

## PROCEDURE A1.4 - P1.5

# SCHOLARLY ACTIVITY AND PROFESSIONAL DEVELOPMENT

### 1.0 INTRODUCTION

#### 1.1 Related Policy

Scholarly Activity and Professional Development Policy

#### 1.2 Purpose

The Scholarly Activity and Professional Development Procedure gives effect to the ACHW Scholarly Activity and Professional Development Policy so that:

- scholarship and professional development requirements are managed consistently and effectively.
- scholarship and professional development are encouraged, supported, and resourced at an institutional level.
- academic staff engage in relevant scholarship which leads to improved academic insights into curriculum and learning and teaching methodologies.
- outcomes from scholarly activities are adequately shared, reported, recognised, and contribute effectively to the improvement of the curriculum and its delivery; and
- additional professional development needs are adequately identified, satisfied, and effectively managed.

#### 1.3 Scope

This policy applies to all academic staff of ACHW and its Third-Party Partners (TPP) involved in scholarly and professional development activity irrespective of employment status, location, activity or premises.

#### 1.4 Scope Exceptions

None.

## 2.0 RESPONSIBILITIES

1. The ACHW Academic Board is responsible for:
  - approving the Scholarship Plan and Scholarly Activity Schedule.
  - reviewing progress against the Scholarship Plan on an annual basis.
  - approving the annual budget for scholarly and professional development activities; and
  - approving recommendations for improvement on an annual basis.
2. The Teaching and Learning Committee is responsible for:
  - recommending the annual Scholarly Activity Schedule and amendments to the Scholarship plan to the Academic Board; and
  - reviewing progress and making recommendations for remediation and improvement.
3. The Academic Services Manager, HE (or delegated officer) is the owner of this procedure and is responsible for overseeing the implementation and dissemination of this procedure, including:
  - providing a quarterly and an annual report to the Teaching and Learning Committee on annual scholarship and professional development plan.
  - preparing and updating the annual scholarship and professional development plan; and
  - as necessary, meeting one-on-one with academic staff to monitor the annual scholarship and professional development plan.
4. The Head of School, ACHW is responsible for:
  - developing the Scholarship Plan and Scholarly Activity Schedule, HE in collaboration with the Academic Services Manager
  - promoting opportunities for scholarly activity to the academic staff
  - agreeing on an annual scholarship and professional development plan for each academic staff; and
  - monitoring that scholarly and professional development activities are conducted in accordance with individual plans for the year, including reviewing academic staff portfolios.
5. Academic staff are responsible for:
  - in conjunction with the Academic Services Manager and the Head of School, ACHW for developing an annual scholarship and professional development plan.
  - implementing the plan; and

- maintaining a portfolio of scholarly work and records of relevant professional development activities.

## 3.0 PROCEDURE

### 3.1 Planning

- Scholarly and professional development activities for academic staff are managed through the annual Scholarly Activity Schedule and Scholarship Plan.
- The Scholarship Plan is developed and maintained by the Head of School, ACHW based on individual and institutional requirements, including ACHW's Strategic Plan and Teaching and Learning Plan.
- The Scholarly Activity Schedule includes a proposed annual budget for professional development and scholarly activities, including the availability of grants for research projects.
- The Scholarship Plan details proposed strategies to develop and sustain a culture of scholarship.
- The Scholarship Plan and Scholarly Activity Schedule are submitted for review and prioritisation of activities by the Teaching and Learning Committee.
- The Teaching and Learning Committee conducts an assessment of the adequacy of existing learning, teaching and other resources to support the implementation of the Scholarship Plan and Scholarly Activity Schedule and makes recommendations for amendments to the Academic Board as appropriate.
- Material changes to the Scholarship Plan and Scholarly Activity Schedule may only be approved by the Academic Board within the approved budget.
- Minor changes to the Scholarship Plan and Scholarly Activity Schedule, including rescheduling of activities with no financial implication, may be approved by the Teaching and Learning Committee, and submitted for noting by the ACHW Academic Board.

### 3.2 Communication

- The Head of School, ACHW issues an annual reminder on the importance of, and requirements for, scholarship and professional development to all academic staff, and its role with regard to academic quality.
- Where new Academic Staff members commence employment with ACHW, the requirement for engagement in scholarship and professional development is included in their induction program.
- The Academic Services Manager (or delegate) issues regular communications on scholarship and professional development opportunities, such as the availability of grants, seminars, and workshops.
- The Academic Services Manager (or delegate) organises events on topics relevant to the scholarship of learning and teaching.

- e. The teaching load of the Academic Services Manager is reviewed on an annual basis to ensure that their role in promoting and nurturing scholarship at ACHW is recognised appropriately.

### **3.3 Proposals for scholarly and professional development activities**

- a. Proposals for scholarly and professional development activities are developed jointly by Academic Staff, the Academic Services Manager and the Head of School, ACHW.
- b. Each year, as part of the performance review process, each academic staff member is required to develop a proposed yearly plan for scholarly and professional development activities in conjunction with their supervisor. Staff are provided with a self-assessment form to assist academic staff and supervisors in developing a plan.
- c. Academic staff, the Academic Services Manager and the Head of School, ACHW should agree to the scholarly and professional development plan for the year.
- d. All proposals must:
  - include a clear description of the activities.
  - include required funding or resources, such as:
    - special leave
    - reduced workload
    - assignment of academic and non-academic staff to contribute to the activities.
  - demonstrate relevance to the academic staff member's role and functions; and
  - explain how the activities will address ACHW's current, emerging, or future strategic and operational needs.
- e. In addition, proposals for scholarship must:
  - demonstrate how the activities will advance knowledge in a relevant discipline, field of study, profession or learning and teaching in that discipline or field and improve student outcomes.
  - explain how the outputs from the activity will be shared with ACHW's academic staff, students, and the broader academic community as applicable; and
  - include relevant methodological considerations, such as student involvement or the need to involve an internal or external ethics committee.

f. The proposed individual scholarship and professional development plan is provided to the Academic Services Manager for consolidation into the Academic Scholarly Activity Schedule for reporting to Academic Board.

### 3.4 Examples of scholarly activity

As part of an individual academic staff members annual professional development and scholarship plan, the academic staff member and supervisor may consider the following activities:

- a. Conferences and seminars
  - Presentation at conferences, seminars, workshops, or in-house academic sessions.
- b. Publication
  - The College supports the preparation of articles for peer review and publication in journals (both academic and professional) or through conferences where ideas and findings can be discussed and critiqued.
- c. Professional practice
  - The College supports all staff to be active in professional associations and industry groups associated with their area of expertise as a means of maintaining industry currency. Contributing to the advancement of a professional association and the advancement of the profession constitutes scholarly activity.
- d. Innovation
  - Scholarly activities that contribute to innovation and new practices in the profession.
- e. Curriculum development
  - Academic staff may be involved in teaching, learning and curriculum development projects.
- f. Activities that do not represent sufficient evidence of scholarship include but are not limited to:
  - Personal or professional development activities that constitute lower-level training or are unrelated to the teaching role.
  - Membership on one or more academic governance committees.
  - Dated or irrelevant scholarly activity.
  - Unrelated research in disciplines/fields being taught.

- Basic or routine practice that does not engage with advances in practice or is unrelated to the discipline/field.
- Involvement in professional/community groups or activities unrelated to the content or teaching methods of the discipline/field being taught.
- Involvement in professional/community groups or activities unrelated to the content or teaching methods of the discipline/field being taught.
- Similar activities at a lower AQF level (e.g. Teaching in a related field at a lower level).
- Attendance at conferences or membership of a professional body.

### **3.5 Professional development activities**

- a. Academic staff are expected to undertake professional development activities in addition to scholarly activities. These could include but are not limited to:
  - on-the-job development by increased responsibilities or assignment to specific projects.
  - reading of professional publications.
  - attendance at conferences, training sessions, short courses.
  - completion of formal accredited study.
  - peer reviewing publications, assessments or teaching activities.
  - becoming a member of internal or external groups or committees; and
  - attending online internal or external training or workshops.

### **3.6 Monitoring**

- a. The Head of School, ACHW (or delegate) disseminates the approved individual scholarship and professional development plans to academic staff.
- b. Academic staff are required to maintain a portfolio recording the completion and output of scholarly activities and professional development activities for review by the Academic Services Manager.
  - Academic staff member's performance against the Academic Workforce and Professional Development Plan is monitored by the Academic Services Manager.
- c. The Academic Services Manager (or delegate) maintains a register of scholarly activities and professional development activities completed by academic staff for review by the Teaching and Learning Committee.

### 3.7 Communication and integration of outputs

- a. Academic staff are expected to proactively communicate the output of scholarly activities to other academic staff and peers as appropriate.
- b. The Academic Service Manager academic manager communicates outputs of scholarly activities where the proposed audience includes students or non-academic staff.

### 3.8 Recognition and reward

- a. The Head of School, ACHW regularly recognises the scholarly achievements of academic staff.
- b. Significant achievements or contributions are reviewed by the Teaching and Learning Committee for potential recognition and reward and referred to the ACHW Academic Board for noting.
- c. Academic promotion takes into account an applicant's contribution to scholarship. This is reflected in position descriptions and criteria.

### 3.9 Reporting and improvement

- a. The Teaching and Learning Committee provides regular summary reports to the ACHW Academic Board, including recommendations for re-prioritisation or re-allocation of funding.
- b. The Teaching and Learning Committee provides an annual report on performance against the Scholarly Activity Schedule and Scholarship Plan to the Academic Board, including recommendations for improvement to scholarship and professional development processes.
- c. The ACHW Academic Board reviews the effectiveness of scholarship and professional development planning and associated strategies in informing teaching and learning at ACHW on an annual basis.

## 4.0 DEFINITIONS

- **Scholarship** - a subset of professional development and is concerned with advances in knowledge and includes activities undertaken by academic staff related to gaining new or improved understanding, appreciation, and insights in the field of teaching and learning and disciplinary knowledge.
- **Professional Development** - a broad range of activities undertaken by academic staff such as enrolling in approved courses, reading, attendance at seminars or conferences, and similar activities that improve their development as academic staff members.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- ACHW Scholarly Activity and Professional Development Policy
- Scholarship Plan
- Performance Framework
- Teaching and Learning Plan

## 6.0 POLICY/PROCEDURE OWNERSHIP

Policy Owner	Chief Education Officer Higher Education
Status	Reviewed on September 2025
Approval Authority	ACHW Academic Board
Date of Approval	11/09/2025
Effective Date	15/09/2025
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Compliance Manager Higher Education
Review Due	December 2027

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A1.0-A1.0	22 January 2021	Academic Board	Review, update and separate Procedure from Policy
A1.1-P1.1	1 June 2021	Head of School, ACHW	Update to title of procedure to link to policy. Inclusion of reference to induction program. Minor other typographical updates.
A1.1-P1.2	14 February 2022	Academic Manager	Update reference of the Academic Workforce and Professional Development Plan to the Scholarship Plan and Scholarly Activity Schedule.
A1.2-P1.3	25 June 2024	Academic Manager	Update to staffing titles. Reference to Performance Framework.
A1.3-P1.4	13 January 2025	Executive Director	Changes to staffing
A1.4-P1.5	11 September 2025	Senior Compliance Manager Higher Education	Minor administrative changes <ul style="list-style-type: none"> <li>• Update to staff titles</li> <li>• Template slightly revised following benchmarking</li> </ul>