Academic Staff Qualifications and Equivalency Policy

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Current version	Approved by Board of Governors, 29 July 2024
Previous versions	11 June 2014, 3 May 2021
Scheduled review date	July 2027
Threshold Standard	3.2.3
Responsible person/s	CEO
Appendix A	List of amendments

1. Introduction

Adelaide Central School of Art is committed to engaging suitably qualified and experienced academic staff to provide high quality teaching and supervision to students enrolled in its accredited programs.

This policy aligns with the requirements of the Australian Qualifications Framework and the *Higher Education Standards Framework (Threshold Standards) 2021* (the Standards). The Standards specify that academic teaching staff must be qualified to at least one level of qualification higher than the course of study being taught (AQF+1), or have equivalent relevant academic, professional or practice-based experience and expertise (Standard 3.2.3).

2. Purpose

This policy outlines:

a. The qualification requirements for academic staff to teach, assess, and/or supervise in ACSA's accredited courses, and

b. The process by which a person's academic, professional, or practice-based experience and expertise may be assessed as equivalent to the qualification requirement.

This policy provides a framework for the recruitment and employment of academic staff, including the allocation of roles and responsibilities, for ACSA's accredited courses.

3. Scope

This policy applies to all academic staff members employed by ACSA to teach its accredited courses.

4. Definitions

Australian Qualifications Framework (AQF): the national policy for regulated qualifications in Australian education and training.

Equivalence: Academic staff can be assessed as having equivalence to an AQF level qualification if they successfully demonstrate commensurate academic, professional or practice-based experience and expertise.

Nested Courses: A set of courses that are offered sequentially and can lead to qualifications at different AQF levels. Courses at the lower qualification levels are described as 'nested' within the courses leading to the higher qualification level.

5. Policy

5.1 Minimum qualifications

Academic staff teaching, assessing or supervising in a unit that forms part of an accredited course must have:

a. a qualification in the same discipline as the unit, or closely related discipline, which is one AQF level higher than the award to which the course leads, or

b. a combination of qualification(s) with experience and achievements that have been assessed as equivalent to the above.

5.2 Nested Courses

Where lower qualifications are nested within a higher qualification, academic staff must meet the qualification requirements of the higher qualification.

5.3 Exceptions

The qualification requirements outlined in 5.1 do not apply to:

a. Guest lecturers or teaching assistants who teach one-third or less of a unit.

b. Academic staff appointed prior to the implementation of ACSA's policy on qualification requirements (11 June 2014) who have been assessed by the Academic Director to have met the equivalence requirements for their roles based on teaching history at ACSA.

6. Responsibilities

The Chief Executive Officer (CEO) is responsible for ensuring all staff meet the qualification requirements outlined in this policy or have been approved for equivalency.

The Academic Director is responsible for managing the equivalency application process as Chair of the Qualifications Equivalency Panel.

7. Procedures

7.1 Criteria for Assessing Equivalence

To demonstrate equivalence, applicants must evidence:

7.1.1 Extensive experience and achievements in a relevant profession, industry or discipline, evidenced by any combination of the following:

a. Leadership in the development of professional standards.

b. Performing in a role that requires high order judgement and the provision of expert advice, or roles at a senior level.

c. Testimonials, awards or other recognition that acknowledge leadership or expertise in the field of education.

d. Contributions in the field of education through participation in advisory boards and professional networks.

e. Peer-reviewed publications in the field of education.

f. Other publications such as exhibitions, artworks, commissions, books and reports.

g. Leadership or management of research acknowledged by peers.

h. Other achievements that demonstrate a similar level of achievement in self-reflective practice, standard-setting and leadership of the profession, industry or discipline, and/or in research if applicable[1].

7.1.2 A qualification one AQF level lower than the one for which they are applying. This requirement may be waived in exceptional circumstances where the Qualifications Equivalency Panel deems there is sufficient evidence submitted against the criteria outlined in 7.1.1.

7.1.3 The following table outlines the requirements for ACSA's courses:

Course and AQF Level being taught	**Minimum AQF level in a relevant disciplines**	**Academic, professional or practice-based experience equivalent in a relevant discipline**
Bachelor of Visual Art, AQF Level 7. (including Associate Degree of Visual Art, AQF Level 6 and the Diploma of Visual Art, AQF Level 5).	AQF Level 8 (Bachelors Honours Degree, Graduate Certificate, Graduate Diploma)	AQF Level 7 Qualification PLUS, EITHER Three years of relevant professional or practice-based experience within the last five years. OR Enrolment and satisfactory progress in a relevant AQF Level 8 qualification and relevant professional or practice-based experience, together totalling three years.

[1] The criteria outline in 6.1.1 is drawn from the TEQSA Guidance Note: *Determining equivalence of professional experience and academic qualifications*, with additional criteria relevant to the discipline.

		Professional or practice-based experience is evidence through a sufficient combination of the criteria outlined in 6.1.1.
Bachelor of Visual Art (Honours), AQF Level 8.	AQF Level 9 (Masters Degree by Research or Coursework).	AQF Level 8 Qualification PLUS, EITHER Three years of relevant professional or practice-based experience within the last five years. OR Enrolment and satisfactory progress in a relevant AQF Level 9 qualification and relevant professional or practice-based experience, together totalling three years. *Professional or practice-based experience is evidence through a sufficient combination of the criteria outlined in 6.1.1.*

7.2 Applications for Equivalence

7.2.1 The following academic staff are eligible to apply for equivalency:

a. Current staff applying to take on a new role or duties which require a higher-level qualification than what they hold in their current position.

b. Prospective staff applying for a position who don't meet the qualification requirements outlined in 4.1a.

7.2.2 Applicants are encouraged to meet with the Academic Director prior to applying. Staff will also be referred to the Scholarly Activity Policy and Procedures, Appendix B: Scholarly Activities, for further examples of evidence to meet the criteria outlined in 7.1.1.

7.2.3 Applications, including supporting documentation, are to be submitted using the online form.

7.3 Assessment of Qualification Equivalence

7.3.1 Academic staff and prospective academic staff who do not meet the qualification requirements outlined in 4.1a may apply for equivalence based on a combination of academic, professional, or practice-based experience and expertise.

7.3.2 Applications will be assessed by the Qualifications Equivalency Panel (QEP) comprising the Academic Director, an Academic Leader (Head of Department or Coordinator), and an Academic Board member who holds the position of External Academic.

7.3.3 At least two of the three QEP members must possess the qualification level against which they are assessing equivalency.

7.3.4 The Academic Director will appoint the QEP and provide members with the application within five working days of receiving it.

7.3.5 The QEP will assess the application within ten working days of receiving it.

7.3.6 The Academic Director will notify the applicant of the outcome of their application in writing within two working days of it being finalised. The decision notification will include the QEP's feedback on why the application was or was not successful.

8. Related Documents

H005 Staff Scholarly Activity Policy and Procedures
Australian Qualifications Framework

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APPENDIX A: Policy Amendments

1. Version 1: Approved by the Academic Board on 11 June 2014.
2. Version 2: Updates to 5.4 Minimum Qualifications to provide separate categories for Studio and Art History & Theory units. Approved by Academic Board 2 August 2016.
3. Version 3: Updates to 1. Introduction, updates to information on Equivalency and restructure of content. Approved by the Academic Board on 1 May 2018.
4. Version 4: Updated definition of Original and Creative Work from the ERA 2018 Submission Guidelines. Removal of transition arrangements for staff from 2014 – 2019. New exclusion added under 4.2.2 for staff teaching Level 1 and 2 of the BVA. Approved by the Board of Governors on 3 May 2021.
5. Version 5: Major revision of the minimum requirements and the process for applying for equivalency based on expert feedback, benchmarking with comparable policies, and the TEQSA Guidance note. Approved by the Board of Governors 29 July 2024.