

Scholarship and Professional Development Policy and Procedure

1. Purpose

This policy also supports and promotes the EIA's values and strategic missions. It is designed to establish and maintain a culture of scholarship and ongoing professional development.

EIA is committed to delivering teaching and learning that engages with advanced knowledge and inquiry. To this end EIA recognises the value of supporting the scholarly activities of academic staff and professional development that informs their teaching.

Professional development activities will help staff to comply with regulatory frameworks, improve the student experience and satisfaction, and enhance the quality of course delivery.

This policy complies with the Higher Education Standards Framework (Threshold Standards) 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically Standard 3.2, 6.1 and 6.3.

2. Scope

This policy provides the framework for scholarship and professional development for all staff across EIA.

Academic staff is expected to undertake scholarship and ongoing professional development.

Non-academic staff may undertake professional development activities.

3. Responsibility

The Dean/Academic Director is responsible for implementing this policy and ensuring that staff is aware of its application.

Staff are responsible for updating their professional development plans and submitting them for review.

4. Definitions

Professional development is concerned with improving and increasing staff capabilities. It helps staff develop their managerial, leadership, professional and academic abilities so they can contribute to the achievement of EIA's strategic goals.

Professional development activities include but not limited to the following avenues and topics:

- a. Course, seminars, and conferences:
 - Teaching and learning
 - Discipline-related advancements
 - Sector-based issues
 - Professional and peak bodies

- b. Workshop
 - Curriculum and assessment design
 - Benchmarking
 - Mapping and marking rubrics
 - Learning theories and principles
- c. Compliance training
 - Diversity and equity
 - Sexual assault and sexual harassment
 - Minute talking
 - Complaints
- d. Communities of practice
 - One-to-one coaching and mentoring
 - Peer reviews
 - Industry-based work assignments
 - Membership in Industry groups and professional networks
- e. Formal qualification
 - Higher degrees in teaching-related fields of study
 - Teaching qualification
 - Specialised VET competencies

Scholarship: is concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge. It helps to teach staff to engage in development and keep up-to-date with advances in their field according to the Higher Education Standards Framework (Threshold Standards) 2015.

Scholarly activities include but are not limited to:

- a. Research that makes a contribution to the advancement of knowledge or professional practice;
- b. Research that informs the content and methods of teaching;
- c. Publications that outline development in the field of education or discipline;
- d. Publications that inform the field and how it is taught, learned and practised.

5. Policy Principles

- 5.1 EIA is dedicated to offering its staff opportunities to become leading scholars, researchers, employees, and teachers.
- 5.2 EIA dedicates an annual budget of 10% of the annual staff salary expense to support staff professional development.
- 5.3 Resources are allocated to the ongoing professional development of teaching and non-teaching staff.
- 5.4 Staff scholarships and internal development programs will also be offered so that academic staff can build new knowledge to integrate that knowledge into their teaching, and promoting intellectual inquiry in students.
- 5.5 The Human Resources Manager reviews all PhDs identifies organisational training needs and facilitates the internal training program.
 - a. Scholarship and professional development needs are considered whenever new technology, policies or procedures are introduced.
 - b. EIA will draw on the expertise of existing staff where appropriate, and such contribution will be recognised.
 - c. Training is available for all staff to support best practice in the following areas:

- Educational Offering
 - Orientation program, including LMS training
 - Induction into the course design and learning outcome
 - Teaching and Learning
- Scholarly practice
 - Academic Integrity
 - Conference papers and abstracts
 - Peer reviews
- Course Administration
 - Policies and procedure
 - Reporting and referrals, including sexual assault/harassment
 - Support services, including special needs and “at risk” students
- Academic leadership
 - EIA policies, structures, and procedures
 - Management and development of staff
 - Planning and resource allocation
- Workplace Skills
 - Time management
 - Problem-solving
 - Stress management
 - Communication

5.6 The commitment to scholarship and professional development is shared among individual staff members and EIA management.

5.7 Staff members are required to take responsibility for their work-related learning and career development. They are also encouraged to assist others in their development.

5.8 Supervisors, line managers, and academic leaders are responsible for encouraging and facilitating scholarly and professional development activities based on priorities of their work area and EIA’s strategic plans.

5.9 The Academic Director is responsible for negotiating, planning and establishing the activities for staff. The academic exchange program set up by the General Manager to support and promote staff professional development as set out in EIA’s *Academic Qualifications and Equivalent Professional Experience Policy* and is *Academic Workload Model and Scholarship and Professional Development Policy and Procedure*.

6 Procedure

6.1 The supervisors or line managers discuss and plan scholarly and professional development activities at the beginning of the annual performance planning cycle with their staff. All parties must keep the information private and confidential.

6.2 The Management submits their request for professional development budget to the Finance Manager and seeks approval from the General Manager.

6.3 When approval is provided, the supervisors or line managers are responsible for implementing the professional development plans jointly with their staff.

6.4 The supervisors or line managers are responsible for monitoring their staff progress via ongoing informal discussions and during the mid-year performance review and making adjustments based on agreement.

- 6.5 The supervisors or line managers are responsible for considering the outcomes of the scholarly and professional development in the year-end performance review with their staff.
- 6.6 This procedure should be considered in conjunction with the Performance Review for Staff Policy and Procedure.

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