

# Staff Scholarly Activity Policy

|                              |   |
|------------------------------|---|
| <b>Approving body</b>        | Governing Board (GB) (in consultation with the Academic Board (AB))   |
| <b>Date approved</b>         | 20 Jan 2025   |
| <b>Date of effect</b>        | Commencement of operation   |
| <b>Next scheduled review</b> | Two years from when policy commences  |
| <b>Policy owner</b>          | Chief Executive Officer (CEO)   |
| <b>Policy contact</b>        | Chief Executive Officer (CEO)   |
| <b>Related Documents</b>     | Academic Board - Terms of Reference<br>Position Description – Course Coordinator<br>Position Description – Lecturer<br>Position Description – Academic Dean<br>Position Description – Student Learning Support Officer<br><a href="#"><u>Staff Academic Integrity Policy and Procedure</u></a><br>AI Framework<br><a href="#"><u>Staff Qualifications and Equivalence Policy and Procedure</u></a><br><a href="#"><u>External Referencing and Benchmarking Policy and Procedure</u></a> |
| <b>Related</b>               | HESF Standard 3.2.3   |
| <b>Legislative and</b>       | HESF B1.1.2 'Institute of Higher Education' Category  |
| <b>Regulatory</b>            | TEQSA (2022). Article I. Guidance note: Scholarship <sup>1</sup>  |
| <b>Instruments</b>           | TEQSA (2023). Guidance note: Academic governance <sup>2</sup><br>TEQSA (2024). Guidance note: Academic and research integrity <sup>3</sup><br>TEQSA (2017). Guidance note: Staffing, learning resources and educational support <sup>4</sup>  |

<sup>1</sup> \*Article I. Guidance Note: Scholarship, <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-scholarship>

<sup>2</sup> Guidance note: Academic governance, <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-academic-governance>

<sup>3</sup> Guidance note: Academic and research integrity, <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-academic-and-research-integrity>

<sup>4</sup> Guidance note: Staffing, learning resources and educational support, <https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-staffing-learning-resources-and-educational-support>

## Purpose

1. This Policy outlines the principles and approach that **Zenith Innovation Institute (Zenith / ZII / the Institute)** will adopt to support:
  - (a) scholarly activity of academic staff that informs teaching and learning improvement at the Institute and
  - (b) a culture of scholarship in the relevant disciplines and in teaching and learning across the Institute.

## Scope

2. This Policy applies to all academic staff, whether full-time, part-time, sessional or contract.

## Policy

3. Scholarly activity contributes to the currency, quality, dissemination and integration of specialist knowledge, and enhances teaching and learning at the Institute.
4. The Institute will support and encourage academic staff to engage with scholarly activities.
5. Academic staff are expected to engage in scholarly activity on an ongoing basis to inform both course content and teaching methods.
6. Scholarly activity supports currency of knowledge of a field of education or discipline that should inform teaching at the Institute. Scholarly activity encompasses research and can include industry engagement, conference attendance or presentation, and academic publication.
7. Integration of new understandings into pedagogical approaches as well as public and collegial dissemination of new knowledge is an important aspect of scholarly practice.

## Principles

8. The Institute is committed to supporting all academic staff in engaging in ongoing scholarship to foster continuous professional growth, academic excellence, and the advancement of knowledge.
9. Scholarly activity occurs at both an individual and institutional level. Scholarship undertaken by academic staff will be supported through the following mechanisms:
  - (a) financial support provided by the Institute
  - (b) ensuring sufficient and current learning resources are readily available to enable scholarly activities, and
  - (c) as relevant, re-allocating teaching workload to create time for undertaking scholarly activities.
10. All academic staff will have scholarship requirements included in employment contracts. Scholarly activity can include:
  - (a) participation in scholarly and research activities related to enhancement of pedagogical practice and disciplinary scholarship in line with course offerings at the Institute. This may include practice in industry and the application or transfer of knowledge and skill in practice
  - (b) presentation of scholarly and research development efforts to peers and colleagues across the Institute, to members of a community of scholars within a relevant discipline, and/or to professional communities
  - (c) publication in peer-reviewed materials
  - (d) participation in research projects and
  - (e) participation in the development and submission of proposals for external funding.

| Examples of Scholarly Activity                           | Description   |
|--|---|
| <b>Professional Practice</b>                             | The Institute encourages staff to actively participate in professional associations and industry groups relevant to their expertise to maintain professional and industry currency. Subscribing to professional publications is also recommended. |
| <b>Training, Conferences, and Seminars</b>               | Staff are encouraged to attend Zenith academic workshops, including activities such as new course development and benchmarking, as well as external educational summits, webinars, peer-reviewed conferences, and professional seminars.          |
| <b>Publication</b>                                       | Staff are supported in preparing papers for peer review and publication in recognised journals, books, or conferences, enabling public dissemination and review of their ideas and findings.  |
| <b>Curriculum Development</b>                            | Staff are encouraged to participate in teaching, learning, and curriculum development projects within Zenith or in collaboration with external organisations.   |
| <b>Interaction with Other Higher Education Providers</b> | Academic staff may engage in activities such as assessment moderation, benchmarking, or serving on academic boards and course advisory committees with other higher education institutions.   |
| <b>Relevant Higher Qualifications</b>                    | Staff are supported in pursuing higher qualifications relevant to their areas of teaching expertise, with provisions for time off to attend course-related activities and examinations.   |
| <b>Research Activities</b>                               | The Institute provides resources and in-kind support for staff engaging in relevant research projects.  |
| <b>Opportunities for Professional Development</b>        | Professional development opportunities are offered to enhance staff skills, support student progression, and improve the teaching and learning environment.   |

11. Academic staff with leadership roles are expected to have and maintain a deep knowledge of contemporary scholarship and research outcomes in the relevant discipline.
12. The Institute will allocate funds within the annual budget to support staff professional development and scholarship. As a benchmark, this allocation will typically constitute at least 1.5% of the total staff salary expenditure and will be incorporated into the budget as part of the business and financial planning process.

## Monitoring of Scholarly Activity

13. The Academic Dean will oversee and monitor scholarship activities undertaken by academic staff to ensure an appropriate level of scholarship is consistently maintained across the Institute.
14. All academic staff members are required to participate in professional development and scholarship activities, recording their efforts in the *Scholarship Register* during their annual performance reviews.
15. Academic staff are expected to complete the *Scholarship Register* to outline their proposed professional development and scholarship activities for the upcoming year. Additionally, staff will ensure that the *Scholarship Register* is documenting the professional development and scholarship activities they have undertaken for the current year.
16. Based on the submitted details in the *Scholarship Register*, the Academic Dean will compile two annual reports:
  - Report of Proposed Professional Development and Scholarship Activities for the upcoming academic year.

- Report of Completed Professional Development and Scholarship Activities for the previous academic year, including staff feedback on institutional support and resources provided.

17. These reports will include:

- Types of scholarly activity undertaken.
- Staff members who engaged in scholarship activities.
- The Institute's financial and in-kind contributions measured against the allocated budget.

18. The Academic Dean will present the reports to the Academic Board as per the following self-assurance and quality cycle:

| Reporting of Scholarly Activity and Professional Development        | Prepared By     | Reported To                        | When  |
|---|-----------------|------------------------------------|---|
| PD and Scholarly Activity by Staff: Proposed for the Year           | Academic Dean   | Academic Board                     | First Academic Board Meeting of the Academic Year                                     |
| PD and Scholarly Activity by Staff: Completed for the Previous Year | Academic Dean   | Academic Board and Governing Board | Second Academic Board Meeting of the Year; Second Governing Board Meeting of the Year |
| Outcomes of PD and Scholarly Activity                               | Governing Board | TEQSA                              | As Requested by TEQSA   |

19. The Academic Board will review and summarise the scholarship activities and staff feedback as part of its report to the Governing Board.

20. In cases where a staff member breaches this policy, the *Staff Code of Conduct* and the *Staff Qualifications and Equivalence Policy and Procedure* will apply, addressing matters of performance, grievances, and appeals

## Responsibilities

21. All academic staff are responsible for:

- developing and maintaining scholarly activities and maintaining records of scholarly activities that inform teaching at the Institute
- engaging in scholarly activities, and
- seeking opportunities for and participation in public/industry engagement activities.

22. The Academic Dean is responsible for:

- developing a program of institution-wide scholarly activities
- creating a culture that fosters and values scholarship
- endorsing applications from individual academic staff for funding to support scholarship
- any necessary reallocation of workload for successful applications and
- reporting to the Academic Board (AB) on the scholarly activities of academic staff.

23. The AB is responsible for:

- (a) overseeing the conditions that promote and sustain a culture of ongoing scholarship at an institutional level
- (b) making recommendations to the Governing Board (GB) for a budget for scholarly activities- and
- (c) receiving and considering reports on all scholarly activity, at both the individual and institutional level.

24. The GB has responsibility for resourcing scholarly activities strategies on the basis of recommendations from the AB.

## Definitions

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

| Term                              | Definition   |
|-----------------------------------|--|
| Scholarship or scholarly activity | 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”. <sup>5</sup> |

## Version control

| Version | Changes  | Approval Body  | Approval Date |
|---------|--|----------------|---------------|
| 1.0     | Original Policy  | Academic Board |               |
| 1.1     | Scholarship guidance note from TEQSA added in the table<br>Point 12 – Added collaboration within the academic community and participation in public engagement activities.<br>Point 13 c) removed “and prioritising applications”<br>Point 12 c) replaced from “collaboration within the academic community and participation in public engagement activities.” to “seeking opportunities for and participation in public/industry engagement activities”<br>Point 12 b) removed “funded by the Institute” | Academic Board | 03 Apr 2024   |
| 1.2     | Added additional guidance notes “TEQSA (2023). Guidance note: Academic governance  | AB             | 20 Jan 2025   |

<sup>5</sup> TEQSA Compliance Guide: Scholarship, Version 3.0, 4 May 2022, <https://www.teqsa.gov.au/sites/default/files/guidance-note-scholarship-v3-0.pdf?v=1651626708>



| Version | Changes  | Approval Body | Approval Date |
|---------|--|---------------|---------------|
|         | <p>TEQSA (2024). Guidance note: Academic and research integrity</p> <p>TEQSA (2017). Guidance note: Staffing, learning resources and educational support”</p> <p>Point 11 added examples of scholarly activity</p> <p>Point 8 reworded “All academic staff are supported to engage in scholarship on an ongoing basis” to “The Institute is committed to supporting all academic staff in engaging in ongoing scholarship to foster continuous professional growth, academic excellence, and the advancement of knowledge.”</p> <p>Added Monitoring of Scholarly Activity</p> <p>Under Related Documents added “Academic Board - Terms of Reference</p> <p>Position Description – Course Coordinator</p> <p>Position Description – Lecturer</p> <p>Position Description – Academic Dean</p> <p>Position Description – Student Learning Support Officer</p> <p>Staff Academic Integrity Policy and Procedure</p> <p>AI Framework</p> <p>Staff Qualifications and Equivalence Policy and Procedure</p> <p>External Referencing and Benchmarking Policy and Procedure”</p> <p>Point 12 added funding.</p> <p>Added monitoring of scholarly activity</p> |               |               |