

Scholarly Activity Procedure

Procedure Category	Academic		
Document Owner	Dean		
Responsible Officer	Dean		
Review Date	9/07/2021		
Related Documents	<i>Academic Staff Equivalency Policy</i> <i>Academic Staff Equivalency Procedure</i> <i>Benchmarking Guidelines</i> <i>Learning and Teaching Plan</i> <i>Program Development Policy</i> <i>Program Development Procedure</i> <i>Program Review Policy</i> <i>Program Review Procedure</i> <i>Scholarly Activity Policy</i> <i>Staff Development Policy</i> <i>Staff Development Procedure</i> <i>Staff Recruitment Policy</i> <i>Staff Recruitment Procedure</i> <i>Strategic Plan 2018-2022</i> <i>Workforce Plan</i>		
Version	Authorised by	Approved	Effective Date
1.0	Academic Board	9/07/2018	9/07/2018

This Procedure implements AIBI Higher Education (AIBI HE)'s *Scholarly Activity Policy*.

1. Scope

This Procedure applies to all academic staff at AIBI HE.

2. Definitions

Pedagogy: the discipline that deals with the theory and practice of teaching and how these influence student learning.

Professional Development: a process to ensure that staff have the ongoing capabilities required to fulfil the duties attached to their position, grow as a person, advance their careers, adapt to change, and assist in developing others.

Scholarly activity: academic activity which contributes to the reservoir of shared knowledge within a specific discipline area.

Scholarship: those activities concerned with gaining new or improved understanding, appreciation, and insight into a discipline or field of education, and engaging with and keeping up to date with advanced in the field. 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.

3. Procedure

3.1. Annual budget

As the annual budget is being developed, the Dean is responsible for allocating funds to support scholarly activities. The amount of funds allocated needs to take account of the number of academic staff, the needs of AIBI HE as indicated in the *Learning and Teaching Plan*, and budgetary constraints. Annual budgeting processes will include an allocation for support of scholarly and professional development activities.

3.2. Communication

On an annual basis, or as required, the Dean is to communicate to academic staff regarding requirements associated with scholarly activity, promoting its importance, available opportunities, identifying emerging or future capacity needs, and how to apply for support if applicable.

On an ongoing basis, Program Coordinators are to advise their academic team of opportunities for scholarly activity.

3.3. Planning

As part of the annual performance review process, academic staff are required to submit a plan for scholarly activity, indicating how the intended activity will advance knowledge in a relevant discipline or field of study, learning and teaching in that discipline or field, or new curriculum in that discipline or field.

At the end of the performance review period, academic staff are required to report on the achievement of this plan, including how learnings were shared with academic staff and how they have/will be incorporated into learning and teaching practice.

3.4. Applying for support

Academic staff seeking support of scholarly activity are to apply in writing to the Dean addressing the following, including but not limited to:

- description of scholarly activity (refer to Section 5.2 of *Scholarly Activity Policy*, which can be accessed from the AIBI HE website);
- type of support (refer to Section 5.3 of *Scholarly Activity Policy*);
- how intended learnings will advance knowledge in a relevant discipline or field of study, learning and teaching in that discipline or field, or new curriculum in that discipline or field; and
- how learnings will be shared with academic staff.

The Dean will consider each application and approve it based on the merit, availability of funds (if applicable), and impact of changes to workload (if applicable). The Dean will communicate the outcome in writing to the applicant.

3.5. Sharing learnings

On completion of a scholarly activity, the academic is to share learnings with colleagues. This can be done through a presentation, paper, workshop, mentoring, or collaborative activity or project. The academic is also to incorporate learnings in their learning and teaching practice.

AIBI HE management is responsible for recognising and rewarding scholarly achievements.

3.6. Monitoring

The Dean monitors the implementation of the Procedure and ensures that scholarly activities and their outcomes are aligned to the *Strategic Plan* and the *Learning and Teaching Plan*.

AIBI HE's Academic Board receives an annual report from the Dean on the quality and effectiveness of scholarly activities.

4. Breaches

If a staff member is found to be in breach of this Procedure, she or he may be subject to disciplinary action in accordance with the *Staff Code of Conduct* and *Staff Misconduct Procedure*, which can be accessed from the AIBI HE website.

5. Appeals

Appeals concerning any decision taken in relation to this Procedure should be made under the *Staff Complaints and Appeals Policy*, which can be accessed from the AIBI HE website.

6. References

Higher Education Standards Framework (Threshold Standards) 2015 – Part A, Standards 3.1, 3.2
The Boyer Model of Scholarship (Boyer, 1990)

7. Acknowledgements

In developing this Procedure, AIBI HE acknowledges:

- *TEQSA's Glossary of Terms*
- *TEQSA Guidance Notes: Scholarship*

Document History:

Version	Date	Author	Reason	Sections
0.1	29/5/18	Stephen Andrews	Developed in response to Academic Board feedback 23/4/18, and approved Policy Development and Review Framework	All
0.2	20/06/18	Julien Marechal	Inclusion of recognition and reward of scholarly achievements as requested by the Executive Management Committee at its 19 June 2018 meeting	3.5
0.3	29/06/18	Julien Marechal	Amended as per the Academic Board's comments at its 25/06/18 meeting	3.1, 3.5
1.0	12/07/18	Julien Marechal	Amended as per the Academic Board's comments at its 09/07/18 meeting	2, 3.1, 3.3, 3.4, 3.6