

PROFESSIONAL DEVELOPMENT OF ACADEMIC STAFF POLICY

Purpose

This policy describes the principles guiding the approach to the professional development of academic staff at the Australian Institute of Business (AIB).

Scope

This policy applies to academic staff at AIB employed on permanent, fixed term and casual/sessional basis.

Definitions

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

Policy

AIB is committed to enabling the continuing development of academic staff to support the design and delivery of contemporary curricula, informed by contemporary theory and best practice. The principles informing AIB support for professional development are:

- (a) Professional development serves institutional goals as well as supporting individual professional and career development and skills enhancement.
- (b) It is a requirement for Academic staff to undertake regular professional development. AIB will encourage and support appropriate participation and may provide academic professional development funding to assist with this.
- (c) Active engagement in the scholarship of teaching and learning, and research will be supported in the interests of students, Candidates, and staff.
- (d) Training for HDR supervisors includes a mandatory supervisor induction program, ongoing professional development, and specific workshops.
- (e) The relevant Associate Deans and Academic Dean are responsible for ensuring that staff are provided with appropriate opportunities for professional development and are aware of the formal application and approval processes.
- (f) Professional development provided by AIB will be made available in multiple modes, as appropriate and to enable access for all staff, including online and face-to-face delivery.
- (g) Professional development will be made available both internally through activities such as academic seminars, workshops, roundtables, Candidate supervisory training, subject Peer-to-Peer Reviews, sharing of best practice webinars, and internal conferences; as well as through access to external programs including professional bodies or educational institutional webinars or workshops, short courses and seminars as necessary and appropriate.

- (h) All academic staff are expected to conduct one Peer-to-Peer Review of a subject every two years as part of their professional development.
- (i) AIB values conferences and research participation for sharing staff best practice and engaging with experts. Opportunities are therefore provided for Conference and research project leave, with the expectation that learnings during the leave will contribute to the relevant field of study and staff will share their findings with AIB colleagues through the Seminar Series.
- (j) AIB will monitor and report on professional development activities and outcomes, primarily through annual Professional Development and Management Performance Reviews and the annual Scholarly Activity Report.
- (k) AIB will review annually the provision of internal and external professional development support for academic staff.
- (l) The Associate Deans and the Academic Dean ensure that professional development is included in regular performance review discussions for internal academics.

Related Policies and Procedures:

Academic Appointments and Academic Promotions [Policy](#)

Academic Freedom and Free Intellectual Inquiry [Policy](#)

Academic Quality Assurance [Framework](#)

Evaluation of Subject and Teaching [Policy](#)

Higher Degree by Research [Policy](#) and [Procedure](#)

Privacy [Policy and Procedure](#)

Research and Scholarship [Policy](#) and [Procedure](#)

Research Strategy and Framework (internal)

Related Legislation:

Higher Education Standards Framework (Threshold Standards) 2021

Responsibility:

Academic Dean

Current Status:	Version 2
Approved By:	Academic Board
Date of Approval:	10 December 2025
Effective From:	10 December 2025
Previous Versions:	14 September 2022
	12 April 2019
	Supersedes <i>Scholarly Activity and Professional Development Policy V2, 7 March 2017</i>
Date of Next Review:	10 December 2028