Staff Scholarly Activity Policy and Procedure

1. Purpose

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.

This Policy sets out the approach the Institute adopts to support, encourage, and monitor such scholarly activities.

2. Scope

This Policy applies to all academic staff of the Institute.

3. Definitions

For the purposes of this Policy:

a) **Academic staff** refer to all AIIHE employees (permanent, casual, and sessional) involved in the learning and teaching activities. They include professors, lecturers, tutors, researchers, and associated staff (Librarians, coordinators, and markers).

b) *Scholarly activity or scholarship* refers to 'those activities concerned with gaining new or improved understanding, or appreciation and insights into a field of knowledge, or engaging with and keeping up to date with advances in the field. [1] 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.' Those activities include, but are not limited to:

- scholarly publications (literature reviews, conferences, or journals)
- scholarly reviews (publications, state of knowledge/teaching in a field related to the course subjects offered by AIIHE)
- original research in a discipline or on teaching and learning practices
- internal/external presentations on the current state of knowledge, practice, or teaching/learning in a field related to course subjects offered by AIIHE
- contributions to professional bodies or communities of practice in advancing knowledge and practice
- involvement in relevant activities of scholarly academic societies, editorial roles or peer review
- individual or collaborative activities to keep up to date on developments in a field, combined with reflective practice, e.g., 'academic clubs'.

c) *Professional Development* indicates a continuous learning process to improve staff skills, knowledge, and techniques related to the learning and teaching activities.

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[1] TEQSA Guidance Note, *Scholarship*, Version 3.0

Page 1 of 7 | Staff Scholarly Activity v1.3
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4. Policy

4.1. Policy statement

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. Scholarly activity contributes to the currency, quality, dissemination, and integration of specialist knowledge and enhances teaching and learning at the Institute.

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.

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.

4.2. Principles

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

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

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

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

4.2.5. 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.

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

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

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

4.3. Criteria for funding scholarly activities

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.

4.4. Engagement in scholarly activity

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

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.

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

Page 2 of 7 | Staff Scholarly Activity v1.3
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4.5. Monitoring and improvement

4.5.1. Academic staff members records their scholarly activities in accordance with the Scholarly Activity Plan for the year, which will be monitored by course coordinators to ensure that those activities are properly aligned with the mentioned plan. It includes auditing academic staff portfolios.

4.5.2. The Academic Dean will monitor the performance against the Scholarly Activity Plan on a quarterly basis to inform the Academic Board and provide recommendations for improvements.

4.5.3. 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.

4.6. Grievances

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.

4.7. Responsibilities

4.7.1. Academic staff are responsible for:

a) developing and maintaining a portfolio of their own scholarly work and records of relevant activities

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.

4.7.2. 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 the Scholarly Activity Plan for the year.

4.7.3. The Academic Dean is responsible for:

a) developing a program of institution-wide scholarly activities following the disciplinary, organisational, and strategic priorities

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 a quarterly report on the implementation of the Scholarly Activity Plan to the Academic Board, including recommendations for recognising and rewarding outstanding scholarship and achievements.

4.7.4. The Academic Board is responsible for:

a) reviewing and approving the draft annual Scholarly Activity Plan

b) making recommendations to the Governing Council for budget for scholarly activities

c) reviewing the effectiveness of the Scholarly Activity Plan and approving recommendations for improvement.

Page 3 of 7 | Staff Scholarly Activity v1.3
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4.7.5. The Governing Council is responsible for allocating the budget for scholarly activities on the basis of recommendations from the Academic Board.

4.8. Expectations of scholarly activity for academic staff

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

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 the enhancement of pedagogical practice and disciplinary scholarship in line with course offerings at the Institute

b) presentation of research and 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

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

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

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

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.

4.8.4. 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.

Page 4 of 7 | Staff Scholarly Activity v1.3
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5. Procedure

5.1. Planning of scholarly activities

5.1.1. At the beginning of the academic year, academic staff will provide a draft of their professional development plan and scholarly activities to the course coordinators.

5.1.2. Course coordinators will review their proposals and provide feedback to staff for amendments if required.

5.1.3. In their review of scholarly activity proposals, course coordinators will:

a) ensure that proposals for scholarly activity meet the expectations of scholarship and categorise 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.

5.1.4. Once course coordinators receive an acceptable version of these documents, they will send them to the Academic Dean for review.

5.1.5. The Academic Dean will review those documents and oversee the development of the annual Scholarly Activity Plan, which will include institution-wide activities and individual professional development and scholarly activities.

The Academic Dean should consolidate all scholarship requirements for the Institute and develop the draft Scholarship Plan and proposed budget for the academic 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.

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

5.1.7. 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.

5.2. Execution of scholarly activities

5.2.1. Academic staff will conduct their professional development and scholarly activities as per the annual Scholarly Activity Plan.

5.2.2. In case funds are required for a particular activity:

a) Academic staff should inform the course coordinator about their request with no less than two months.

b) Course coordinators will request the financial team to pay the invoice for the scholarly or professional development activity.

5.2.3. Academic staff will keep records and evidence of their participation in the scholarly or professional development activity.

5.3. Monitoring activities

Page 5 of 7 | Staff Scholarly Activity v1.3
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5.3.1. Once a year, supervisors will evaluate scholarly activity and professional development plan provided by academic staff as part of the annual performance development plans. In their review, supervisors will ensure that scholarly activities have been completed following the given plan.

5.3.2. Once a year, the Academic Dean will evaluate the execution of the proposed Scholarly Activity Plan and use of the assigned budget. A report should be sent to the Academic Board for their revision and recommendations.

6. *Legal Framework*

This policy and related AIIHE documents are aligned with the Higher Education Standards Framework (Threshold Standards) 2021, the Australian Qualifications Framework (AQF), the AQF Qualifications Pathways Policy and the National Code of Practice for Providers of Education and Training to Overseas Student 2018. For the complete legal references please visit the official websites.

The related HES Framework standards indicated in the 'TEQSA guidance note: scholarship', are the following. For a complete reference, please visit Guidance Note: Scholarship v3.0 (4 May 2022), available at: https://www.teqsa.gov.au/sites/default/files/guidance-note-scholarship-v3-0.pdf

Part A: Standards for HE Providers	Key considerations
3.1.2:Course Design 3.2.3: Staffing	• Scholarship contributing to the design and delivery of particular courses of study
4.2.2 (if applicable): Research Training	• Scholarship associated with research and research training
Part B: Criteria for HE Providers	**Key considerations**
B1.1.2: Staff scholarly activity B1.2.6 and B.1.3.9: Systematic approach to scholarship	• Scholarship directly associated with informing teaching and learning, including disciplinary scholarship • Institutional encouragement and support for scholarship across all courses of study

Figure 1 Related HES Framework Standards

Page 6 of 7 | Staff Scholarly Activity v1.3
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Associated information

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Date approved	18 August 2020
Date of effect	Commencement of operation
Scheduled review	Two years from when policy commences
Current version approval date	05/04/2024
Next review date	05/04/2026
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) 2021 (Cth)	B1.1 "Institute of Higher Education" 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 3.0

Document history

Version	Author	Changes	Approval Date
1.0	Not applicable	Original version	18 August 2020
1.1	Registrar	Updated footer	15 October 2023
1.2	Administrative Assistant to Academic Dean	Changed 2015 (Cth) to 2021 (Cth) in Higher Education Standards Framework (Threshold Standards)	15 November 2023
1.3	Registrar	Grammar and format changes, reorganisation of paragraphs and include of a procedure improvement.	05 April 2024

N.B. The document is uncontrolled when printed! The current version of this document is maintained on the AIIHE website at www.aiihe.edu.au.

Page 7 of 7 | Staff Scholarly Activity v1.3
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