Staff Scholarly Activity Policy and Procedure

Purpose

1. The Australian International Institute of Higher Education ('the Institute') recognises that the disciplinary and pedagogical scholarly activities of its academic staff are critical to the conduct of teaching and learning that engages students in advanced knowledge and enquiry.

2. This Policy sets out the approach the Institute adopts to support and monitor such scholarly activity.

Scope

3. This Policy applies to all academic staff of the Institute.

Definitions

4. For the purposes of this Policy:

   a) ***Scholarly activity*** means 'those activities 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. This includes advances in ways of teaching and learning in the field and advances in professional practice, as well as advances in disciplinary knowledge through original research.'[1]

Policy

Policy statement

5. Scholarly activity contributes to the currency, quality, dissemination and integration of specialist knowledge and enhances teaching and learning at the Institute. The Institute requires and supports academic staff to engage in scholarly activity on an ongoing basis that will inform both course content and teaching methods for the benefit of the Institute's students and the quality and relevance of the Institute's courses.

6. The Institute recognises all forms of scholarly activity undertaken by academic staff.

7. Scholarly activity includes keeping up to date in a field or discipline which may involve membership of professional associations, industry engagement and consulting, conference attendance as well as research and publication.

8. Integration of new understandings into pedagogical approaches as well as public and collegial dissemination of new knowledge is an important aspect of scholarly practice and is supported at the Institute through professional development strategies.

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[1] TEQSA Guidance Note, *Scholarship*, Version 2.5

Page 1 of 6 |Staff Scholarly Activity Policy and Procedure V1.0
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Principles

9. The Institute will deliver courses that engage with advanced knowledge and inquiry.

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

11. Scholarly activity occurs at both an individual and institutional level.

12. The Institute supports scholarship in its many forms by providing adequate resources to academic staff which may include re-allocation of workload and/or funding support. However not all scholarly activity requires specific resourcing.

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

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

15. All scholarly activity, at individual and institutional level, will be reported to the Academic Board as outlined in the Procedure.

Procedure

Engagement in scholarly activity

16. Scholarship is promoted as a crucial element of the Institute's mission in strategic documents and in academic staff policies and processes.

17. All academic staff, including casual and sessional academic staff, will have scholarship requirements included as part of their employment contract and should read this Policy in conjunction with their contracts.

18. Outputs of scholarly activities are disseminated to students and staff on a regular basis.

Expectations of scholarly activity for academic staff

19. The Institute categorises expectations of scholarly activities as 'minimum', 'meritorious' and 'distinguished' as below.

20. Minimum levels of scholarly activity that demonstrate how the activity supports teaching and learning at the Institute include:

    a) participation in research and scholarly activities related to enhancement of pedagogical practice and disciplinary scholarship in line with course offerings at the Institute;

    b) presentation of research, scholarly development efforts to peers and colleagues across the Institute; to members of a community of scholars within a relevant discipline, and/or to professional communities;

    c) participation in and membership of professional associations, industry engagement, conference attendance as well as research and publication;

    d) publication in peer-reviewed materials; and

    e) participation in the development and submission of proposals for external funding.

21. Academic staff with leadership roles will be expected to have and maintain a deep knowledge of contemporary research in the relevant discipline.

22. Meritorious scholarly activity includes but is not limited to:

Page 2 of 6 |Staff Scholarly Activity Policy and Procedure V1.0
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a) authorship or co-authorship including peer-reviewed materials such as journal articles, abstracts, books, book chapters, cases, software, or other professional and technical documents;

b) production and presentation of videos related to chosen and related scholarly discipline;

c) refereeing or editing journal articles, grant proposals and book manuscripts;

d) presentations and papers delivered at local, regional, national and international conferences;

e) managing or serving as a consultant for exhibitions and conferences locally or internationally;

f) obtaining competitive external, internal and/or industry grants related to scholarly and creative productivity;

g) receiving internal or external awards obtained for scholarly activity;

h) providing evidence that scholarly works have been submitted for review;

i) documenting scholarly works in progress.

23. Distinguished scholarly activity includes but is not limited to:

a) being appointed or elected to positions of leadership in professional organisations;

b) a significant publication record in the respective discipline of study and/or teaching and learning;

c) participation and membership in national study sections, peer review panels and advisory groups.

Planning of scholarly activities

24. The Academic Dean oversees the development of the annual Scholarly Activity Plan, which will include institution-wide activities and individual professional development and scholarly activities.

25. Supervisors evaluate scholarly activity proposals by academic staff as part of the annual performance development plans.

26. In their review of scholarly activity proposals supervisors will:

a) ensure that proposals for scholarly activity meet the expectations of scholarship and categorises activities in line with this policy;

b) ensure adequate coverage of disciplines and teaching methods as they relate to the units and the relevant course and document the expected contributions to teaching and learning.

27. The Academic Dean consolidates all scholarship requirements for the Institute and develops the draft Scholarship Plan and proposed budget for the following year in accordance with:

a) the strategies, tasks, indicators, and timeframes contained in the Teaching and Learning Plan;

b) recommendations from the Academic Board following its review of scholarly activity from the previous year.

28. The Academic Board reviews and approves the Scholarly Activity Plan and submits its recommendations for budget allocation to the Governing Council for approval.

29. The Academic Dean is responsible for overseeing the implementation of the Plan and reporting to the Academic Board on a quarterly basis, including any required adjustments to the Plan.

Page 3 of 6 |Staff Scholarly Activity Policy and Procedure V1.0
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Criteria for funding scholarly activities

30. Priorities for funded scholarly activities will be allocated on the basis of:
    a) demonstrated need for the individual and the discipline;
    b) staff with demonstrated meritorious or distinguished activity.

Monitoring and improvement

31. Academic staff members must maintain a portfolio of their own scholarly work and records of relevant activities.

32. Course Coordinators are responsible for monitoring and ensuring that scholarly activities are conducted in accordance with the Scholarly Activity Plan for the year, including auditing academic staff portfolios.

33. The Academic Dean provides a quarterly report to the Academic Board on performance against the Scholarly Activity Plan, including recommendations for recognising and rewarding outstanding scholarship and achievements.

34. The Academic Board will review on an annual basis the effectiveness of the Scholarly Activity Plan in informing teaching and learning at the Institute and approve recommendations for improvement to the processes relating to scholarship as appropriate.

Grievances

35. An academic staff member may lodge a grievance about a decision made under the *Staff Scholarly Activity Policy and Procedure* under the grievance provisions outlined in the *Human Resources Management Policy and Procedure.*

Responsibilities

36. Academic staff are responsible for:
    a) developing and maintaining scholarly activities and maintaining personal portfolios;
    b) fully applying themselves to any supported scholarly activities to ensure a positive outcome, including sharing the knowledge and skills gained with other academic staff.

37. Course Coordinators are responsible for assisting academic staff to identify appropriate scholarly activities based on the needs of the role and the individual, and following consideration of disciplinary, organisational and strategic priorities.

38. The Academic Dean is responsible for:
    a) developing a program of institution-wide scholarly activities;
    b) endorsing and prioritising applications from individual academic staff in consultation with the relevant Course Coordinator;
    c) reviewing the scholarly activity proposals of Course Coordinators;
    d) any necessary reallocation of workload for successful applications;
    e) compiling and submitting the annual Scholarly Activity Plan to Academic Board;
    f) reporting on a regular basis on the implementation of the Plan to the Academic Board.

39. The Academic Board is responsible for:
    a) reviewing and approving the draft annual Scholarly Activity Plan;
    b) making recommendations to Governing Council for budget for scholarly activities;

Page 4 of 6 |Staff Scholarly Activity Policy and Procedure V1.0
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    c) reviewing the effectiveness of the Scholarly Activity Plan and approving recommendations for improvement.

40. The Governing Council is responsible for allocating budget for scholarly activities on the basis of recommendations from Academic Board.

Page 5 of 6 |Staff Scholarly Activity Policy and Procedure V1.0
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Associated information

Approving body	Academic Board
Date approved	18 August 2020
Date of effect	Commencement of operation
Next scheduled review	Two years from when policy commence
Policy owner	Academic Dean
Policy contact	Academic Dean
Related AIIHE Documents	*Staff Academic Integrity Policy and Procedure* *Human Resources Management Policy and Procedure* *Quality Assurance Framework* *Learning and Teaching Plan*
Higher Education Standards Framework (Threshold Standards) 2015 (Cth)	B1.1 "Higher Education Provider" Category Standard 3.1, ss 2-4 Standard 3.2, ss 2, 3
Other related external instruments/documents	**Related Legislation** • *Tertiary Education Quality and Standards Agency Act 2011 (Cth)* **Good Practice Documents** • *TEQSA Guidance Note: Scholarship, Version 2.5*

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	18 August 2020

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Page 6 of 6 |Staff Scholarly Activity Policy and Procedure V1.0
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