



Scholarly Activity Procedure

Policy supported	Scholarly Activity Policy
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Responsible Officer	Executive Dean
Approving authority	Executive Dean
Contact Officer	Registrar
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Related Documents	Staff Professional Development Policy Staff Professional Development Procedure

1. Purpose

The purpose of this Procedure is to outline the protocols associated with the **Scholarly Activity Policy**, the intent of which is to encourage, guide and underpin a culture of scholarship throughout the Australian Institute for Higher Education Pty Ltd ('the Institute').

2. Scope

This Procedure applies to all permanent and sessional/casual academic staff of the Institute and their managers.

3. Definitions

See the *AIH Glossary of Terms* for definitions.

4. Actions and Responsibilities

4.1 Scholarly activities

At the Institute, a number of different activities are considered scholarly as follows. This list is not an exhaustive list and other activities may be approved as scholarly activities by the Executive Dean.

4.1.1 Professional Practice

The Institute supports academic staff to be active in professional associations and industry groups associated with their area of expertise as a means of maintaining industry relevance and relationships.

4.1.2 Curriculum Development

Academic staff may be involved in teaching, learning and curriculum development projects.

4.1.3 Secondment

A member of academic staff may be seconded to another part of the Institute or to an external organisation. This may include industrial exchanges to enhance a staff member's professional development.

4.1.4 Research and further relevant qualifications

It is important to the Institute that all scholarly and research activity is recognised. All permanent and sessional/ casual staff may be assisted in relevant research projects with resources and in-kind support. Staff are also encouraged and supported to gain further qualifications relevant to their areas of teaching expertise and full-time staff may be given time off to attend course related activity and examinations.

4.1.5 Membership of a Discipline/Journal/Editorial Board

Academic staff members are encouraged to be members of journal Editorial Boards. This demonstrates recognition of their prior contribution and leadership in the specific field through peer reviewed contributions to these journals. Staff members may also be recognised for their academic leadership through being guest editors, reviewers, track chairs, academic board members and through other leadership peer reviewing activities.

4.1.6 Anonymous Peer Reviewer

In line with 4.1.5, academic staff members are encouraged to be peer reviewers of journals and conference articles. This may also be in the form of a guest reviewer. Peer reviewing may also include being external reviewers of theses submissions from higher education and tertiary institutions, submissions from other educational institutions, government related work that pertains to their field, and any other submissions that reflect the need for peer contribution from an academic member in recognition of their expertise in the area.

4.1.7 Membership of Academic Societies

The Institute strongly encourages all academic staff to be members of their relevant and academic associations and societies. These may include regional, state, national and international associations and societies. The Institute may also, through the Executive Dean, subsidise these memberships. Staff members are expected to be active in their relevant academic societies, demonstrated through participation at events and scholarly contributions as relevant.

4.1.8 Peer Recognition

Significant contributions or ongoing participation in a relevant field of scholarship, professionalism, or research may be recognised through membership of an academic association, society or academy, or through other means, such as being a fellow of an academy. Academic staff should aspire to peer recognition of excellence in their relevant fields.

4.1.9 Presentation of Conference Papers

Academic staff members are encouraged to make presentations at conferences, which meet the following criteria:

- a) Comprise peer reviewed contributions
- b) Form part of accreditation requirements
- c) Constitute professional and industry bodies

- d) Undertake relevant and pertinent knowledge and development, such as not-for-profit and government organisations dealing with areas such as corporate citizenship

These are all important aspects of scholarship at the Institute. Participation includes the presentation of conference papers (peer reviewed as relevant), being panel discussants, keynote speakers and invited speakers. The Institute may, through the Executive Dean, subsidise these scholarly and professional activities.

4.2 Responsibilities and Process

4.2.1 Executive Dean

Seminar series:

The Executive Dean or his/her delegate is responsible for organising a series of regular seminar presentations where permanent and sessional/ casual academic staff can present the results of their scholarly activity to colleagues and where appropriate, to representatives of the student body of the Institute. These seminars will achieve a number of objectives:

- Expose all staff to the content of other disciplines taught within the faculty and allow them to make connections between the specialist disciplines, ultimately giving each staff member a holistic view of the skills and criteria that the students should develop,
- Provide mutual support and encouragement for the development of scholarly activity among all staff, and in particular to ensure that sessional/ casual staff are included in the scholarly activity of the Institute,
- Provide a collegiate form of mutual accountability for the quality of scholarly activity among all academic staff,
- Provide an institutionalised commitment that will ultimately become an ongoing culture into which new staff (permanent and sessional / casual) are inducted, and
- Provide a supportive foundation of development for early career scholars, which build rigour into their work required to achieve acceptance in the refereed streams of academic conferences and publications.

Permanent academic staff and the Executive Dean may be able to contribute in the theoretical as well as practical scholarship aspects.

Approval and Resourcing:

The Executive Dean assesses plans for scholarly activity. If approved, the Executive Dean (or his/her delegate) will then provide mentorship including advice and any financial contribution that might be offered by the Institute, and assess within the budgetary parameters requests for resourcing over and above the time fraction before advising the staff member of the level of support that will be provided.

The Executive Dean may also approve leave of absence for academic staff to undertake scholarly activity.

4.2.2 All academic staff:

Responsibilities:

It is expected that all academic staff, including permanent and sessional/ casual staff, will be engaged in scholarly activities. Whilst this may vary in quality and quantity across academic staff levels, all

academic staff will be supported in a manner that reflects their individual appointment level, expertise and professional development needs. Scholarly activity may be conducted individually, or in collaboration with other academic members of staff. On occasion, collaboration with upper level students may be warranted.

In addition to participating in the seminar series, academic staff are encouraged to prepare items for professional publications, as well as for peer reviewed academic journals.

Scholarly Activity Plan:

The process for engaging in scholarly activity is as follows:

- All academic members of staff submit to the Research Coordinator an annual plan for scholarly activity with a load that would be equivalent to the stated percentage of their time fraction for employment. The relevant form for submission of the plan is attached as **Schedule 1**. The Research Coordinator will compile all the plans and submit to the Executive Dean.
- This plan then has to be approved by the Executive Dean
- The Executive Dean (or his/her delegate) will then provide mentorship including advice and any financial contribution that might be offered by the Institute.
- The outcomes of the plan will be discussed retrospectively as part of the annual performance review cycle.

4.2.3 Sessional/casual academic staff:

Responsibilities:

It is expected that all academic staff, including permanent and sessional/ casual staff, will be engaged in scholarly activities. Sessional / casual lecturers will be supported to the extent of their contracted time at the Institute. It is anticipated that, as many sessional/ casual lecturers may be working in the industry, their contribution to applied scholarship may be more applicable. Their exposure to critical trends and developments and their experience in their industry will comprise an excellent background from which scholarship can be developed. Students and professional publications can benefit from knowledge concerning relevant and cutting edge developments.

Scholarly Activity Plan:

The process for engaging in scholarly activity is as follows:

- Sessional /casual academic staff are expected to plan and discuss their professional development and scholarly program with their relevant Course Coordinator/Program Director.
- Funding will be allocated toward the professional development and scholarship of sessional /casual academic staff.
- The Institute is to be inclusive to provide equitable support and funding for all permanent and sessional academic staff.

4.2.4 General/administrative staff:

While scholarship forms an integral part of academic staff activity, administrative and general staff members, particularly at senior levels, may, with the approval of their manager, undertake scholarly

activities. Approval for particular projects will be given with consideration to their relevance of the Institute's operational needs and the staff member's normal duties.

4.3 Monitoring Scholarly Activity

The Executive Dean will monitor the scholarly activity of all permanent and sessional/ casual academic staff to ensure an appropriate level of scholarship throughout the faculty. An annual report detailing scholarly activity undertaken by academic staff will be prepared by the Executive Dean or his/her delegate and presented to the Academic Board. The report will include data on the types of scholarly activity undertaken, individuals who have undertaken scholarly activity and the Institute's contribution financially and in-kind. The Academic Board will in turn include a summary of scholarly activity as part of its annual report to the Board of Directors.

Feedback and comments from the Board of Directors, generally and specifically, will form the basis of performance management and quality improvement for the faculty. The Executive Dean will monitor and review the development of scholarship of the whole academic faculty, as well as areas for improvement based on this method of performance management cycle.

4.4 Allocation of a Budget to Support Scholarship

The Institute will allocate an amount in the annual budget, approved by the Board of Directors, to support scholarship. This the professional development line item. The Executive Dean will ensure equity of access for all academic staff when allocating resources for scholarly activity. Cross-reference to the ***Staff Professional Development Policy*** concerning budget, time and other support for professional development.

5. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Executive Dean as at February 2017 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2016-2	Registrar	Updated template.	6 July 2016	6 August 2016
2017-1	Ms. McCoy	Amalgamated Section 4.2 and 4.3; clarified process	22 February 2017	6 March 2017

Schedule 1 – The Institute’s Scholarship and PD Plan

The Australian Institute of Higher Education Scholarship and Professional Development Plan for <enter year>

Each year, all academic staff are required to submit their completed scholarship and professional development activities undertaken the previous year as well as their proposed scholarship and professional development activities to be undertaken in the year <xxxx>.

Please fill in the details below and submit to the research coordinator <research coordinators name> (<research coordinators email>). The research coordinator will compile all the forms and submit them to the Executive Dean.

This complete form should be submitted by end of January each year.

Part 1: Personal Details

1.1 Personal details

Last Name	
Given Name	
Title (e.g. Dr, Prof, Ms, Mr)	
Contact Number	
Email address	

1.2 Current employment

Type of Appointment	Fixed	Expiry date (<i>if relevant</i>)	Other comments
	Continuing	Probation date (<i>if relevant</i>)	
Current work profile	___% Scholarship of Teaching	___% Scholarship	
Date of initial appointment			
Date of appointment/Promotion to Current Level			
Fraction (if on a fractional appointment (e.g. 60%))			

Part 2: Professional Development

The aim is for academic staff to have current knowledge in the topics they deliver.

Items included could be but are not limited to, further relevant academic study with a research component, engagement in activities that enhance ability to deliver current knowledge such as workshops, participation in professional development activities, seminars, training sessions recognised by professional bodies, etc.

(Based on activities performed since <enter date> till date)

Description	Dates	Relevant Institute unit

Part 3: Research Output

The aim is for academic staff to show that their knowledge is validated by their academic peers.

Items included could be but are not limited to, research, publications, supervising theses and presenting papers at academic or professional meetings/conferences.

(Based on activities performed since <enter date> till date)

Title	Dates	Type (e.g. book, journal article, conference paper, etc.)

Part 4: Professional Scholarly Activities

The aim is for academic staff to contribute to their profession.

Items included could be but are not limited to, membership of relevant academic or professional boards or committees, scholarly activities such as reviewing journal articles, serving as panel experts, seminar presentations etc.

(Based on activities performed since <enter date> till date)

Description	Dates

Part 5: Proposed Professional Scholarly Activities for <enter year>

The aim is for academic staff to continue to enhance their knowledge and skills.

Please fill details of activity you plan to perform in following format.

Activity description	Cost	Time commitment required	Deliverables	Benefits
(List activities you intend to perform in <enter year>)	(Provide expected cost of activity that you wish AIH to cover)	(Provide estimated time commitment required for each activity. Time be measured in hours / days)	(Provide details of deliverables resulting out of this activity)	(List benefits of the activity to your professional development)