

# Staff Scholarly Activity Policy

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## Purpose

Academic staff, who are active in scholarship in the discipline and in the latest teaching, learning and assessment principles, play a vital role in ensuring that course content and assessment tasks will engage students in advanced knowledge and enquiry during their studies at the Australian Institute of Future Education (AIFE).

This Policy outlines the principle that AIFE will adopt to support the scholarly activity of its academic staff.

## Scope

This Policy applies to all academic staff. See Appendix 1, which shows AIFE's Positional Chart and Role Description.

## Policy

Scholarly activity contributes to the currency, quality, dissemination and integration of specialist knowledge, and enhances teaching and learning at AIFE. Academic staff are expected to engage in scholarly activity on an ongoing basis that will inform both course content and teaching methods for the benefit of AIFE's students and the quality and relevance of AIFE's courses. In turn, AIFE will support academic staff in their engagement with scholarly activities.

Scholarly activity includes keeping knowledge current on a field or discipline which may involve membership of professional associations, industry engagement and consulting, conference attendance as well as research and publication.

Integration of new understandings into pedagogical approaches as well as public and collegial dissemination of new knowledge is an important aspect of scholarly practice, which AIFE will support through professional development strategies.

## Principles

AIFE will offer courses that engage with advanced knowledge and inquiry.

All academic staff are expected and supported to engage in scholarship on an ongoing basis.

Scholarly activity occurs at both an individual and institutional level.

Scholarship undertaken by academic staff will be supported through the following:

- Providing adequate funding
- Ensuring sufficient and current learning resources are readily available, and
- Re-allocating teaching workload to create time for undertaking scholarly activities.

The Academic Board has overall responsibility for overseeing the conditions that promote and sustain a culture of ongoing scholarship at an institutional level.

The Board of Directors has responsibility for resourcing scholarship strategies on the basis of recommendations from the Academic Board.

All scholarly activity, at individual and institutional level, will be reported to the Academic Board.

All academic staff will have scholarship requirements included as part of their employment contract. Minimum levels of scholarly activity include:

- Participation in scholarly and research activities related to enhancing pedagogical practice and disciplinary scholarship in line with AIFE's course offerings
- Presenting scholarly and research development efforts to peers and colleagues across AIFE, to members of a community of scholars within a relevant discipline, and/or to professional communities
- Publishing in peer-reviewed materials, and
- Participating in the development and submission of proposals for external funding.

Academic staff with leadership roles are expected to have and maintain a deep knowledge of contemporary scholarship and research outcomes in the relevant discipline.

## Responsibilities

All academic staff are responsible for:

- Developing and maintaining scholarly activities and maintaining personal portfolios, and
- Fully applying themselves to any supported scholarly activities to ensure a positive outcome

The Dean is responsible for:

- Developing a program of institution-wide scholarly activities
- Endorsing and prioritising applications from individual academic staff for professional development funding
- Any necessary re-allocation of workload for successful applications, and
- Reporting to the Academic Board on the scholarly activities of academic staff.

The Academic Board is responsible for making recommendations to Board of Directors for budget for scholarly activities.

The Board of Directors is responsible for allocating budget for scholarly activities on the basis of recommendations from Academic Board

## Definitions

For the purposes of this Policy, the following terms are defined as follows:

Scholarship	Activities that are “concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field”. <sup>1</sup>
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<sup>1</sup> TEQSA *Guidance Note: Scholarship*, Version 3.0, 4 May 2022, <https://www.teqsa.gov.au/sites/default/files/guidance-note-scholarship-v3-0.pdf?v=1651626708>

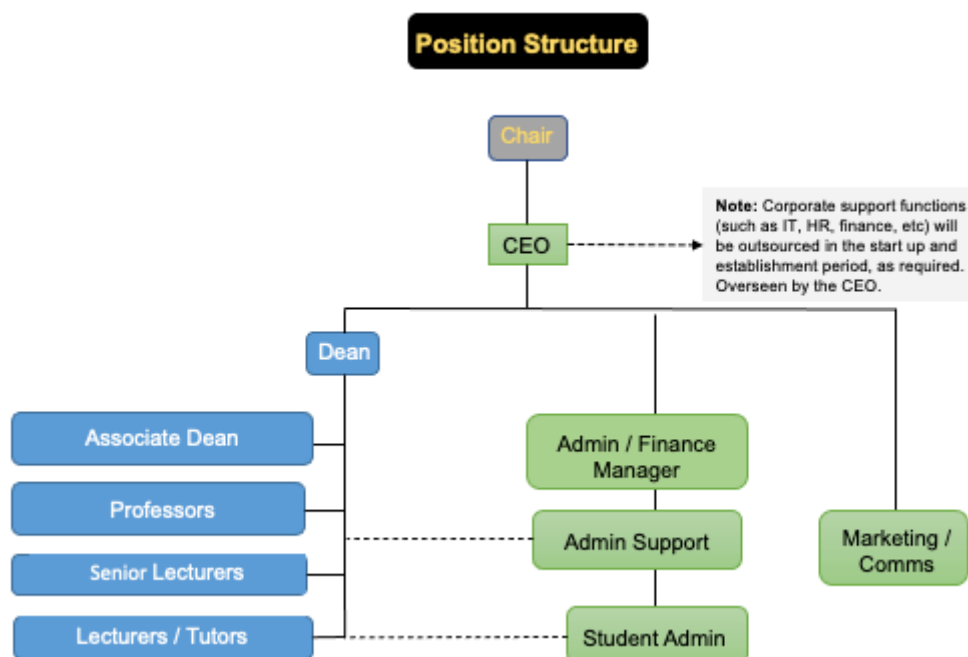
## Version History

Version #	Changes	Approval Body	Approval Date
1.0	Academic Board	Academic Board	31 October 2022
2.0	Update header and footer	Academic Board	31 October 2024

## Additional Information

Policy Status	Approved
Policy Owner	Dean
Next Review Date	3 years from Approval Date
Related Internal Documents	No related internal documents
Higher Education Standards Framework (Threshold Standards) 2022	Standards 3.2.2, 3.2.3 and Criterion B1.1.2
Other legislative or regulatory instruments	Not applicable

## Appendix 1 – Positional Chart and Role Description



Position	Responsibilities
<b>Dean</b>	<ul style="list-style-type: none"> <li>Support &amp; report to the Academic Board</li> <li>Lead and support academic sub-committees</li> <li>Ensure all academic compliance issues are met</li> <li>Oversee all teaching and learning management</li> <li>Ensure course evaluation processes completed</li> </ul>
<b>Associate Dean</b>	<ul style="list-style-type: none"> <li>Provide support and advice to the Dean</li> <li>Contribute to all academic sub-committees</li> <li>Oversee student complaints and grievances</li> <li>Coordinate &amp; ensure successful course delivery</li> <li>Report any academic matters as appropriate</li> </ul>
<b>Professors</b>	<ul style="list-style-type: none"> <li>Deliver high quality, expert centred lectures</li> <li>Deliver high quality, expert centred tutorials</li> <li>Ensure high level student engagement</li> <li>Complete all student assessment processes</li> <li>Provide feedback on course improvement</li> </ul>
<b>Senior Lecturers</b>	<ul style="list-style-type: none"> <li>Deliver high quality courses and units</li> <li>Deliver high quality lectures &amp; tutorial sessions</li> <li>Ensure high level student engagement</li> <li>Complete all student assessment processes</li> </ul>

Position	Responsibilities
Lecturers / Tutors	<ul style="list-style-type: none"> <li>• Provide feedback on course improvement</li> </ul>
	<ul style="list-style-type: none"> <li>• Support Senior Lecturers in course delivery</li> <li>• Provide interactive student advice &amp; support</li> <li>• Troubleshoot student issues as appropriate</li> <li>• Support with student administration issues</li> <li>• Assist in student satisfaction surveys</li> </ul>