

Work Function, Discipline and Field of Research Data

Division of Human Resources Fact Sheet

Charles Sturt University uses work function and field of research data to assist in workforce planning. In addition, the University uses this data to report to Government on aspects of its performance.

Data Set	Description	Further Information
Work Function	<p>Charles Sturt University has a number of work function categories for academic staff:</p> <ul style="list-style-type: none"> • Teaching and Research • Teaching and Professional • Research Only • Teaching focussed • Other (normally academic managers) <p>Work functions describe the major focus of the work of an academic. They do not limit the range of academic activities that may be undertaken by the academic.</p> <p>Professional/General staff are included in the 'other' category.</p>	<p>Teaching and Research staff and Research Only staff:</p> <p>Minimum Standards for Academic Levels</p> <p>Teaching and Professional staff:</p> <p>Professional Activity Work Function Policy</p> <p>Other:</p> <p>Academic Institutional Leadership Positions Policy and Procedure</p>
Discipline	Discipline codes are no longer used at CSU.	
Field of Research	<p>Fields of Research (FOR) allow for the categorisation of fields of research activity within Australia and New Zealand. The FOR is a hierarchical classification with three levels, namely Divisions (2 digits), Groups (4 digits) and Fields (6 digits). Each level is identified by a unique number.</p>	<p>CSU's Excellence in Research for Australia</p> <p>List of Field of Research codes</p>
Reporting on Work Function, Discipline and Field of Research	<p>Reports are generally snapshots as at 31 March each year. They are retrospective, which can create a significant lag between updating and reporting on data. For example, a change made in April 2015 will flow through to various reports in 2015 and 2016.</p> <p>This applies to reporting to Government, as well as internal reporting that integrates staff, student and financial data as part of the University's planning cycle.</p>	Office of Strategic Planning and Information
Accessing Work Function and Field of Research Information	<p>Individuals can access this information via the Web Kiosk by selecting:</p> <ul style="list-style-type: none"> • My HR • Personal Development • Work Functions and Disciplines <p>Supervisors can access this information via the Web Kiosk by selecting:</p> <ul style="list-style-type: none"> • My Team • Team Details • CSU Disciplines 	Web Kiosk
Changing Work Function and/or Field of Research Codes	With the approval of the Executive Dean/Centre Director, an academic staff member may amend their work function, or field of research.	Authority to Change Work Function, Discipline or Field of Research