



Scholarly Activity Policy

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A. Overview

- i. The Lead Institute of Higher Education ('the Institute' or 'LIHE') Scholarly Activity Policy ('the Policy') provides a framework to ensure that teaching staff demonstrate contemporary and current teaching, learning and assessment practices informed by relevant scholarly activity and professional practice in a reflective and evaluative manner. LIHE is committed to fostering a culture of scholarship to maintain excellence in teaching and to ensure the continued quality and currency of its courses and effective learning - including mentoring early career academics and research. This Policy seeks to encourage, guide, and underpin a culture of scholarship throughout LIHE.

- ii. Definitions

For definitions, please refer to the 'Dictionary of Terms'.

B. Scope

This Policy applies to all academic staff employed to administer and deliver LIHE courses.

C. Policy Principles

This Policy is underpinned by the following principles:

- i. LIHE will appoint and retain suitably qualified and experienced academic staff, and student support staff;
- ii. Staff scholarly activities and professional development opportunities will be aligned to LIHE's *Teaching and Learning Plan* and managed to ensure that staff are up to date with the latest professional industry standards as well as contemporary, evidenced based teaching and learning practices;
- iii. LIHE will recognise the value of scholarship to effective teaching, learning and research. LIHE commits to develop, support and sustain engagement with advanced knowledge and inquiry as enabled by scholarship, both at an institutional level and with individual staff;
- iv. LIHE has dedicated funds in its annual budget to support scholarship, particularly for academic staff;
- v. Scholarly activities and professional development will support LIHE's objective of developing and maintaining a culture of learning and teaching that encourages academic staff to continuously improve their discipline-specific content knowledge and teaching and learning methods.

D. Forms of Scholarly Activities

Scholarly activity may take various forms and may include but is not limited to:

i. Professional practice	LIHE supports all staff to be active in professional associations and industry groups in their area of expertise as a means of maintaining contemporary industry/professional knowledge to inform curriculum. Subscribing to professional publications is also an adjunct to maintaining professional currency.
ii. Professional enquiry	LIHE encourages staff to be an integral, engaged member of their

	community of practice by applying critical thinking to current ideas and trends and through contributing to social commentary relating to professional issues, including through social media and professional fora.
iii. Workshops and seminars	LIHE provides in-house induction sessions and workshops to all full-time, part-time and sessional academic staff and encourages and supports attendance at short courses and seminars.
iv. Conferences	LIHE supports attendance of staff at targeted conferences and normally requires conference participants to present peer-reviewed papers or participate in panels at the conferences that they attend.
v. Publication	LIHE supports the preparation of papers for peer review and publication in recognised journals or books, or through targeted conferences where ideas and findings can be discussed and critiqued.
vi. Curriculum development	LIHE strongly encourages staff to be involved in developing, implementing, and delivering learning and teaching improvements and curriculum development projects to enhance the quality of student learning and engagement.
vii. Participation in committee work of other higher education providers	A member of academic staff may participate in committee activities with another higher education provider such as assessment moderation, benchmarking etc.
viii. Higher relevant qualifications	Staff are encouraged and supported to gain higher qualifications relevant to their areas of teaching expertise. Academic staff may be given leave from other duties to attend course related activity and examinations.
ix. Research activities	Academic staff may be assisted in relevant research projects with resources and in-kind support.

E. Responsibilities

- i. LIHE is responsible for supporting teaching staff to undertake appropriate scholarly activity that informs their teaching.
- ii. LIHE is responsible for ensuring that appropriate mechanisms are in place for all teaching staff to regularly report scholarly activity and continuing professional development in pedagogical practice, regardless of where such activity is conducted or the institution supporting the activity.
- iii. Academic staff are required to report on the scholarly activity undertaken on an annual basis as part of staff appraisal with the Dean.
- iv. The Dean must provide regular reports on academic staff scholarly activity to the Teaching & Learning Committee and the Academic Board for monitoring purposes.

F. Scholarly Activity Support Application

- i. Academic Staff must complete a Scholarship and Professional Development Application Form to indicate their expression of interest.
- ii. Academic staff must:
 - a. include a clear description of the activities;
 - b. include required funding or resources, such as: special leave, reduced workload, assignment of academic and non-academic staff to contribute to the activities;
 - c. demonstrate relevance to the academic staff member's role and functions;
 - d. explain how the activities will address LIHE's current, emerging, or future strategic and operational needs.
- iii. In addition, expressions of interest for scholarship and professional development activities must:
 - a. 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;
 - b. explain how the outputs from the activity will be shared with LIHE's academic staff, students, and the broader academic community as applicable;
 - c. include relevant methodological considerations, such as student involvement or the need to involve internal or external members.
- iv. The Dean will review all submissions and:
 - a. approve the application fully or partially;
 - b. decline the application;
 - c. request for additional information.
- v. The Dean will present the scholarly activity funding requests report to the Teaching & Learning Committee and the Academic Board.

G. Monitoring Scholarly Activities

- i. The Dean will monitor the scholarly activity of all academic staff to ensure an appropriate level of scholarship is maintained throughout the Institute.
- ii. Academic staff are encouraged to undertake a self-assessment of scholarly activities at the end of each academic year.
- iii. Based on these individual self-assessments the Dean will prepare an annual report detailing scholarly activity undertaken by staff during each calendar year.
- iv. The report will include data on the types of scholarly activity undertaken, individuals who have undertaken scholarly activity and LIHE's contribution financially and in-kind measured against the allocated budget.
- v. The report will be presented to the Academic Board at its first meeting of the following academic year.
- vi. The Academic Board will include a summary of scholarly activity as part of its annual report to the Governing Council.

H. Communication and Integration of Outputs

- i. Academic staff are expected to proactively communicate the output of scholarly activities to other academic staff and peers as appropriate.
- ii. The Student Support Manager communicates outputs of scholarly activities where the proposed audience includes students or non-academic staff.

I. Appeals

Staff may appeal against a decision in relation to support of scholarly activities if they believe that there was a procedural or administrative error. For details, refer to the *Human Resource Management Policy*.

Version	Approved by	Approval Date
I	Academic Board	20 September 2022
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	20 September 2022
Related Documents	Dictionary of Terms Academic Integrity Policy Teaching and learning Plan Ethics Clearance Policy Intellectual Property Policy Staff Code of Conduct Records Management Policy Human Resource Management Policy	
References and Legislations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021	