

## ***IBIBS Scholarly Activity Methodology***

### **1. Overview**

Investment Banking Institute Business School Pty Ltd (“IBIBS” or “the Institution”) is committed to nurturing a culture of scholarship throughout the academic staff of the Institution.

As stated in IBIBS policies referring to academic freedom and free intellectual inquiry the Institution expects its academic staff to exhibit a strong commitment to scholarship and the professional expectations of their academic disciplines. The pursuit of knowledge through intellectual inquiry is highly valued as a mark of institutional excellence.

Scholarship is demonstrated through a range of scholarly activity undertaken by the Institution’s academic staff and is overseen by the Higher Education Board and supported by the Dean of Studies and Program Coordinators.

A commitment to scholarship is a joint responsibility shared by individual staff members, managers and supervisors, and the Institution. Individual staff members are encouraged to seek appropriate opportunities for scholarship both within the Institution and externally.

### **2. Scholarship**

It is a normal part of the duties of academic staff of higher education institutions to undertake scholarly activity which extends the boundaries of knowledge and understanding in their disciplines or extends their own scholarship and understandings. It is also a normal expectation that academic staff will use the information and understandings that they achieve through this scholarly activity to prepare articles for publication in journals or through conferences where their ideas and findings can be discussed and critiqued by other experts in their fields, or to assist other practitioners in their discipline and profession to continue to develop their own professionalism.

While research, the ‘extension of the boundaries of knowledge’, and professional dialogue are a normal part of the work of academic staff in a higher education institution, the Institution is primarily a teaching institution and therefore scholarship will be focussed on improving the teaching and learning environment and the Institution’s courses.

Scholarly activity may be done by an individual alone or could be done in collaboration with other members of staff or with senior students.

While scholarship is an integral part of the duties of academic staff some general staff members, particularly at senior levels, may, with the approval of their manager, undertake scholarly activities. Approval for particular projects will be given in consideration of their relevance to the Institution’s operational needs and the staff member’s normal duties.

### **3. Examples of scholarly activity**

Scholarly activity may take a number of forms and the following examples of scholarship which may be supported by the Institution are illustrative and not intended to be exhaustive:

#### **3.1 Courses, conferences and seminars**

The Institution provides in-house academic training sessions and workshops to all full-time, part-time and sessional academic staff and encourages attendance at short courses, conferences and seminars.

#### **3.2 Publication**

The Institution supports the preparation of articles for peer review and publication in journals or through conferences where ideas and findings can be discussed and critiqued.

#### **3.3 Professional practice**

The Institution supports all staff to be active in professional associations and industry groups associated with their area of expertise as a means of maintaining industry currency.

#### **3.4 Curriculum development**

Academic staff may be involved in teaching, learning and curriculum development projects.

#### **3.5 Secondment**

A member of academic staff may be seconded to another part of the Institution or to an external organisation. This may include industrial exchanges to enhance professional currency.

#### **3.6 Research and further relevant qualifications**

It is important to the Institution that research activity is recognised, and therefore academic staff may be assisted in relevant research projects with resources and in-kind support. Staff are also encouraged and supported to gain further qualifications relevant to their areas of teaching expertise and full-time staff may be given time off from other duties to attend course related activity and examinations.

#### **3.7 Opportunities for professional development**

For the purposes of this policy scholarly activity will embrace opportunities for professional development to enhance staff members' skills, especially to support the teaching and learning environment.

### **4. Allocation of a budget to support scholarship**

The Institution will allocate an amount in the annual budget, proposed by the Higher Education Board to the Board of Management, to support scholarship. As a benchmark, this amount will be no less than 5% of total salaries of academic staff. The Higher Education Board and Dean of Studies will ensure equity of access for all staff when allocating resources for scholarly activity.

## **5. Planning for scholarly activity**

The Dean of Studies will include scholarly activity as an agenda item for all academic staff meetings. Opportunities for scholarly activity will be discussed and academic staff can share aspects of their current scholarly activity with colleagues. These discussions will provide mutual support and encouragement for the development of scholarly activity among all staff, provide a collegiate form of mutual accountability for the quality of scholarly activity, and nurture a commitment to scholarly activity that will ultimately become part of the ongoing culture of the Institution into which new staff are inducted.

All academic staff members must submit to the Dean of Studies an annual plan for scholarly activity commensurate with their teaching load, and in the case of permanent staff, at least equivalent to the stated percentage of their time fraction for employment. The plan should demonstrate how the proposed scholarly activity advances the Institution and in particular teaching and learning.

The Dean of Studies will provide mentorship and advice to academic staff regarding their proposed scholarly activities including an indication of any financial contribution that might be offered by the Institution. The outcomes of the plan will be discussed as part of the staff member's annual performance review.

## **6. Application for support to undertake scholarly activity**

A member of staff who wishes to seek support to undertake scholarly activity is required to make an application to the Dean of Studies outlining the support required and financial contribution expected of the Institution. Levels of support available and financial support will be discussed with the applicant following receipt of their request to undertake scholarly activity.

The Dean of Studies will assess the request within the budgetary parameters and advise the staff member of the level of support that will be provided. The Dean of Studies may also approve leave of absence for academic staff to undertake scholarly activity.

## **7. Monitoring scholarly activity**

The Dean of Studies will monitor the scholarly activity of all academic staff to ensure an appropriate level of scholarship is maintained throughout the Institution. Each member of academic staff is required to undertake a professional development and scholarly activity self-assessment at the end of each academic year and complete the required form.

Based on these individual self-assessments the Dean of Studies will prepare an annual report detailing scholarly activity undertaken by staff during the calendar year. The report will include data on the types of scholarly activity undertaken, individuals who have undertaken scholarly activity and the Institution's contribution financially and in-kind measured against the allocated budget. The report will be presented to the Higher Education Board at its first meeting of the academic year.

The Higher Education Board will in turn include a summary of scholarly activity as part of its next report to the Board of Management.

## **8. Related documentation**

- Academic Staff Professional Development and Scholarly Activity Self-Assessment Form