

Procedure on Scholarly Activity and Professional Development for Academic Staff



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Approved by	Stanley College Academic Board
Authorised Officer	Vice-President, Higher Education
Supporting documents, policies and forms of this procedure	Policy on Scholarly Activity and Professional Development for Academic Staff Learning and Teaching Plan Staff Recruitment and Performance Policy and Procedure Academic Integrity Policy and Procedure Scholarly Activity Plan Scholarly Activity and Professional Development (SAPD) Form
Relevant Legislation and Regulation	Higher Education Standards Framework 2015, Part A: Standard 3.2 (Staffing) Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 TEQSA Guidance Note: Scholarship National Statement on Ethical Conduct in Human Research Australian Code for the Responsible Conduct of Research
Audience	Stanley College Academic Staff

1. PROCEDURE

Application and Approval

1.1 Staff should apply for staff development funding via the *Scholarly Activity and Professional Development Form*. The Vice-President, Higher Education (VP-HE) will review the application and make a recommendation to the President. If the application is not approved, the President will provide the VP-HE and staff member with a reason for rejecting the application.

- 1.2 If the application is approved for financial support, the staff member must provide relevant tax invoices and receipts, where relevant, as evidence of the expenditure. If the application is approved for leave to travel or attend professional learning away from the College, then relevant forms and processes must be completed. The staff member and supervisor shall ensure that absences are covered appropriately.
- 1.3 Staff members are required to complete a brief report of key learning from the activity. Where relevant, this report may be shared to promote learning at Stanley College. The scholarly activity is documented and subjected to peer review.

Recording Scholarly and Professional Development Activities

- 1.4 Records of the scholarly and professional development activities will be recorded on the *Scholarly Activity and Professional Development Form*. The HR Manager will be responsible for keeping record and tracking professional development hours for academic staff.
- 1.5 The VP-HE will maintain a *Scholarly Activity and Professional Development Register*, and this shall be reported annually to the Academic Board and Board of Directors, including total expenditure against budget.
- 1.6 Appendix 1 details the process of recording scholarly activities.

APPENDIX 1: PROCEDURE FOR RECORDING OF SCHOLARLY ACTIVITIES

