

## ACADEMIC SCHOLARSHIP PROCEDURE

### Section 1 - Purpose and Scope

- (1) This Procedure sets out:
- a. the responsibilities for implementing the Academic Scholarship Policy; and
  - b. specific provisions applying to those academic staff appointed on a contract basis.

### Section 2 - Definitions

- (2) As set out in the Academic Scholarship Policy.

### Section 3 – Procedure

- (3) The College supports and promotes a culture of academic scholarship by:
- a. Embedding scholarship within academic staff workloads, performance planning and promotion processes. For eligible staff, this can include funding and/or time allocations to undertake activities to support scholarship.
  - b. Providing opportunities, resources and tools so that academic staff can continue to develop their proficiency in their roles (including relevant pedagogical and adult learning principles), as well as keeping up-to-date with current scholarly and professional advances in their field.
  - c. Supporting the dissemination of scholarship by academic staff and promoting communities of practice within the College.
  - d. Formally recognising good teaching and learning practice.
  - e. Instituting monitoring mechanisms so that academic staff are required to regularly report all scholarship activity. These activity reports will be regularly reviewed as part of the performance review / appraisal process for each individual.
  - f. Reporting academic staff scholarly activity to the Board of Directors and the Academic Board on a regular basis.
- (4) In addition to the responsibilities set out at clause (3):
- a. All academic staff are responsible for:
    - (i) developing and maintaining active scholarship, including participating in supported activities and being proactive in sharing knowledge and skills with their colleagues; and
    - (ii) retaining records of, and reporting to the College, their scholarship activities.
  - b. Supervisors of academic staff are responsible for supporting scholarship:
    - (i) based on the needs of the role and the individual in the context of departmental and College priorities; and
    - (ii) through workload allocations and performance review assessments.
- (5) Academic staff who are appointed on a contract basis:

- a. are not eligible for financial support to undertake scholarship activities undertaken externally to the College;
- b. may be eligible for financial support (time) for scholarship activities conducted internally to the College;
- c. will not have time for scholarship allocated to them in their workload model; and
- d. are required to report to the College their scholarship activities regardless of where such activity is conducted or which institution has supported the activity.

## Related documents

This Policy should be read in conjunction with but not limited to:

- a. Academic Scholarship Policy
- b. Staff Development Framework

Legislation:

- a. Higher Education Standards Framework (Threshold Standards) 2021
- b. Tertiary Education Quality and Standards Agency Act 2011
- c. TEQSA Guidance Note: *Scholarship (Version 2.5; 12 December 2018)*  
<https://www.teqsa.gov.au/latest-news/publications/guidance-note-scholarship>  
 [accessed 6 June 2021]

## Document Administration

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|---------------------------|------------------------------------|
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# Unless otherwise indicated, this Policy will still apply beyond the Review date