



# **Scholarly Activity and Professional Development Policy**

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## 1. PURPOSE

This policy supports staff to actively pursue their scholarly activity, professional development, career development, personal growth, and skills enhancement as an integral part of their employment with the Barton Business School (BBS).

BBS acknowledges that scholarly activity, professional development, career development, personal growth, and skills enhancement can contribute to better outcomes for students as well as enhanced staff job satisfaction, workplace productivity, and rewards and recognition.

The policy is also aimed at ensuring BBS meets the [\*Higher Education Standards Framework \(Threshold Standards\) 2021\*](#), specifically *Standard 3.2*.

## 2. SCOPE

This policy applies to all BBS academic staff, non-academic staff and authorised contractors such as BBS education agents. It also applies to members of BBS's internal governing bodies and committees.

## 3. DEFINITIONS

Refer to BBS's *Glossary of Terms*.

## 4. POLICY

BBS is committed to nurturing a culture of scholarship, professional development, career development, personal growth, and skills enhancement.

For students, the outcomes of staff scholarly activities, professional development, career development, personal growth, and skills enhancement can include an enriched student experience, improved graduate outcomes, higher levels of work readiness, and greater preparedness for further study.

For staff, the outcomes of scholarly activity, professional development, career development, personal growth, and skills enhancement can include higher job satisfaction, higher workplace productivity, and better rewards and recognition.

The primary principles that underpin this policy are:

- a. BBS is committed to appointing and retaining high-quality academic and non-academic staff and supporting their development.

- b. BBS must provide development opportunities for academic staff to ensure that high-quality learning and teaching occurs.
- c. All staff must participate in the annual performance planning and review process to identify activities that support their development.
- d. BBS must ensure the provision of sufficient development resources in its annual budgets.
- e. Academic staff must undertake scholarly activities to update and enhance knowledge in their discipline or field.
- f. Academic staff must use knowledge achieved through scholarly activities to contribute to course design and development (refer to *Course Design and Development Policy and Procedures*), course delivery, and student assessment.
- g. Pursuing knowledge through intellectual inquiry and professional development is highly valued as a mark of institutional excellence (refer to *Academic Freedom and Freedom of Speech Policy*).
- h. All non-academic staff must undertake appropriate development activities to ensure they can discharge their duties effectively and efficiently.

## 5. SCHOLARLY ACTIVITY

Scholarly activities are those activities that an academic undertakes to update or enhance their knowledge, skills, and experience in their discipline or field. For the most part, these activities do not contribute to new knowledge in a discipline or field. Instead, these activities rely on the existing knowledge base.

Scholarly activities include but are not limited to:

- a. *Training, conferences, and seminars*: BBS must arrange training sessions and workshops for all academic staff. Attendance at appropriate short courses, conferences, and seminars must also be encouraged and supported.
- b. *Curriculum development*: Academic staff must be encouraged and supported to be involved in learning, teaching, and curriculum development.
- c. *Professional practice*: To maintain industry currency, BBS must support all staff to be active in those professional associations and industry groups associated with their area of expertise.
- d. *Self-Study*: BBS must encourage staff to read publications in their area of expertise.
- e. *Interactions with other higher education providers*: BBS must encourage and support academic staff to participate in activities with other higher education providers, such as assessment moderation, benchmarking, and participation on an academic board or course advisory committee.
- f. *Higher qualifications*: Where appropriate, academic staff must be encouraged and supported to gain higher qualifications relevant to their areas of expertise. Academic staff may be given time off from other duties to attend course-related activities and examinations.

- g. *Interactions with Other Academic Staff*: BBS must encourage and support BBS academic staff to engage with other academic staff, both within and outside BBS, to share and update their knowledge about contemporary (i) teaching, learning, and assessment principles, (ii) modes of educational delivery and assessment, and (iii) challenges to the integrity of learning, teaching, and assessment processes.

## 6. PROFESSIONAL DEVELOPMENT

- a. Professional development must ensure that all academic and non-academic staff have the ongoing capabilities essential to fulfil the duties attached to their position, advance their careers, adapt to change, and assist in developing others.
- b. All academic and non-academic staff must engage in professional development relevant to their position within BBS.
- c. For academic staff, professional development should relate to i) contemporary teaching, learning and assessment principles relevant to their discipline, ii) their role, iii) modes of delivery and iv) the needs of particular student cohorts.
- d. For non-academic staff, workshops must be conducted—for instance, by the Association for Tertiary Education Management (ATEM) and the International Education Association of Australia (IEAA).
- e. Training workshops will be provided to all staff on e-learning platforms to ensure effective use of the learning management system. Additional workshops may cover areas such as student mental health, complaint handling, managing challenging student interactions, and strategies to identify and support at-risk students effectively. Training topics will be determined based on institutional priorities and emerging staff development needs.
- f. BBS will ensure that all staff who interact directly with international students are trained to understand BBS's obligations under the ESOS framework and the implications for international students arising from these obligations. This training will be incorporated into broader professional development and compliance workshops to ensure staff are fully aware of their responsibilities in supporting international students while complying with regulatory requirements.
- g. BBS must provide training to its authorised education agents to ensure they possess appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics. BBS may choose to develop a specialised training programme internally or source it externally through reputable training providers such as the International Education Association of Australia (IEAA), International Consultants for Education and Fairs (ICEF) Academy, and similar organisations
- h. Board and committee members must undertake regular professional development to ensure that they appropriately discharge their duties and responsibilities and that they operate effectively and efficiently.
- i. Professional development activities include but are not limited to the following:

- i. internal professional development events, activities, or courses, including on-the-job learning through individual or team coaching, team meetings, information sessions, and work discussions;
  - ii. external professional seminars, workshops, and conferences;
  - iii. formal award courses;
  - iv. part-time tertiary studies;
  - v. professional development management and other forms of professional development as approved by the Chief Executive Officer (CEO).
- j. Identification of professional development opportunities must meet the following criteria:
- i. be an effective means of enabling professional development;
  - ii. align with BBS's strategic, operational, and workforce plans;
  - iii. have funding available in a budget.

## 7. SCHOLARLY ACTIVITY AND PROFESSIONAL DEVELOPMENT SUPPORT

Scholarly activity and professional development must be supported through one or more of the following:

- a. *Time*: Appropriate time allowances must be made to allow for scholarly activities and professional development. Academic staff must consult with the Dean, and non-academic staff must consult with the HR Manager in relation to time requirements.
- b. *Funding*: Appropriate funding and resources must be allocated for scholarly activities and professional development. The CEO and the Board of Directors (BOD) must approve and oversee expenditures for scholarly activities and professional development.
- c. *Monitoring*: All scholarly activities and professional development must be monitored regularly and included in staff annual performance reviews.
- d. *Reporting*: Where appropriate, all scholarly activities and professional development undertaken by academic staff must be reported to the Academic Board (AB) and external regulatory bodies.

## 8. ROLES AND RESPONSIBILITIES

- a. According to the [\*Threshold Standard 3.2.3\*](#), academic staff are responsible for having knowledge of contemporary developments in their discipline or field, which is informed by continuing scholarship and advances in practice.
- b. The Dean must:
  - i. monitor all scholarly activities and professional development undertaken by academic staff to ensure appropriate levels are maintained;
  - ii. include scholarly activities and professional development in academic staff annual performance reviews;

- iii. prepare an annual report for the AB on all scholarly activities and professional development undertaken by academic staff.
- c. The AB must:
  - i. oversee the process of academic activities and professional development among academic staff;
  - ii. present an annual summary of scholarly activities and professional development by academic staff to the BoD.
- d. Non-academic staff are responsible for participating in the annual performance planning and review processes to identify activities that support their performance objectives and professional development.
- e. The CEO must:
  - i. approve annual professional development plans proposed by individuals;
  - ii. ensure that sufficient funds for appropriate scholarly activities and professional development are in the annual budget.
  - iii. prepare an annual report for the BoD on all professional development undertaken by non-academic staff.
- f. The BoD must:
  - i. review the scholarly activities and professional development report from the AB;
  - ii. review the annual report prepared by the CEO on all professional development undertaken by non-academic staff.

## 9. VERSION CONTROL

Document title	Scholarly Activity and Professional Development Policy	
Approved By	Board of Directors (BoD) and Academic Board (AB)	
Date of Review	This document is to be reviewed every two years at a minimum from the date of final approval.	
Related Documents	<ul style="list-style-type: none"> <li>• Academic Freedom and Freedom of Speech Policy</li> <li>• Course Design and Development Policy and Procedures</li> <li>• Delegations Policy</li> <li>• Learning and Teaching Plan</li> <li>• Staff Code of Conduct</li> <li>• Staff Complaints and Appeals Policy and Procedures</li> <li>• Staff Recruitment and Selection Policy</li> <li>• Strategic Plan</li> <li>• Workforce Plan</li> <li>• Terms of Reference – Academic Board</li> <li>• Terms of Reference – Board of Directors</li> </ul>	
Related Legislation and References	<ul style="list-style-type: none"> <li>• <a href="#"><i>Higher Education Standards Framework (Threshold Standards) 2021</i></a></li> <li>• <a href="#"><i>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</i></a></li> <li>• <a href="#"><i>TEQSA Guidance Note: Scholarship</i></a></li> <li>• <a href="#"><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></a></li> <li>• <a href="#"><i>Education Services for Overseas Students Act 2000</i></a></li> </ul>	
Version	Notes	Date Approved
1.0	<ul style="list-style-type: none"> <li>• Changes made in the document in sections 1 and 7.</li> </ul>	
2.0	<ul style="list-style-type: none"> <li>• Document approved subject to minor changes in sections 1, 7.b and policy name change to ‘Scholarly Activity and Professional Development Policy’.</li> </ul>	16/12/2022
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3.0	<ul style="list-style-type: none"> <li>• Document approved subject to changes in sections 4, 5 and addition reference to Threshold 3.2.3 in Section 8.a.</li> </ul>	24/02/2023
3.1	<ul style="list-style-type: none"> <li>• Update in 6.c relating to relate to contemporary teaching, learning and assessment principles relevant to their discipline, their role, modes of delivery and the needs of student cohorts and other editorial updates. This update includes the recommendations by the external reviewers.</li> </ul>	13/10/2023



3.1	<ul style="list-style-type: none"> <li>Document approved with no further changes by BoD.</li> </ul>	30/10/2023
3.2	<ul style="list-style-type: none"> <li>Changes made in the document in sections 2 and 6 (e) as per Standard 6 of the National Code 2018 by AB.</li> </ul>	23/08/2024
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	<ul style="list-style-type: none"> <li>BoD approved the same version with no changes.</li> </ul>	17/02/2025