



Professional Development in Tertiary Teaching for Teaching Staff Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [People and Culture](#)

2. PURPOSE

To define the requirements for the continuous development of University teaching staff including sessional fellows, sessional staff and post-graduate students employed as sessional staff.

3. POLICY STATEMENT

3.1 The University will provide opportunities for staff in teaching roles to enhance teaching quality and assure the quality of teaching at Curtin.

3.2 All sessional fellows, casual academic staff and postgraduate students employed as casual academic staff in teaching roles will undertake a minimum of seven hours of professional development in teaching at the tertiary level. Subsequent contracts for sessional academic teaching may be dependent upon successful completion of the professional development program.

In recognition of the contribution of casual academic staff and in accordance with the value Curtin places on good teaching, casual academic staff will be paid for these training hours at the ASOR1 rate (i.e., other required academic activities) or ASOR2 where the employee possesses a relevant doctoral qualification.

3.3 All teaching staff (with the exception of casual academic staff as outlined in paragraph 3.2), regardless of length of service, will undertake a minimum of seven hours (pro-rata for casual academic staff) of professional development in tertiary teaching per annum. This will be identified and incorporated in staff work plans.

3.4 All staff as described in 3.2 and 3.3 and who are also 'new-to-Curtin' will complete, as part of the seven hours, the Professional Learning Essentials (PLE) modules.

3.5 Professional development will support the needs of staff, the University's learning and teaching priorities and be provided in a variety of modes.

4. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

The Heads of School are responsible for implementation and compliance monitoring of this policy in their work area.

5. SCOPE OF POLICY

This policy applies to all teaching staff employed for more than 12 hours per standard semester; and all postgraduate students employed as sessional staff.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Casual academic staff

Staff employed on a sessional or casual basis for more than 12 hours per semester.

New-to-Curtin

Staff who have been working with Curtin University in a teaching-related role for less than two years.

Professional development

A professional learning activity relevant to learning and teaching processes, practices, or scholarship. For example professional development activities which are relevant to learning and teaching and/or are in line with the learning and teaching strategic direction, as acknowledged by the Curtin Learning and Teaching. Some professional accreditation professional development may

be applicable but will be determined on a case-by-case basis.

Teaching staff

All staff employed on a casual/sessional academic, teaching focused and/or teaching research contract.

7. SUPPORTING PROCEDURES

Nil

8. RELATED DOCUMENTS/LINKS

[Staff Enterprise Agreement 2012 – 2016](#) – Section 56

[Staff Performance and Development Policy](#)

[Professional Development in Tertiary Teaching for Teaching Staff Guidelines](#)

Policy Compliance Officer	Beatrice Tucker , Director, Curtin Learning Institute
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Planning and Management Committee
Review Date	1 st April yyyy (5 years from date of approval)

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	30/06/2015	Planning and Management Committee	PMC 53/15	Attachment C to Item 15 (refer: Training in Tertiary Teaching for Sessional Staff Policy was rescinded)
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes