



Academic Staff Development Policy and Procedures

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Policy

1. Introduction

1.1 One of Unitec's primary strategic initiatives is:

"To ensure that the quality of teaching and learning at Unitec is continuously enhanced, by:

promoting currency and excellence in teaching practice through mandatory educational development for all academic staff, with appropriate incentives."

[Excerpt from Vision for a Decade]

To achieve this strategic initiative, this approved policy outlines the requirements for academic staff in terms of enhancing the quality of their teaching throughout their time at Unitec.

2. Educational Development for New Academic Staff

2.1 New permanent full-time and proportional staff and staff on fixed term contracts for a period of two years or more are required to complete:

- 45 credits of study towards the Graduate Diploma in Higher Education
OR
- the equivalent

within the first two years of employment at Unitec.

2.2 Use of Leave to Obtain Teaching Qualification Requirements

It is expected that lecturers will use professional development and discretionary leave (for staff on the academic collective employment contract) and academic development leave (for staff on the academic individual employment contract) to meet the teaching qualification requirement outlined in 2.1.

2.3 Assessment of Prior Learning (APL)

Academic staff may wish to apply for an assessment of their prior skills and experience to meet some or all of the requirement outlined in 2.1. APL can only be undertaken by validated members of the Community Development (Education discipline) Practice Pathway Group (PPG).

2.4 Teaching Qualification Requirements and Monitoring

Before academic staff can complete monitoring and be given tenured status the requirements outlined in 2.1 must be met and validated by the Community Development PPG or a plan for completion agreed to. Human Resources will be responsible for ensuring this occurs.

3. Teaching Qualification Requirements for Career Progression

(Refer to Unitec's [HR9 Salary Progression for Academic Staff Policy](#) and [HR2 Senior Academic Appointments and Promotions Policy](#))

3.1 Teaching Qualification Requirements to become a Senior Academic Staff Member

Before academic staff can be granted promotion to Senior Academic Staff Member status they must have:

- completed the requirements of 2.1 above
- developed a current well defined "Staff Development Plan".

4. Mandatory Educational Development for all Tenured Academic Staff

4.1 Minimum Requirement for Educational Development

To enhance the professionalism and importance of educational teaching excellence, all tenured academic staff are required to undertake educational professional development of a minimum of 30 hours annually.

4.2 Interpretation

For the purposes of this section “Educational Professional Development” includes those activities which extend the educational knowledge, pedagogy, skills and attitudes of the academic staff and which inform their curriculum development, teaching and/or research.

This policy should be read in conjunction with Unitec’s [HR9 Salary Progression for Academic Staff Policy](#) and [HR2 Senior Academic Appointments and Promotions Policy](#).

5. General

The Chief Operating Officer has the delegated authority to update any forms or appendices associated with this policy.

Revision History (*Office use only – this will be added as part of the policy management process*).

Version	Issue Date	Reason for Revision	Approved by
1	06/1999	First edition – new policy document.	Senior Management Team
1.1	01/2007	Placed into new policy template – Minor update.	Registrar
1.2	12/2008	Nomenclature changes to reflect change in organisational structure – Minor update.	Registrar
1.3	18/04/2012	Incorrect content from Section 2.4 removed – Minor update. Note: This policy still requires formal review and update.	Director, Human Resources
2	May 2016	To reflect changes in organisational structure	Manager Human Resource Services