service at the rate of three months on full salary (or six months on half salary, subject to the Vice-Chancellor's consent) for ten years of service and after 15 years' service at a slightly increasing rate. Provided the choice of the member of staff suits the convenience of the University, long service leave may be taken either during the period of service of the member of staff or by payment of a lump sum in lieu of leave not taken, immediately following the date of resignation or retirement.

Special Leave

Where a member of the academic staff wishes to spend a given period away from the University for a purpose for which study leave is not normally given, he may apply to the Senate for special leave. Such a request for special leave may be for a short period to attend an

appointee is coming from within Australia or travel by economy class air when he is coming from overseas. Should an appointee from overseas wish to do so, he and his family may travel by sea and use the cost of their economy class air fares for this purpose. In the case of an appointee coming from overseas (including New Zealand) fares are usually prepaid by the University, while an appointee from within Australia is usually reimbursed for his travelling expenses after his arrival in Sydney.

After taking up his duties, an appointee from outside Sydney may also submit a claim to the Finance Committee for the reimbursement of reasonable removal expenses. The amount up to which he is permitted to claim is determined by his place of residence immediately prior to appointment and it is usually specified in the letter of appointment. Such a claim should be supported by appropriate receipts and vouchers. Reasonable removal expenses are usually considered to include the cost of transporting a reasonable quantity of the personal and household effects of the appointee and his family as well as books and/or scientific equipment but they should not be regarded as including storage costs once the appointee reaches Sydney or removal costs from store to place of residence. The cost of bringing a motor vehicle to Sydney is not regarded as a reasonable removal expense.

When an appointee whose travelling and removal expenses have been met by the University resigns within two years of his entry on duty, he may be required to refund to the University the amount of any allowance made to him.

TEMPORARY ACCOMMODATION

Where requested, assistance in finding temporary accommodation may be given to newly appointed members of the permanent academic staff coming from overseas with young children. Persons so situated should contact the Registrar in this connection. It is regretted that it is not usually possible to assist persons without children or persons coming from other parts of Australia, except by making hotel reservations on their behalf.

STAFF MEMBERS' HOUSING SCHEME

The University of Sydney has established a Staff Members' Housing Scheme, under which members of the permanent academic staff, in cases approved by the University and its Bankers, may be assisted by loans to purchase a house. Advances of up to 90 per cent of an approved purchase price may be made. Details of the Scheme are available from the Registrar, or from the Secretary-General, Association of Commonwealth Universities, 36 Gordon Square, London, WCIH OPF.

LEAVE

Recreational Leave

Recreational leave may vary from Department to Department but is about four weeks per year. Sub-professorial staff should make arrangements for recreational leave with their Head of Department. Professors and Heads of Departments should advise the Vice-Chancellor when they propose taking recreational leave.

- (c) A Professor shall normally retire on 31st December of the year in which he reaches the age of 65 years. Only in very special circumstances and by the invitation of the Senate may a Professor continue in office after that date; any continuance in office shall be approved for not more than one year on each occasion and shall not under any circumstances extend beyond the 70th birthday of a Professor. (A Professor may, if he wishes, retire at the age of 60 years without the loss of pension rights).
 - (d) The Senate has the power to remove the Professor from office for misconduct.
5. Unless otherwise stated, a Professor will be paid a fixed salary of \$15,264 (Australian) per annum. He may elect to contribute to either the Sydney University Professorial Superannuation System or the New South Wales State Superannuation Scheme. Under the Professorial Superannuation System, the equivalent of 15 per cent of salary (the University's contribution being 10 per cent and the Professor's 5 per cent) is paid as premium for an endowment assurance policy maturing at the age of 60. The Senate adds an annual non-contributory pension. A Professor shall have the option of contributing equally with the University to an additional widow's pension which will range from \$600 to \$2,290 (Australian) per annum, depending upon the contribution the Professor elects to pay, and which will be payable to the widow of the Professor from the date of death.
 6. A Professor will not be entitled to any participation in the lecture fees.
 7. An appointment to a Chair and the tenure of office are subject to either the conditions of the Sydney University Professorial Superannuation System or the conditions of the New South Wales State Superannuation Scheme. In all cases where a Professor ceases to be in the service of the University, whether before or after the age of 65 years, his right to pecuniary benefits shall be according to either the provisions contained in the Sydney University Professorial Superannuation System and to the non-contributory pension mentioned in Clause 5 hereof, or the provisions of the New South Wales State Superannuation Act.
 8. These conditions shall be read in conjunction with the University and University Colleges Act (University of Sydney) and the By-laws and Regulations made in accordance with the Act.
 9. A Professor will enter upon his duties by a date to be arranged between him and the University of Sydney and the salary of the office shall commence as from that date or, in the case of an appointee coming from overseas (not including New Zealand) by air, one week in advance of the date on which he takes up duty in Sydney.
- A statement setting out any special conditions of appointment to a particular Chair and any special information relating to that Chair is prepared at the time the Chair is advertised and is available to intending applicants either from the Registrar, University of Sydney,

Sydney, New South Wales, 2006, or from the Secretary-General, Association of Commonwealth Universities, 36 Gordon Square, London, WCIH OPF.

ACADEMIC SALARIES (as from 8th January, 1971)

Grades of academic appointment within the University of Sydney and the current academic salary scale are listed below:—

Professor	\$15,264 (Aust.) p.a.
Associate Professor	}	\$12,593 (Aust.) p.a.
Reader		
<i>Range</i>					
Senior Lecturer	\$9,667-\$9,960-\$10,252- \$10,545-\$10,837-\$11,130 (Aust.) p.a.
Lecturer	\$6,697-\$7,066-\$7,435- \$7,804-\$8,173-\$8,541- \$8,910-\$9,286 (Aust.) p.a.
Senior Tutor	\$5,860-\$6,140-\$6,418- \$6,697 (Aust.) p.a. then on recommendation to \$7,032-\$7,366-\$7,700- \$8,034-\$8,368-\$8,702 (Aust.) p.a.
Senior Demonstrator	
Senior Tutor-Demonstrator	
	

Except in cases where the salary is a fixed one, an appointee's commencing salary is determined within the appropriate range according to his qualifications and experience and he receives automatic increments each year on the anniversary of the date on which he initially took up appointment until the maximum of his range is reached.

In the case of a Senior Tutor, Senior Demonstrator or Senior Tutor-Demonstrator, his commencing salary may be either (a) below or at \$6,697 per annum or (b) above \$6,697 per annum. Those appointed at a salary below \$6,697 per annum will receive automatic annual increments to this level. These Senior Tutors, Senior Demonstrators or Senior Tutor-Demonstrators and those appointed at \$6,697 per annum will not proceed above this level unless there are special reasons which are the subject of a recommendation by the Head of the Department. Those appointed at a salary of \$7,032 per annum or above will receive automatic annual increments until the maximum of the range is reached.

In the case of an appointee coming from within Australia to take up appointment, his salary will commence from the date on which he takes up duty in Sydney. In the case of an appointee coming from overseas (not including New Zealand) by air to take up appointment, his salary will commence one week in advance of the date on which he takes up duty in Sydney.

GRADES OF ACADEMIC APPOINTMENT

The following comments concerning grades of academic appointment within the University may be helpful to intending candidates for academic positions.

\$11,130 p.a.	3,632	3,468	3,279
\$9,667 p.a.	2,894	2,743	2,571
\$9,286 p.a.	2,720	2,572	2,402
\$6,697 p.a.	1,600	1,458	1,321

(These figures are applicable as at the time of publication.)

At the end of the fiscal year (30th June), however, some refunds of these taxation deductions may be claimed in respect of payment for such allowable items as superannuation contributions, life assurance premiums, medical and dental and educational expenses, rates and land taxes and various professional expenses. Because of such payments as these the actual tax liability may be reduced appreciably. For example, a single person whose taxable income is \$15,264 p.a. and who pays superannuation contributions, premiums, etc. totalling \$1,000 p.a. would be liable to net tax of about \$5,390, i.e. the amount of his tax would be reduced by about \$593; a married man with two dependent children and earning \$9,667 p.a. and paying superannuation contributions, school expenses, etc. totalling \$1,300 p.a. would be liable to net tax of about \$1,989, i.e. the amount of his tax would be reduced by about \$582.

CHILD ENDOWMENT

Child endowment payments are made by the Commonwealth Government for children under 16 years of age at the rate of 50 cents a week for the first child, \$1.00 a week for the second child, \$2.00 a week for the third child and amounts increasing by 25 cents per week for each successive child. An amount of \$1.50 a week is also paid for each student child, aged from 16 to 21 years, who is receiving full-time education at a school, college or university.

MEDICAL EXAMINATIONS

All permanent academic appointments are subject to the receipt of satisfactory reports of a medical examination and a chest X-ray examination from medical practitioners nominated by the University. On receipt of satisfactory reports from these medical practitioners, the Registrar immediately confirms the appointment in writing. The University meets the cost of these medical examinations.

In cases where an appointee becomes a contributor to the New South Wales State Superannuation Fund, a further medical examination carried out by the New South Wales Department of Public Health is also required. This is arranged shortly after the appointee takes up duty and following it he is advised whether he has been accepted for full benefits under the New South Wales State Superannuation Fund or whether on medical grounds he may have been rejected as a contributor or accepted for limited benefits only. Professors who elect to become members of the Professorial Superannuation System (available to holders of Chairs) will also be required to be medically examined by the Life Office concerned.

TRAVELLING AND REMOVAL EXPENSES

In the case of an appointee coming from outside Sydney, the University will make an allowance for his travelling expenses to Sydney by the most direct route and those of his wife and of his dependent or student children. The amount of the allowance is specified in the letter of appointment and is intended to cover travel by rail at first class rates when the

Superannuation Scheme or (ii) to contribute for the number of units of pension prescribed by age and salary or for a lesser number of units, the minimum number for which he may contribute being six. If an appointee elects not to contribute to the Fund, no other provision is made for his superannuation and the Senate of the University reserves the right to define its responsibility in the event of extended illness.

New appointees frequently enquire about the *transferability of existing Life Assurance Policies*. It is possible for contributors to the New South Wales State Superannuation Scheme to arrange to transfer any F.S.S.U. or other life assurance policies to the State Superannuation Board provided that the policies in question meet certain requirements of the Board. Some new appointees may find that this enables them to maintain their existing F.S.S.U. policies whilst they are contributors to the New South Wales State Superannuation Scheme. However, it should be clearly understood that if at some subsequent date they wish to withdraw their policies from the Board for use in another scheme, the contributor must first pay to the Board all premiums advanced by the Board plus compound interest thereon. The Clause in the "Explanatory Memorandum" relative to the New South Wales State Superannuation Act is quoted below for candidates' information:—

- "32(a) An employee whose life is insured under a Policy which is unencumbered and upon which all premiums due have been paid may request the Board to accept a transfer of it. In general, a policy that has not been in force for at least five years is unacceptable.
- (b) Upon acceptance, the Board takes over the payment of premiums. Before the Policy matures the person whose life is insured may obtain its release on paying to the Board the amount of premiums paid by it, together with compound interest thereon at the rate of $4\frac{1}{2}\%$ per annum. Otherwise, on maturity the Board will pay all moneys received under the policy less the amount of the premiums paid by it with compound interest thereon at the rate of $4\frac{1}{2}\%$ per annum to the employee or his personal representatives."

Any enquiries on the matter of transfer of life assurance policies to the Board should be directed to the Registrar.

TAXATION

The University is obliged to deduct income tax contributions from all salary payments. These deductions are calculated in accordance with marital status and the number of dependent children. Some examples of tax payable are as follows:—

Amount (approx.) due per annum for income tax and social services contributions

	Single man or woman	Married man without dependent children	Married man with two dependent children
<i>Salary</i>	\$ p.a.	\$ p.a.	\$ p.a.
\$15,264 p.a.	5,983	5,793	5,574
\$12,593 p.a.	4,430	4,256	4,056

Professor

A Professor is usually the administrative Head of his Department. Where there is more than one Professor in a Department, each Professor is usually responsible for teaching and research in his field and is in charge of his own staff, but provision is usually made for the appointment or election of one Professor as administrative Head of the Department. Appointment to a Chair carries with it membership of the Professorial Board.

Reader

A Reader is regarded as a person distinguished by his research activity and the contributions he has made to the advancement of his subject. His primary duty is the advancement of research and scholarship in his field and the Head of Department may relieve him of some administrative and teaching work to encourage and assist his research activities. Appointment to a Readership is not regarded as a normal stage in the process of promotion but as a rare type of appointment.

Associate Professors

Associate Professorships are of two types. An Associate Professor may be appointed, after advertisement, to a position on establishment, in which case he would be required to take the main responsibility for an important subdivision of work in his Department which could be (a) in terms of subject matter, (b) in terms of some geographically separate area, or (c) in terms of academic administrative responsibility. Alternatively, an Associate Professor may be a member of staff who, because of his outstanding contribution to the teaching and other work of his Department, has been deemed worthy of promotion beyond the Senior Lecturer grade and is required to take higher or additional responsibilities in teaching and/or the general administration of his Department. In either case an appointee would be expected to have exhibited a standard of excellence in scholarship, research, teaching and administration comparable with that usually expected of a person who would be seriously considered for appointment to a Chair in the University of Sydney in his own special field. Associate Professors are not members of the Professorial Board and in status are between Senior Lecturers and Professors.

Lecturers and Senior Lecturers

In making Lectureship and Senior Lectureship appointments, academic qualifications and previous university teaching and research experience or evidence of potential capacity for such teaching and research are taken into account. There is provision for promotion from the grade of Lecturer to Senior Lecturer and, as indicated below, applications for such promotion are considered once annually.

Senior Tutors, Senior Demonstrators and Senior Tutor-Demonstrators

Senior Tutors, Senior Demonstrators and Senior Tutor-Demonstrators are usually graduates with fairly extensive teaching experience who are mainly engaged in more responsible teaching duties. Although of good academic attainments, they are chosen more for their skill and interest in teaching, especially at the junior levels, than for research

potential. They may be appointed on either a temporary or a permanent basis. The title for this grade of appointment varies according to whether an appointee is engaged in tutoring or practical laboratory work or both.

PROMOTIONS

As mentioned above, there is provision for promotion from the grade of Lecturer to Senior Lecturer and also from Senior Lecturer to Associate Professor.

In the case of promotion to Senior Lecturer, Lecturers are given the opportunity once annually to apply for such promotion. These applications are made through the candidate's Head of Department and are considered by a committee of the Professorial Board which takes into account both attainments in the field of scholarship and contributions to the teaching and other work of the Department. The committee's recommendation is considered by the Professorial Board, which forwards its recommendation to the University Senate for consideration.

One of the ways in which an appointment may be made to an Associate Professorship is by the promotion of a member of staff who, because of his outstanding contribution to the teaching and other work of his Department, is deemed worthy of promotion beyond the grade of Senior Lecturer and would be required to take higher or additional responsibilities in teaching and/or the general administration of the Department. Senior Lecturers are given the opportunity to apply for such promotion once annually.

A Senior Lecturer may also apply at any time for appointment to a Readership. A Reader is regarded as a person distinguished by his research activity and the contributions he has made to the advancement of his subject. Appointment to a Readership should not be regarded as a normal stage in the process of promotion but as a rare type of appointment.

SUPERANNUATION

Professors have the option of contributing to either the Sydney University Professorial Superannuation System or the New South Wales State Superannuation Fund. The salaries of all permanent members of the University staff, other than Professors or any other members of staff who are over the age of 40 years on appointment, are subject to deductions in accordance with the provisions of the New South Wales State Superannuation Act. Members of staff over the age of 40 years on appointment have the option of electing whether or not they will contribute to the New South Wales State Superannuation Fund (see details below).

Under the Professorial Superannuation System, the equivalent of 15 per cent of salary (the University's contribution being 10 per cent and the Professor's 5 per cent) is paid as premium for an endowment assurance policy maturing at the age of 60 years. Special supplementary provisions are generally made for Professors who are over the age of 40 years at the time of appointment; depending on their age and existing benefits, additional assurance is effected, the University contributing on a similar

basis, i.e. the University contributes two-thirds and the Professors one-third. In addition, the Senate also adds an annual non-contributory pension. A Professor also has the option of contributing equally with the University to an additional widow's pension which will range from \$600 to \$2,290 (Australian) per annum, depending upon the contribution the Professor elects to pay, and which will be payable to the widow of the Professor from the date of death.

The New South Wales State Superannuation Scheme differs from the Federated Superannuation System for Universities in many respects and candidates familiar with the F.S.S.U.-type Schemes are advised to obtain details of the New South Wales State Superannuation Scheme. These are available from the Registrar of the University or from the Secretary, State Superannuation Board, 37 York Street, Sydney, N.S.W., 2000. Overseas candidates may obtain details from the Office of the Agent-General for New South Wales, 56/57 Strand, London, or from the Secretary-General, Association of Commonwealth Universities 36 Gordon Square, London, or from the Commissioner for New South Wales, 680 Fifth Avenue, New York, 10019, New York, U.S.A.

An appointee who is under the age of 30 years at the time of appointment is required to contribute to the New South Wales State Superannuation Scheme in accordance with the provisions of the Act, the scale of deductions being according to age and salary, and deductions ceasing at the age of 60 years (55 or 60 years in the case of women). On retirement between the ages of 60 and 65 years, the contributor will be entitled to a full pension for life. It should be noted that there is also a provision for a lump sum payment to be made to a pensioner providing he or she has attained the age of sixty years. The normal retiring age is 65 years. On death, two-thirds of the pension is payable to the widow together with \$208 (Australian) per annum for each child under the age of 18 years. If the successful applicant is not eligible on medical grounds for full benefits under the New South Wales State Superannuation Act, he will be required to contribute in accordance with the limited benefits provisions of the Act.

Shortly after taking up his appointment, a new member of staff will, for superannuation purposes, be required to undergo a medical examination carried out by the N.S.W. Department of Public Health. Following this, he will be advised whether he has been accepted for full benefits under the N.S.W. State Superannuation Act or whether, on medical grounds, he has been rejected as a contributor to the Fund or has been accepted as a contributor under the limited benefit provisions of the Act.

An appointee who is 30 years of age or over but under 40 years of age at the time of appointment is also required to contribute to the New South Wales State Superannuation Scheme in accordance with the provisions of the Act. While the provisions are similar to those applying in the case of a person under 30 years of age, a person who is 30 years or over but under 40 years may elect to contribute to the Scheme for the number of units of pension prescribed by his age and salary or for a lesser number of units, but he must contribute for a minimum of six units.

An appointee who is 40 years of age or over at the time of appointment may elect either (i) not to contribute to the New South Wales State