

ACADEMIC SCHOLARSHIP PROCEDURE

PURPOSE

This document articulates CG Spectrum Institute's (CGSI) commitment to the development of a culture of academic scholarship and outlines the policy and responsibilities for the facilitation of academic scholarship.

SCOPE

This policy applies to all CGSI's governance committees and CGSI academic staff (including contracted academic staff).

DEFINITIONS

Academic Scholarship means *'making a contribution to and maintaining a knowledge of current and emerging developments in a field, and transmission of this knowledge through effective, contemporary approaches to teaching and learning'*.

In practice, this means developing and encouraging a scholarly approach to teaching and learning, and ensuring the currency of academic teaching staff's knowledge and skills in teaching and learning, and in their academic discipline.

In addition, the use of 'Scholarship' in CGSI's *Strategic, Business and Teaching and Learning Plans*, and throughout CGSI's higher education policies and procedures, carries the full import of the concept embedded in the Higher Education Standards Framework.

Organisational support means academic teaching staff members are allocated time and/or financial support for activities that support scholarship as a component of their annual workload. This may also include study leave.

The **Scholarly and Professional Development Plan** means the annual plan developed by the Dean Learning and Teaching and endorsed by the Academic Board, which details CGSI's encouragement and support for scholarship. It includes the specific focus of curriculum days, support for participation in conferences, any allowances for study leave, and the funding allocated for each activity.

RESPONSIBILITIES

The **Academic Board** is delegated responsibility by the Board of Directors for the academic governance and leadership of CGSI. The Academic Board is responsible for fostering and enhancing a culture of scholarship at CGSI, and for considering and endorsing the scholarly activities undertaken by academic staff. The Academic Board also considers and advises CGSI's management about the priorities for the annual Professional Development Plan.

The **Academic Board** delegates responsibility for *'assessing the impact of teaching on students' learning experiences'* to the Teaching and Learning Committee. Review of 'Scholarly Activity' is a standing agenda item for this committee.

The Academic Board delegates responsibility for ensuring that *'the content and learning activities of a course of study engage with advanced knowledge and inquiry'* to the [Course Advisory Committee](#).

The [CEO](#) is responsible for ensuring that adequate funding is allocated within annual operational budgets to support the systematic approach to academic leadership, scholarship and the implementation of professional development for CGSI's academic teaching staff.

The [Executive Dean](#) leads academic scholarship across the organisation with respect to:

- policy review;
- the quality of teaching and learning;
- completing annual performance reviews of academic teaching staff; and
- providing the Academic Board with an update on scholarship and academic endeavours across the institution at each meeting.

The [Dean Learning and Teaching](#) contributes to academic scholarship within CGSI by:

- developing an annual Scholarly and Professional Development Plan;
- maintaining the Professional Learning Register;
- coordinating and supporting academic teaching staff professional development; and
- reviewing and discussing the scholarly activities of academic teaching staff at the conclusion of each year.

[Academic teaching staff members](#) are required to be active in scholarship, and are responsible for maintaining up to date records of their approved scholarly activities.

[All members](#) of the CGSI community have a responsibility to contribute to a culture of learning and intellectual inquiry within the institution.

PROCEDURE

CGSI maintains and develops a culture of scholarship by:

- supporting scholarship relevant to CGSI's accredited higher education courses;
- embedding the expectation of a scholarly approach to teaching and learning within academic teaching staff members' position descriptions, accountability statements, and contracts;
- focusing on scholarship in performance review, feedback and appraisal processes;

- supporting academic teaching staff members' attendance at relevant conferences and seminars;
- making provision for study leave;
- providing in-service training and internal professional development for ongoing and sessional staff; and
- distributing scholarly articles and discussing the scholarship of learning and teaching at Faculty meetings.

RELATED

Academic Scholarship Policy

Quality Assurance Framework

Quality Assurance Procedure

Benchmarking Policy

Benchmarking Procedure

Staff Performance Management Policy

Strategic Plan

Learning and Teaching Plan

Scholarly and Professional Development Plan

Version Control

Document: Academic Scholarship Procedure		
Approved by: Academic Board		Date: November 30, 2023
Version: 3.1	Updates in line with new organisational structure.	
V3.0	Replaces Version: V2.1	Next Review: 2025
V2.1	Minor edits and logo	