

Continuing Professional Education for Academic Staff Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to encourage:

- continuing professional development for Institute academic staff by providing them with the opportunity to enhance their teaching skills and to keep abreast of developments in their respective professional disciplines.
- the development of a culture of scholarship within the Institute.

2. Scope

This policy and procedure applies to all Institute academic staff.

3. Definitions

Term	Definition
academic staff	means staff employed by the Institute in academic positions and includes ELICOS teaching staff, continuing, fixed term, casual, or adjunct staff.
CPD	continuing professional development/education.

4. Policy Statement

- 4.1. The Institute recognises that continuing professional education will:
- enhance academic staff skills in contemporary teaching, learning and assessment in a relevant discipline, modes of delivery, informing the needs of specific student cohorts, as well as developing research theory, practice, analysis and project supervision domain;
 - embed continuous improvement in teaching, learning and assessment principles and supervision, as well as the adoption of best practice;
 - contribute to the broad field of learning and teaching in higher education through teaching scholarship and research; and
 - provide academic staff with an opportunity to develop their careers and international academic profile and increase tier disciplinary knowledge and expertise.
- 4.2. Continuing professional education will draw on both internal and external sources of expertise to lead workshops and seminars.
- 4.3. Academic staff are encouraged to attend and present at national and international conferences.

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5. Procedure

- 5.1. Academic staff that attend or present at conferences will be awarded continuing education points on an annual basis.
- 5.2. As part of each academic staff member's annual performance review, supervisors will sight the staff member's record of participation in continuing professional education programs and the points allocated to each program. Each point equates to one hour of attendance at continuing professional education programs. A higher weighting of points will be allocated to staff who either present at a conference and/or who have a paper published in a conference proceeding.
- 5.3. The continuing professional education points system (subject to 5.4):

Activity	PD Hours allowed
Participation in all formal PD sessions at MIT	15 hours provided by MIT/School
Taking a formal course e.g., Certificate in Teaching and Learning, PhD etc.	30 hours
Attending conferences, conventions, workshops, professional discussion groups outside MIT	Number of hours attended (1 day = 7.5 hours)
Presenting and/or publishing a paper at a conference, a workshop, at a related professional event	15 hours
Publishing a paper in a journal	15 hours
Participating in webinars	Number of hours attended
Other activities approved by relevant Head of School, such as reviewing papers for journals and conferences, examining thesis, mentoring peers, etc.	Up to 10 hours per year

- 5.4. The points assessed in any one year will be derived from a 3-year rolling average for the immediate 3 years prior to the staff member's annual performance review. For example, if a staff member undertakes a performance review in 2012, the continuing education points will be an average of the points accumulated in the years 2009, 2010 and 2011.
- 5.5. Academic Staff need to record their professional development in their Academic Staff Profile that is also used for their annual performance review.

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5.6. Minimum continuing professional education requirements for academic staff:

Academic staff classification	Minimum points per annum
Full-time, part-time and casual	<p>5 points for participation in CPD related to contemporary teaching, learning, and assessment principles + 5 points for participation in CPD in research, research skills and supervision skills related to their discipline.</p> <p>CPD take the form of seminars/workshops/ domestic and international conferences/ new teaching qualifications /research analysis qualifications offered internally or within Australia.</p>
Full-time	<p>An additional 10 points for participation in CPD related to contemporary teaching, learning, and assessment principles</p> <p>+ 10 points for participation in CPD in research, research skills and supervision skills related to their discipline.</p> <p>This may be in the form of seminars/workshops or presentation at national/international conferences.</p>
Part-time	As with full-time staff but points will be on a pro-rata basis according to their fractional appointment.

5.7. Each member of the full-time staff and part-time staff who hold at least a 0.6 fractional appointment will be provided the opportunity to participate in a local, national or international conference devoted either to learning and teaching or research on the understanding that the staff member presents a paper at the conference and a report is provided to their School. The points allocated to the conference will be according to the hours of the conference. To be considered for financial support at subsequent national or international conferences, the staff member will need to show evidence of a publication resulting from the previous conference. Staff must complete and submit for approval in advance of attendance an *Application for Conference/Seminar/Professional Development Leave* (attached).

6. Responsibilities

- 6.1. The Institute will make provision for funding for conference attendance in accordance with the MIT Scholarship and Research Development Fund requirements for research active staff.
- 6.2. The Chair of Academic Board is responsible for oversight of this policy and procedure.

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- 6.3. Each academic staff member is required to keep a record of his/her professional development activities.
- 6.4. The ultimate responsibility for the development of work-related skills and knowledge rests with each academic staff member.

7. Implementation

This procedure will be implemented and communicated through the Institute via:

- Announcement on the Institute's webpage.

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