Staff Professional Development Policy

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Scheduled review date	September 2027
Threshold Standard	3.2
Responsible person	CEO
Appendix A:	Full list of amendments

1. INTRODUCTION

Professional development and continuing scholarship of staff is a vital element of institutional quality, excellence in teaching, and commitment of staff to the goals of the School. Professional development includes mandatory training for all new staff and discretional professional development. The Adelaide Central School of Art ('the School') is committed to providing support for scholarly activities and academic development and professional careers and learning of its staff by providing financial support and time release subject to the availability of resources, as well as to providing effective mandatory training.

2. PURPOSE

The purpose of this policy is to:

- list the mandatory training required of all staff
- ensure continuing professional development of staff and support their attainment of academic qualifications appropriate to their employment
- assist individual staff members to pursue their professional careers through a range of development experiences
- enhance the standing of the School within the professional community and the educational and artistic environment.

3. SCOPE

This policy applies to all staff – teaching, administrative, full-time and part-time – subject to criteria set down in this policy.

4. POLICY

4.1 General Principles

4.1.1 All administrative staff and academic staff currently teaching in a program with the School and who have taught for at least two semesters in a program are eligible to apply for discretionary staff development funding.

4.1.2 Applications for discretionary funding will be determined subject to priorities determined by the CEO and taking into consideration:

- the availability of funds
- the role and position of the staff member
- the staff member's previous access to staff development funding
- the anticipated return to the School on the investment
- the School's program planning

- availability of suitable replacement staff where time release is involved.

4.1.3 No staff member will be allocated more than $6,000 pro-rata (based on fraction of full-time employment), or equivalent in time release, in a 3 year period.

4.1.4 Mandatory staff induction must be completed as soon as possible after commencing employment with the School and certainly within the first six (6) months

4.1.5 In order to maintain an accurate record of the qualifications and professional activities of its staff which have a direct bearing on the profile of the teaching staff and the standing of the School, the School will keep records on staff development that it subsidises and on activities undertaken by staff independently through an annual survey.

4.1.6 The Board will receive an annual report on the allocation of the staff development budget.

4.2 Mandatory staff development

4.2.1 All staff will be required to complete mandatory training as set out in the School's *staff induction procedures*, including but not limited to:

- WHS requirements
- anti-discrimination and anti-racism legislation
- sexual harassment
- conflict resolution
- privacy legislation
- policies of the Adelaide Central School of Art.

4.2.2 The content and method of delivering required training will be determined by the Chief Executive Officer under delegated authority from the Board in relation to human resources policy.

4.2.3 The CEO will keep an up-to-date record of the staff who have completed the induction.

4.3 Discretionary staff development

4.3.1 To support discretionary staff development, the School will determine an annual budget to assist eligible staff:

- to complete relevant academic awards
- to undertake relevant short courses or individual study components
- to attend relevant exhibitions, conferences, seminars and workshops
- to advance their professional standing by assisting them:
  - to take up invitations to be artist-in-residence or staff exchange or institutional visits
  - to exhibit their work, or
  - in other professional activity.

4.3.2 Criteria for approving financial support for professional development grants are that the proposed activity:

- assists the School attain its strategic goals and objectives
- enhances the staff member's contribution to the academic work of the School within the framework of the Teaching and Learning Plan and the Staff Scholarly Activity Policy
- adds to the staff member's knowledge, expertise or professional standing
- enhances the professional reputation and standing of the School,
- and the recipient is likely to achieve the proposed outcome set out in their application within the agreed time frame.

4.4 Reporting

4.4.1 Staff who apply for financial support or time release for a professional development activity must agree to provide at the conclusion:

- a written report (of at least one page and preferably less than 5 pages) assessing the benefits gained and its impact on their teaching or professional practice and benefits for the school
- a financial acquittal, including a statement of any income earned in connection with their professional activity.

4.4.2 Teaching staff will be required to share information and learning derived from their activity with their School colleagues in an agreed formal or informal way.

5. PROCEDURES

5.1 Mandatory staff development: induction

5.1.1 The CEO will determine the induction program and review its components every year based upon student feedback and other evaluations of staff.

5.1.2 The Head of Department ensure that each new member of their staff completes an induction process and assess the need for specific areas of development that are required.

5.1.3 The Academic Administration Manager will meet with every new staff member to deliver the mandatory program and maintain records of all academic development.

5.2 Discretionary staff development

5.2.1 All requests for staff development must be submitted, in writing, to the Academic Director.

5.2.2 Requests for staff development from the Academic Director must be submitted direct to the CEO.

5.2.3 The application must provide:

- details of the proposed activity including date, location and budget
- the reason for undertaking the activity and for requesting support including what benefits will accrue to the School
- statements demonstrating alignment with the criteria for financial support identified in Section 6.2
- requirements to cover the staff member's teaching load, if the activity conflicts with their responsibilities at the School.

5.2.4 Based on the criteria specified in 6.2, the Academic Director will make an initial assessment of the application and forward it to the CEO indicating whether or not the Head of Department supports the application. In the case where a Academic Director is the applicant, the CEO will make the initial assessment.

5.2.5 The CEO will consider the application according to issues, advice from the Academic Director and the criteria set out in section 6 above.

5.2.6 If the CEO approves an application for implementation the following year, the CEO will notify the Financial Officer for inclusion in the budget.

5.3 Reporting

5.3.1 Staff whose professional development activities have been subsidized by the School in whole or in part will provide, within six (6) months of the conclusion of the development activity, a report to the CEO including:

- a financial acquittal
- information on completed qualifications or other certificates, and awards, to have them recorded in their staff file

- a presentation on their activity and outcomes to a meeting of staff and/or students as negotiated with the CEO and Academic Director.

6. RESPONSIBILITIES

6.1 The Chief Executive Officer (CEO) of the School is responsible for:

- approving applications for staff development
- ensuring that financial support is appropriately acquitted by recipients
- ensuring that mandatory staff development (induction) is completed by every new staff member no later than 1 month after they have commenced teaching.
- maintaining records of staff who have completed the required induction and the professional development of all staff whether or not it is subsidized by the School
- ensuring that recipients report back to their colleagues in a forum or manner arranged together with the Head of Department
- ensuring the allocation of the staff development budget is fair and equitable and reporting annually to the Board on the allocations made.

6.2 The Academic Director is responsible for:

- overseeing mandatory staff development
- assessing applications for discretionary staff development and forwarding them to the CEO with advice/comment
- consulting with the CEO regarding how recipients report back to share with their colleagues what they learned or achieved as a result of the activity.

6.3 All staff members are responsible for:

- completing their induction as soon as possible after commencing employment with the School and no more than 1 month after they have commenced teaching.
- reporting completed qualifications and professional development activity supported by the School as set out in this policy and procedure
- sharing their experience with colleagues at a meeting or other format negotiated with the Academic Director and CEO.

7. POLICY REVIEW

This policy and accompanying procedures will be reviewed annually by the Chief Executive Officer.

8. RELATED DOCUMENTS

- Outline of induction procedure for new lecturers
- Guidelines for applying for financial support for staff professional development
- H005 Staff Scholarly Activity Policy
- TEQSA Guidance Note: Scholarship

APPENDIX A: Policy Amendments

1. Updated template version 2 July 2017.
2. Version 3 approved 21 June 2021.
3. Version 4 to be approved 23 September 2024