



Recruitment of Academic Staff Policy

Policy Area: Governance

Approval: Chairperson, Board of Directors

Signature:

Date:

1. PURPOSE

To ensure that academic staff recruited to Sheridan as full-time, part-time or as casual members to teach Sheridan Institute of Higher Education awards or supervise Sheridan research candidates will be well-qualified academically. The following policy articulates Sheridan requirements.

2. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Executive Principal
Distribution of policy:	Executive Principal
Implementation of policy:	Executive Principal, Academic Principal, Faculty, Board of Directors
Monitoring and compliance of policy:	Academic Council
Evaluation and recommendations for amendments:	Academic Council, Executive Principal, Faculty

3. QUALIFICATIONS REQUIRED FOR AWARDS

- Sheridan shall recruit academic staff in accordance with the AQF + 1 rule. That is, a lecturer must be qualified at least one AQF level above the AQF level of the unit being taught.

3.1. Undergraduate Diplomas (AQF level 5) or Level 100 units

- The teaching staff should be qualified at the level of a bachelor (AQF level 7) degree awarded by an approved and reputable institution in a relevant discipline.

3.2. Undergraduate degrees (AQF level 7)

- The appropriate qualification for lecturing shall normally be a masters by research (AQF level 9) degree awarded by an approved and reputable institution in a relevant discipline.
- An honours (AQF level 8) graduate could teach at foundational level in the graduate's area of specialisation.
- A masters by research (AQF level 9) candidate or doctorate (AQF level 10) candidate could teach at foundational level in their area of specialisation.
- A student engaged in the final stages of a masters by research (AQF level 9) degree or doctorate (AQF level 10) degree could teach at advanced level in their area of specialisation.
- Teachers who do not have an AQF level 9 research degree shall at least have an appropriate AQF level 8 or level 9 coursework degree, and have demonstrated, by publication or other experience, sufficient expertise in the discipline in which they are to lecture.

3.3. Honours, Graduate Certificates, Graduate Diplomas (AQF Level 8)

- The appropriate qualification for lecturing shall normally be a masters by research (AQF level 9) degree awarded by an approved and reputable institution in a relevant discipline.
- A student engaged in the final stages of a masters by research (AQF level 9) degree or doctorate (AQF level 10) degree could teach in their area of specialisation.
- Teachers who do not have a masters by research (AQF level 9) degree shall at least have an appropriate AQF level 9 coursework degree, and have demonstrated, by publication or other experience, sufficient expertise in the discipline in which they are to lecture.

3.4. Masters (AQF Level 9)

- The appropriate minimum qualification for lecturing shall normally be a doctorate (AQF level 10) degree, either research or professional, from an approved and reputable institution, in a relevant field, and are research active.
- Supervisors of research masters candidates will normally have a doctorate (AQF level 10) degree, either research or professional, from an approved and reputable institution, in a relevant field, and are research active.
- The proposed lecturer/supervisor should ordinarily have had several years of experience lecturing at the undergraduate degree level. Where this is not the case, special competence (evidenced, inter alia, by recent research, publication of articles in refereed journals or monographs) should be demonstrated in the proposed unit area.
- They should also demonstrate that individual supervision of master candidates would not place undue burdens on the staffing workload.

4. EQUIVALENCE TO THE AQF + 1 RULE FOR INDUSTRY PRACTITIONERS

- In rare and compelling circumstances, a lecturer who does not meet the AQF +1 rule may be appointed to teach a unit. Compelling circumstances may include, but are not necessarily limited to, the employment of an industry practitioner with specialist expertise, or the late withdrawal of a contracted lecturer from a unit.
- In circumstances such as these, the following equivalence requirements must be followed:

AQF Level	Equivalent Requirement for Industry Practitioners
Level 7 – for the purpose of teaching at Level 5 or 6	No equivalence. This is a minimum
Level 8 for the purpose of teaching at Level 7	Level 7 qualification. Current registration to practice if required for the profession AND 3 years’ relevant professional experience in the last 5 years
Level 9 for the purpose of teaching at Level 8	Level 8 qualification. Current registration to practice if required for the profession AND 5 years’ relevant professional experience in the last 10 years

<p>Level 10 for the purpose of teaching at Level 9</p>	<p>Level 9 qualification. Current registration to practice if required for the profession</p> <p>AND</p> <p>10 years' relevant professional experience with at least 5 of those years at a senior level</p> <p>OR</p> <p>Fellow of a relevant learned society. (Fellows of learned or professional societies will be considered to satisfy these equivalence guidelines only where such appointments are made to either honour exceptional achievement and/or service).</p>
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- Lecturers who are required to teach components or a course, but who have been recruited on the basis of equivalence to the AQF + 1 rule, must have their teaching guided and overseen by teachers who do meet the standard.

5. OTHER QUALIFICATIONS

- Supervising academics and teaching staff must have knowledge of recent developments in their field and be actively continuing scholarship or research in that field.
- Supervising academics and teaching staff must have skills in current teaching, learning and assessment principles for their: discipline, role, mode of delivery and needs of student cohorts.
- All academic staff shall be committed Christians and sign their assent to the Sheridan Confession of Faith.

6. MANAGING CONFLICTS OF INTEREST

6.1. Commitment

- SIHE recognises the importance of identifying and managing conflicts of interest that may arise from time to time when employing staff. Having an adequate strategy for managing conflicts of interest is necessary to ensure staff appointments are well made.
- SIHE does not discriminate for or against employing family members.

6.2. Operational controls

- SIHE will implement the following operational controls to control, disclose and avoid conflicts of interest in staff employment:

6.2.1. Identifying conflicts of interest

- It is the responsibility of the Executive Principal to identify conflicts of interest initially and on an ongoing basis when employing staff. The Executive Principal will make regular and thorough enquiry to identify all conflicts arising from the relationship of an employee. This involves the assistance of employees in identifying such relationships.
- SIHE directors will be aware of the potential for conflicts, and have responsibility to recognise particular individual conflicts as they arise.

6.2.2. Implementation of response to conflicts of interest

- After assessment and evaluation, the conflict must be disclosed to the prospective employee, and the affected staff member and prospective employee provided with an explanation as to how the conflict has been managed.
- The responses will be recorded in the relevant register and be recorded in the minutes at the relevant meeting.

6.2.3. Guidelines for disclosing conflicts of interest

- "Disclosure" in this sense means providing enough details in a clear, concise and effective form to allow investors to make an informed decision about how the conflict may affect the employment of the person.
- Disclosure alone might not be sufficient way to manage conflicts of interest in some circumstances. In those cases, SIHE will provide clarity and transparency in all of its dealings with disclosure of conflicts.
- Where a conflict is identified the disclosure will:
 - a. be timely, prominent, specific and meaningful
 - a. identify the relationship to which the disclosed conflict refers.
 - b. occur before or when the relevant event affected by the conflict is to occur, at a time that allows the recipient of the disclosure reasonable time to assess the effect of the conflict

6.2.4. Reporting and monitoring disclosures of conflicts of interest

- The Board of SIHE will have the primary responsibility for monitoring compliance with the policies for managing conflicts of interest in employment. This responsibility will generally be delegated to the Executive Principal who will evaluate whether identified conflicts of interest are being managed adequately as needed.
- The Executive Principal will report all conflicts identified to the next relevant Board or Committee meeting.
- The Conflicts of Interest Register will be maintained by the Secretary. The Register will record conflicts of interest that arise which affect representatives of SIHE.

7. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title:	Recruitment of Academic Staff Policy
Source Documents:	<i>Adapted from:</i> Australian College of Theology Recruitment of Academic Staff Policy Eastern College Faculty Equivalence Policy
Associated Internal Documents:	Confession of Faith Verification of Qualifications Policy
Associated External Documents	Australian Qualifications Framework 2021 Higher Education Standards Framework
Authorised Officer:	Chair, Board of Directors
Approved by:	Mr Michael Smith
Date of Approval:	8 December 2021
Next Review Before:	October 2022

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	30 May 2011	N/A	Draft prepared for Sheridan College and Vose College of Higher Education
0.02	29 Jan 2013	N/A	Revised by Sheridan College Board subcommittee for Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 7.2d Recruitment of Academic Staff Policy
1.01	16 Dec 2014	Chairperson, Board of Directors	Change to version control box
1.02	1 June 2017	Chairperson, Board of Directors	Minor edits to comply with Threshold standards
1.03	5 Oct 2020	Executive Principal	Minor edits to reflect the name change of Sheridan Institute of Higher Education
2.00	14 Oct 2021	Chair, Board of Directors	Reorganisation of Section 3 Introduction of new section: Equivalence to the AQF+1 Rule
2.01	8 Dec 2021	Chair, Board of Directors	Further revision to Equivalence section, based on recommendations of Academic Council Addition of Section 6: Managing Conflicts of Interest
2.02	14 Sep 2022	Chair, Board of Directors	Section 7: Addition of new Associated External Documents