

PROFESSIONAL DEVELOPMENT OF ACADEMIC STAFF POLICY

Purpose

This policy describes the principles guiding the approach to the professional development of academic staff at the Australian Institute of Business (AIB). Procedures for implementation of professional development of academic staff will observe the principles of this policy.

Scope

This policy applies to academic staff at AIB employed on permanent, fixed term and casual/sessional basis.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Policy

AIB is committed to enabling the continuing development of academic staff to support the design and delivery of contemporary curricula, informed by contemporary theory and best practice. The principles informing AIB support for professional development are:

- (a) Professional development serves institutional goals as well as individual professional and career development and progression.
- (b) It is a requirement of staff to undertake regular professional development and the obligation of AIB to provide support for participation.
- (c) Professional development provided by AIB will be made available in multiple modes, as appropriate, including online and face-to-face delivery.
- (d) Professional development will be made available both internally through seminars, workshops, annual Peer-to-Peer Reviews and sharing of best practice; as well as through access to external programs such as workshops, short courses and seminars as necessary and appropriate.
- (e) Active engagement in the scholarship of teaching and learning and research will be supported in the interests of both students and staff.
- (f) All academic staff are expected to conduct one Peer-to-Peer Review of a subject, every two years.
- (g) Conference and research leave will be supported by AIB, with the expectation that staff will contribute to the relevant field of study and share their findings with AIB colleagues through the Seminar Series.
- (h) AIB will monitor and report on professional development activities and outcomes, primarily through annual Performance Reviews and the Scholarly Activity Report

- (i) AIB will review annually the provision of internal and external professional development support for continuing and casual academic staff.
- (j) The Associate Deans and Academic Dean are responsible for ensuring that staff are provided with appropriate opportunities for professional development and are aware of the formal application and approval processes.
- (k) The Associate Deans and the Academic Dean ensure that professional development is included in regular performance review discussions.

Related Policies and Procedures:

Academic Appointments and Academic Promotions Policy (internal)

Academic Freedom and Free Intellectual Inquiry Policy

Evaluation of Subject and Teaching Policy

Privacy Policy

Research and Scholarship Policy

Responsibility:

Academic Dean

Current Status:	Version 1.2
Approved By:	Academic Board
Date of Approval:	14 September 2022
Effective From:	14 September 2022
Previous Versions:	12 April 2019 Supersedes <i>Scholarly Activity and Professional Development Policy V2, 7 March 2017</i>
Date of Next Review:	14 September 2025