



SCHOLARLY ACTIVITY AND PROFESSIONAL DEVELOPMENT POLICY

Purpose

To set out guidelines for ensuring and demonstrating on-going scholarly activity and professional development by AIB's academic staff.

Scope

AIB academic staff including full-time and part-time, continuing and casual, onshore and offshore staff.

Definitions

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

Details

1. Background

- 1.1 AIB is committed to the principle of scholarship among its academic staff and supports scholarly activity for AIB academics.
- 1.2 While AIB offers coursework and research degrees, the majority of AIB's academic staff are involved in coursework degrees and are primarily in a teaching role. Hence, while a proportion of AIB academics (including research degree supervisors) are involved in 'discovery' and traditional research as demonstrated through peer-reviewed journal publication, other members of the AIB academic staff are primarily involved in other areas of scholarship, including 'integration', 'application' and 'teaching'. In addition, AIB's vision and mission highlights the practical nature of AIB degrees. Therefore, the majority of scholarly activities undertaken by AIB academics are designed to keep academics up-to-date in their discipline knowledge, with a sound understanding of professional practice and familiar with relevant teaching and learning principles.
- 1.3 Scholarship can be completed as an individual activity or can be done in collaboration with others. Scholarship activities can be undertaken within AIB or externally.
- 1.4 While scholarship is a standard and expected part of the duties and responsibilities of an academic staff member, scholarly activities may also be undertaken by non-academic staff. Scholarship by non-academics requires approval of the relevant manager and is normally related to the operational needs of AIB and to the staff member's regular duties.

2. Examples of scholarship

- 2.1 Scholarship can take a number of forms and academic staff are expected to take responsibility to be involved in scholarly activities which may include (but are not limited to):

- (a) Engagement with professional practice (e.g. employment, membership of professional associations, participation in industry events)
- (b) Participation in relevant training, workshops, seminars conferences
- (c) Participation in an academic Community of Practice
- (d) Involvement in curriculum development and in curriculum and subject review
- (e) Development and review of learning materials and other teaching materials
- (f) Interaction with other higher education providers (e.g. benchmarking, moderation, advisory committee)
- (g) Publication (e.g. peer-reviewed journals, professional and industry journals)
- (h) Study towards relevant higher qualifications
- (i) Research (e.g. conducting research, supervision)
- (j) Casual employment at other higher education providers (particularly for casual and part-time staff)

3. Funding scholarship

3.1 AIB will allocate funds in its annual budget to support scholarship, particularly for continuing full-time academic staff. Academic Board and the Academic Director will ensure scholarship funding is used in an equitable manner. Scholarship funding may be available for (but is not limited to):

- (a) Membership fees for relevant professional associations
- (b) Workshops at AIB delivered by external experts (including travel, accommodation, fee)
- (c) Attendance by AIB academics at relevant external professional seminars or academic conferences (including funding towards travel, accommodation, registration fee)
- (d) Sponsoring (partially or in full) academics studying towards relevant higher qualifications

4. Planning scholarship

4.1 Scholarship of continuing full-time staff is discussed at academic staff meetings to help academics identify opportunities for scholarship and share outcomes of scholarly activity. Such regular discussion provides support and encouragement for scholarship, helps normalise scholarly activity and creates a scholarly collegiality among academic staff.

4.2 All academic staff discuss their individual scholarship plans at least once a year with the Academic Director (or other senior academic) including the need for and availability of financial support.

5. Monitoring scholarship

5.1 Scholarship, particularly in relation to continuing full-time staff, is monitored by the Academic Director to ensure an appropriate level of scholarship is maintained.

5.2 The Academic Director prepares an annual report on AIB scholarship for Academic Board. The report will report on the types of activities undertaken, the individuals engaged in scholarly activities and the funds contributed by AIB to support the scholarly activities.

5.3 An annual summary of scholarly activity is presented to the Board of Directors.

Related Policies:

Research and Research Degrees Policy

Related Forms:

Scholarly Activity and Professional Development Form

Responsibility:

Academic Director

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