



IONA COLLEGE
TRINITY

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Staff Scholarly Activity Policy and Procedure

Approved by the Academic Board on 16 November 2021

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1. Purpose

Academic staff, who are immersed in disciplinary and pedagogical scholarly activities, plays a critical role in ensuring that students are engaged in advanced knowledge and enquiry during their studies at Iona Trinity College of Higher Education (**the College**).

This Policy and Procedure outlines the approach that the College will adopt to support and monitor the scholarly activity of its academic staff.

2. Scope

This Policy and Procedure applies to all academic staff (full-time, part-time, casual or contract).

3. Policy

3.1 Statement

Scholarly activity contributes to the currency, quality, dissemination and integration of specialist knowledge and enhances teaching and learning at the College. The College requires and supports academic staff to engage in scholarly activity on an ongoing basis that will inform both course content and teaching methods for the benefit of the College's students and the quality and relevance of the College's courses.

The College recognises all forms of scholarly activity undertaken by academic staff.

Scholarly activity includes keeping up to date in a field or discipline which may involve membership of professional associations, industry engagement and consulting, conference attendance as well as research and publication.

Integration of new understandings into pedagogical approaches as well as public and collegial dissemination of new knowledge is an important aspect of scholarly practice and is supported at the College through professional development strategies.

3.2 Principle

The College will deliver courses that engage with advanced knowledge and inquiry.

All academic staff are expected and supported to engage in scholarship on an ongoing basis.

Scholarly activity occurs at both an individual and institutional level.

The College supports scholarship of academic staff by:

- Providing adequate funding
- Ensuring sufficient and current learning resources are readily available, and
- Re-allocating teaching workload to create time for undertaking scholarly activities.

The Academic Board has overall responsibility for overseeing the conditions that promote and sustain a culture of ongoing scholarship at an institutional level.

The Board of Directors has responsibility for resourcing scholarship strategies on the basis of recommendations from the Academic Board.

All scholarly activity, at individual and institutional level, will be reported to the Academic Board as outlined in the Procedure.

4. Procedure

4.1 *Engagement in Scholarly Activity*

All academic staff, including casual and sessional academic staff, will have scholarship requirements included as part of their employment contract and should read this Policy and Procedure in conjunction with their contracts.

Outputs of scholarly activities are:

- Disseminated to staff on a regular basis through internal staff seminars
- Expected to inform improvements to the course content and structure, and teaching and learning.

4.2 *Expectations of Scholarly Activity for Academic Staff*

Minimum levels of scholarly activity that demonstrate how the activity supports teaching and learning at the College include:

- Participation in research and scholarly activities related to enhancement of pedagogical practice and disciplinary scholarship in line with course offerings at the College
- Presentation of research, scholarly development efforts to peers and colleagues across the College; to members of a community of scholars within a relevant discipline, and/or to professional communities
- Participation in and membership of counselling and theological associations, conferences as well as research and publication
- Publication in peer-reviewed materials, and
- Participation in the development and submission of proposals for external funding.

Academic staff with leadership roles will be expected to have and maintain a deep knowledge of contemporary research in the relevant discipline.

Meritorious scholarly activity includes but is not limited to:

- Authorship or co-authorship including peer-reviewed materials such as journal articles, abstracts, books, book chapters, cases, software, or other professional and technical documents
- Refereeing or editing journal articles, grant proposals and book manuscripts
- Presentations and papers delivered at local, regional, national and international conferences
- Receiving internal or external awards obtained for scholarly activity
- Providing evidence that scholarly works have been submitted for review, and
- Documenting scholarly works in progress.

Distinguished scholarly activity includes but is not limited to:

- Being appointed or elected to positions of leadership in professional organisations
- A significant publication record in the respective discipline of study and/or teaching and learning, and

- Participation and membership in national study sections, peer review panels and advisory groups.

4.3 *Planning of Scholarly Activities*

The Principal oversees the development of the annual Scholarly Activity Plan, which will include institution-wide activities and individual professional development and scholarly activities.

Scholarly activity proposals by academic staff will be evaluated as part of the annual performance development plans.

Review of scholarly activity proposals will have consideration of ensuring:

- Proposals for scholarly activity meet the expectations of scholarship and categorises activities in line with this policy, and
- Adequate coverage of disciplines and teaching methods as they relate to the units and the relevant course and document the expected contributions to teaching and learning.

The Principal consolidates all scholarship requirements for the College and develops the draft Scholarship Plan and proposed budget for the following year in accordance with:

- The strategies, tasks, indicators, and timeframes contained in the Teaching and Learning Plan, and
- Recommendations from the Academic Board following its review of scholarly activity from the previous year.

The Academic Board reviews and approves the Scholarly Activity Plan and submits its recommendations for budget allocation to the Board of Directors for approval.

The Principal is responsible for overseeing the implementation of the Plan and reporting to the Academic Board on a quarterly basis, including any required adjustments to the Plan.

4.4 *Criteria for Funding Scholarly Activities*

Priorities for funded scholarly activities will be allocated on the basis of:

- Demonstrated need for the individual and the discipline, and
- Staff with demonstrated meritorious or distinguished activity.

5. **Monitoring**

Academic staff members must maintain a portfolio of their own scholarly work and records of relevant activities.

Course Coordinators monitors and ensures that scholarly activities are conducted in accordance with the Scholarly Activity Plan for the year, including auditing academic staff portfolios.

The Principal provides a quarterly report to the Academic Board on performance against the Scholarly Activity Plan, including recommendations for recognising and rewarding outstanding scholarship and achievements.

The Academic Board will review on an annual basis the effectiveness of the Scholarly Activity Plan in informing teaching and learning at the College and approve recommendations for improvement to the processes relating to scholarship as appropriate.

6. Grievances

An academic staff member may lodge a grievance about a decision made under the *Staff Scholarly Activity Policy and Procedure* under the grievance provisions outlined in the *Human Resources Management Policy and Procedure*.

7. Responsibilities

Academic staff are responsible for:

- Developing and maintaining scholarly activities and maintaining personal portfolios
- Fully applying themselves to any supported scholarly activities to ensure a positive outcome and
- Sharing the knowledge and skills gained with other academic staff through seminar presentations.

Course Coordinators are responsible for assisting academic staff to identify appropriate scholarly activities based on the needs of the role and the individual, and following consideration of disciplinary, organisational and strategic priorities.

The Principal is responsible for:

- Developing a program of institution-wide scholarly activities
- Endorsing and prioritising applications from individual academic staff in consultation with the relevant Course Coordinator
- Reviewing the scholarly activity proposals of Course Coordinators
- Any necessary reallocation of workload for successful applications
- Compiling and submitting the annual Scholarly Activity Plan to Academic Board, and
- Reporting on a regular basis on the implementation of the Plan to the Academic Board.

The Academic Board is responsible for:

- Reviewing and approving the draft annual Scholarly Activity Plan
- Making recommendations to Board of Directors for budget for scholarly activities, and
- Reviewing the effectiveness of the Scholarly Activity Plan and approving recommendations for improvement.

The Board of Directors is responsible for allocating budget for scholarly activities on the basis of recommendations from Academic Board.

8. Definitions

For the purposes of this Policy and Procedure, the following terms are defined as follows:

Scholarship	Activities that are “concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field”. ¹
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9. Version history

Version #	Changes	Approval Body	Approval Date
1.0	Original Version	Academic Board	16/11/21

10. Additional Information

Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Internal Documents	Human Resources Management Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021	Standards 3.2.2 and 3.2.3, and Criterion B1.1.2
National Code of Practice for Providers of Education and Training to Overseas Students 2018	No relevant standard
Other Applicable Legislation and Instruments	Tertiary Education Quality and Standards Agency Act 2011

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¹ TEQSA Compliance Guide: Scholarship, Version 3 (currently under consultation by TEQSA: <https://www.teqsa.gov.au/consultation-revised-compliance-guides>)