



3.2.4 Scholarship and Professional Development Policy

Purpose

This policy details the rationale behind Acknowledge Education's commitment to the professional development of its staff and the procedures in relation to professional development practices and programs to be followed by the relevant personnel. This policy encompasses scholarly activity at Acknowledge Education, including support mechanisms and documentation of scholarship. This policy also ensures that scholarship is part of the institutional environment and culture, with engagement at both teaching and leadership levels. Scholarship at AE is seen as a fundamental characteristic of higher education.

Application

This policy applies to all Acknowledge Education academic staff, including permanent, contract and casual.

Policy and Procedure

Policy

- 1.1 Acknowledge Education's ongoing registration as a higher education provider relies on the continuing professional development and scholarly activity of its staff.
- 1.2 Acknowledge Education acknowledges that participating in research and scholarly activities enables academic staff to remain involved with developments in the discipline they teach and lead students in intellectual inquiry about developing concepts in their field. Continuing scholarship also equips staff to identify and adopt contemporary evidence-based advances in approach to teaching in their field. As such, staff shall be encouraged to pursue: free intellectual inquiry; currency in their respective disciplines; and to commit to the scholarship and development of teaching and learning outcomes.
- 1.3 The Academic Board shall report on staff development annually as an element of the HE Annual report to the Board of Directors. This process aims to position the scholarship and professional development of staff as a central issue within the organisation and create direct reporting responsibility at the most senior level of the organisation.
- 1.4 Acknowledge Education shall encourage staff to present at and attend conferences, workshops and seminars relating to their field of study and their professional goals.
- 1.5 Where applicable, Acknowledge Education may provide remuneration for expenses incurred undertaking scholarship or professional development and shall allocate sufficient time for staff to undertake this activity.
- 1.6 Acknowledge Education will encourage staff participation in short courses, part-time and distance education, where doing so will enhance the individual's and/or the organisation's scholarship or teaching methodology.

- 1.7 Subject to the availability of funding, senior academic staff members may be required to undertake scholarly activities and/or research. Staff will have paid time in which to undertake and complete these activities.
- 1.8 In-house activities will be scheduled in order to support improvements in teaching practices and the professional growth and career advancement of academic staff. Sessional staff will be encouraged to regularly attend these activities. These activities will be developed and supported by the Teaching and Learning Committee, a subcommittee of the Academic Board.
- 1.9 Staff are encouraged to become members of relevant professional bodies and associations.
- 1.10 Scholarship can take varying forms and AE will support staff in the advancement of knowledge and professional practice. AE recognizes that the output of scholarship may include:
- scholarly publication/communication such as literature reviews and conference presentations
 - scholarly reviews of the current state of knowledge or teaching in a field that contribute to course development
 - original research in a discipline or on teaching and learning practices
 - leadership of advanced professional development activities (through, for example, presentations on the current state of knowledge, practice, or teaching and learning in a field, contributions to professional journals)
 - 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
 - undertaking higher level qualifications that lead to scholarly outputs, in particular high degrees by research
 - individual or collaborative activities, e.g. 'journal clubs', to remain abreast of developments in a field, combined with reflective practice, and/or
 - undertaking advanced specialized practice or scholarly secondments¹.

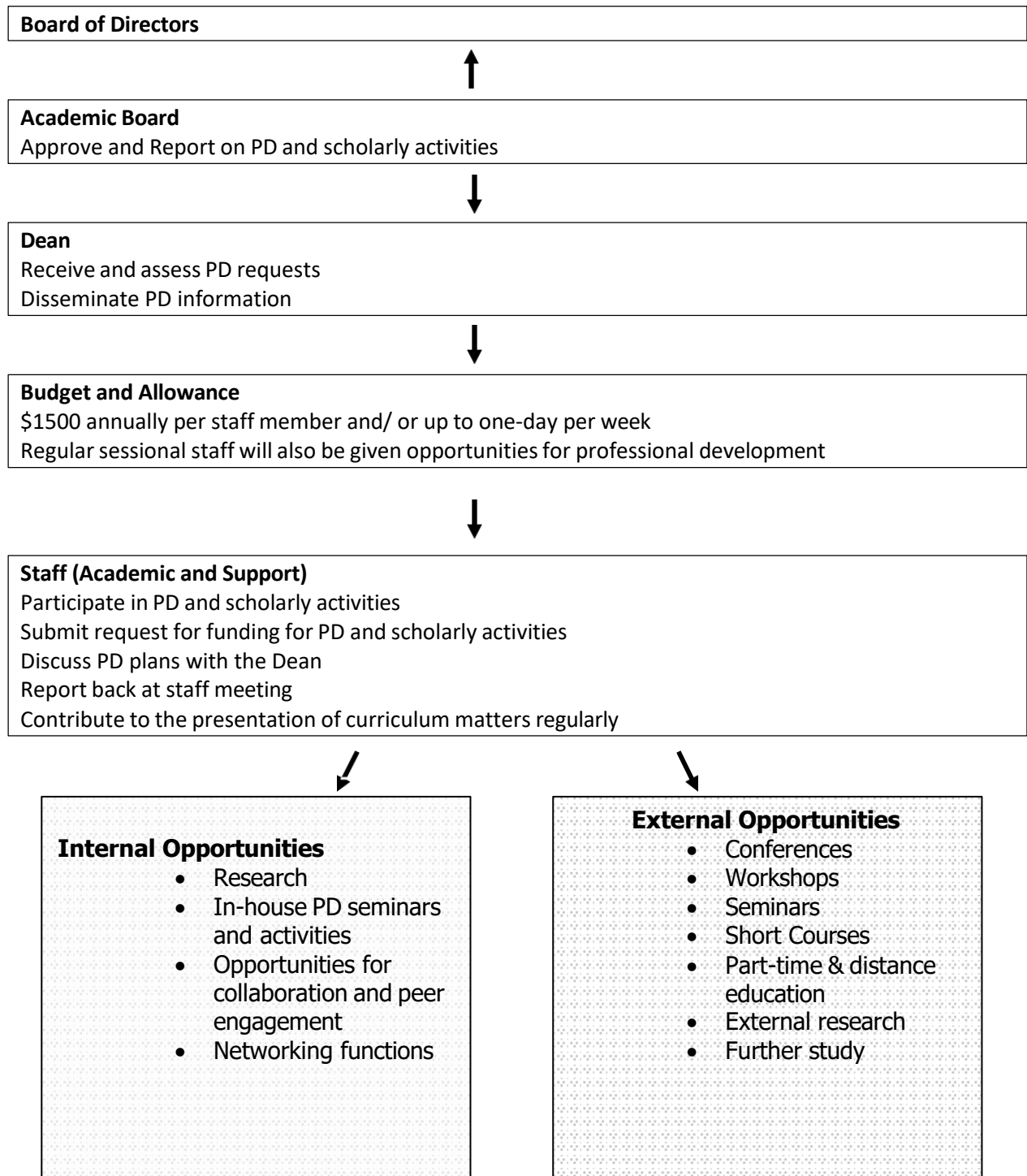
Procedure

- 2.1 The Dean will liaise with the Course Coordinators for the development and implementation of a comprehensive plan based on the needs of AE and of the individual educator or staff. This will partly be determined by the outcome of periodic performance reviews.
- 2.2 All requests for funding for professional development or scholarship should be accompanied by a written analysis (no more than one A4 page) of how the activity or program will improve identified knowledge and/or skill deficiency or current requirements. These should be provided to the Dean by the end of February each year.
- 2.3 The Dean will compile all these requests and present them to the Academic Board by Circulation in March for endorsement and comment.
- 2.4 When allocating funds and other resources relating to professional development and scholarly activities, the Academic Board will have regard to the following priorities:
- (i) The written statement made by the educator in support for their need for professional development;

¹ TEQSA. 2018. Guidance Note: Scholarship. [online] Available at: <<https://www.teqsa.gov.au/latest-news/publications/guidance-note-scholarship>> [Accessed 16 April 2021].

- (ii) The need to up-skill non-educating members of staff involved, e.g. student support officer;
 - (iii) The rationale of this policy;
 - (iv) The strategic plan of the Colleges; and
 - (v) The Teaching and Learning plan
 - (vi) NOTE: Funding will be made available for domestic travel only.
- 2.5 The Dean will be responsible for the dissemination of professional development information both within and outside AE.
- 2.6 Staff may be expected to attend some professional development sessions outside of regular business hours.
- 2.7 It is the responsibility of each staff member to report, at their staff meeting or in an advised format, about any individual professional development activity.
- 2.8 Reporting of scholarly output and relevant professional development will occur biannually to the Academic Board. Staff are expected to log details of activity in a timely manner, allowing for reporting to be accurate and current. RTO Manager will be used as a central repository for recording both scholarship and professional development. The register output from RTO Manager will be reviewed for accuracy and content, prior to reporting to the Academic Board.
- 2.9 Professional development will be a budgeted item in the Acknowledge Education budget. A yearly budget of \$1500 per staff member will be allocated for professional development activities, to be reviewed periodically.

Figure 1.0
Professional Development Procedures



Document Approval

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Responsibilities:	Dean

Document change and review log

Date	Version	By	Notes
26/08/2013	1.0	ML	Various - reformat
13/12/2016	2.0	JVB	Various amendments
171026	2.1	ABennett	Minor formatting changes; document name change
171207	2.2	BSaporta	formatting
171214	2.3	BSaporta	Approved by AB
180728	2.4	BSaporta	Incorporate annual performance reviews
201022	2.5	TWeir	Review, added limitation of funds to Domestic Travel only, adjusted dates at Procedure 2.2 and 2.3
15/4/2021	2.0	Dean (TW)	Change of Policy title. Inclusion of details on scholarship to align with TEQSA guidance notes and HESF 2015. Removal of the "teaching resource center".
31/8/2023	2.1	Dean N Whatley	Updated branding only. Added policy register number No content changed.