


PROCEDURE		
Ref. to Legislative Frameworks: HESF2021: Standard 3.2 / 3.3 / 4.2 / 5.3 / 6.3 SRTO2015: Standard 1.3 / 1.4 / 1.14 -1.25	Academic Staff Scholarship	
Version: 2.3	Procedure Owner: Academic Dean	Issued on: 09/03/2023 Review by: 09/03/2025

Revision History

Current Version	Description of Change	Procedure Developer(s)	Effective Date
2.3	Updated to HESF 2021 and renamed to focus on scholarship	Compliance Manager and Academic Dean	09/03/2023
2.2	Updated the layout to be consistent with the current template of policies and procedures Updated references to the recently published frameworks and other organisational aspects	Quality Assurance Support Officer	25/01/2018

PURPOSE

This procedure explains the process by which academic staff of Academies Australasia Polytechnic (AAPoly) plan, participate and review their professional development and scholarship.

POLICY STATEMENT

With the commitment to providing the best teaching and learning experience for students, it is imperative that all teaching staff maintain the currency of their qualifications, knowledge of contemporary developments in their discipline or field and industry experience in their relevant discipline areas. Teaching staff must be equipped for their roles with skills in contemporary teaching, learning and assessment principles relevant to their discipline, modes of delivery and the needs of particular student cohorts. Teaching staff will be supported in their professional development plans and scholarship which contribute to the quality of their teaching at AAPoly.

SCOPE

This policy applies to all academic staff employed by AAPoly.

DEFINITIONS

Professional Development	The process by which individuals increase their understanding and knowledge, and/or improve their skills and abilities, to perform better in their current positions or to prepare themselves for a position to which they can realistically aspire in the near future.
Scholarship	The extent to which an academic demonstrates his/her grasp of current subject knowledge in theoretical underpinnings, contemporary literature as well as new research in the respective field and utilisation of that knowledge to advance his/her teaching and learning.
Discipline	Represents the field of Education in accordance with the Australian Standard Classification of Education .

PROCEDURE

1. Each academic team member will be required to demonstrate a commitment to continuing professional and academic scholarship requirements by achieving an agreed set of “scholarship points” per calendar year.

Tenure	Reference period	Requirement
Sessional	Within a 12 months' period, commencing from date of engagement.	2 scholarship points
Part-time	In a 12 months' cycle, commencing from date of engagement.	4 scholarship points
Full-time	In a 12 months' cycle, commencing from date of engagement.	5 scholarship points

2. Scholarship activities will fall broadly into four main related categories: Discipline Specific; Scholarly Related; Higher Qualifications and Practice-based.

A sample of the range of activities, each being allocated one “scholarship point”, is shown below:

DISCIPLINE SPECIFIC

- Professional memberships – currency maintained through professional development activities.
- Attendance at discipline related activities such as:
 - Seminars (face-to-face or online), networking events, conferences, evidenced by reflective journals;
 - Professional literature reading, evidenced by reflective journals;
 - Research-based contributions to discipline and scholarly forums;
 - Specialised practice evidenced by client/stakeholder engagement;
 - Scholarly secondments;
 - Engaging in Communities of Practice, with particular pedagogical focus, evidenced by reflective journals or discussion papers.

SCHOLARLY ACTIVITIES (“scholarship” points to be agreed with Associate Dean (Education))

- Scholarly publication such as:
 - Literature reviews;
 - Conference presentations;
 - Course reviews; and
 - Original research in a specific discipline or on teaching and learning practices.

UNDERTAKING HIGHER QUALIFICATIONS (“scholarship” points to be agreed with Associate Dean (Education))

- Undertaking higher level qualifications or broader qualifications (either in discipline or educational areas), supported by evidence of study progress.

PRACTICE-BASED LEARNING (“scholarship” points to be agreed with Academic Dean)

- Informed teaching activities such as:

- Integrated current/updated ideas into teaching;
 - Adapted the curriculum and/or delivery model, supported by secondary research evidence;
 - New ways to engage students, justified through contemporary readings;
 - Motivating student interest in learning and engagement, supported by secondary research evidence;
 - Provision of additional, current, supplemental teaching materials such as industry-based case studies, with subject-relevant assessments, peer reviewed.
- Teaching and learning frameworks such as Australian Qualification Framework, ESOS/National Code, Higher Education Standards Framework (Threshold Standards) 2021, AAPoly's internal academic frameworks (such as HE Academic Scholarship Framework) are relevant and necessary professional development for all teaching staff.
3. Associate Dean (Education) initiate a discussion with each lecturer about a realistic Individual Scholarship Plan (Appendix 1) that includes:
- Forthcoming internal opportunities provided by AAPoly;
 - Relevant professional development initiatives offered by external organisations (for example, professional associations, conferences or regulatory authorities);
 - Timing of each activity;
 - Adequacy of scholarly activities – Scholarship points requirement (per staff);
 - Clarification of remuneration arrangements including time in lieu, who is responsible for the payment of the fees or whether it is a paid engagement for sessional staff members.
4. While the academic teaching staff have ultimate accountability for their own personal and professional development, AAPoly will provide systemic support and facilitate opportunities to foster a culture of scholarship. We will create an environment where staff are encouraged to do more than the minimum required and create an environment where information sharing is highly valued.
5. Whether academic staff are full-time, part-time and/or sessional, the expectation is consistent - that staff will take part and actively pursue a culture of scholarship and continuing professional education.

As part of continuing employment, academic staff will be required to:

- a. demonstrate contemporary discipline knowledge;
 - b. actively participate in a range of internal and external activities that will require reporting evidence;
 - c. engage in professional practice (where relevant); and
 - d. keep up-to-date with current teaching and learning practices.
6. The Academic Dean, supported by Associate Dean *(Education) and the program coordinators, will oversee the diligent implementation of this Academic Scholarship procedure. For sessional staff, at the commencement of each semester, Individual Scholarship Plans will be reviewed and updated with each incumbent. Where AAPoly is committed to provide or facilitate scholarly activities such as in-house seminars or scholarly forums, resources (time, people and money) will be allocated.

For part-time and permanent academic teaching staff, their records of Scholarship will inform staff performance reviews.

7. The aggregate of the Individual Scholarship Plans will inform budgeting requirements for the following financial year.
8. Higher Education lecturers who have not yet attained “Graduate Certificate in Tertiary Teaching” are required to pursue this (or equivalent) tertiary teaching qualification.

RESPONSIBILITIES

- Academic Dean is responsible for developing and maintaining this procedure.
- Associate Dean (Education) is responsible for communicating, maintaining and ensuring the Program Coordinators adhere to this policy.
- Program Coordinators are responsible for the implementation of this procedure.

FEEDBACK

Queries or feedback about this procedure should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the relevant register and form part of quality assurance and continuous improvement of AAPoly.

References

Source	Document Title
Internal	Academic Staff Scholarship Policy
	AAPoly Academic Scholarship Framework
	AAPoly Staff Handbook
	AAPoly Staff Recruitment and Selection Policy and Procedure
External	Higher Education Standards Framework (Threshold Standards) 2021
	National Code of Practice for Providers of Education and Training to Overseas Students
	TEQSA Guidance Note: Scholarship