

# Academic Staff Qualifications Policy

## Purpose

1. This Policy outlines the framework under which Global Higher Education (GHE) ensures that academic staff delivering courses to students are appropriately qualified to do so by:
  - a) setting minimum qualifications for the recruitment of academic staff;
  - b) assessing the equivalency of professional experience with academic qualifications for academic staff applicants that do not possess the usual minimum qualification as defined in the *Threshold Standards*.

In doing so, GHE demonstrates its commitment to upholding academic quality in its courses and compliance with the *Higher Education Standards Framework (Threshold Standards) 2021*.

## Scope

2. This Policy applies to the qualifications, and assessment of equivalence for, all academic staff teaching and assessing units in GHE's courses.
3. Other provisions in relation to the recruitment of academic staff are in the **Human Resources Framework**.

## Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

## Suite documents

5. This Policy is linked to the following suite documents:
  - a) Academic Staff Qualifications Procedure;
  - b) Academic Staff Qualifications Procedure - Schedule One: Criteria for Assessing Equivalence of Professional Experience to AQF Levels.

## Policy

### Principles

6. GHE recognises that:
  - a) the qualifications and broader credentials of academic staff are critical in assuring the quality of its courses;
  - b) professionally qualified staff are critical to providing a rich and career-oriented learning environment and that relevant professional skills may complement academic qualifications when determining the suitability of an individual to teach in GHE's courses.
7. To ensure that all staff with responsibility for academic oversight and teaching and supervisory roles are qualified to deliver GHE courses or units of study, the following criteria should normally be met by applicants:
  - a) hold knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice;

- b) have skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts;
  - c) hold a qualification in a relevant discipline at least one level higher than is awarded for the course in which they are teaching, or equivalent relevant and one level higher academic or professional or practice-based experience and expertise.
8. GHE will ensure that applicants for specialised roles such as experienced practitioners and teachers undergoing training, who may not fully meet the standard for knowledge, skills and qualification or experience required for teaching or supervision, have their teaching guided and overseen by staff who meet or exceed the minimum specifications.
  9. Only staff who meet the minimum specifications can have responsibility for the content or summative assessment of a unit or course.
  10. The need for demonstrated equivalence does not apply to occasional guest lecturers but such individuals must be able to bring a level of knowledge and expertise which will add value to the teaching of the relevant discipline area.
  11. Where an existing or new staff member does not hold the requisite qualification or meet the criteria for professional equivalence a dedicated professional development plan and supervision arrangements will be put in place for that staff member until it is deemed that the required standard has been met.
  12. Full documentation will be stored according to the **Records and Data Management Policy** of any instances where professional equivalence has been determined for individuals.

## Associated information

<b>Related Internal Documents</b>	Academic Staff Qualifications Procedure and Schedule One: Criteria for Assessing Equivalence of Professional Experience to AQF Levels. Assessment Policy Course Design Policy Human Resources Framework Quality Assurance Policy Records and Data Management Policy Staff Scholarship Policy Glossary of Terms
<b>Related Legislation, Standards and Codes</b>	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Australian Qualifications Framework</i> TEQSA Guidance Note: <i>Determining Equivalence of Professional Experience and Academic Qualifications, Version 2.2</i>
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## Change history

<b>Version Control</b>	Version 1.2	
<b>Change Summary</b>	18-May-20	v1.0 Draft approved by Academic Board (AB) 27-Apr-20 and endorsed by Board of Directors 5-Jun-20 with administrative updates
	27-Jul-20	V1.1 administrative updates
	9-Oct-23	V1.2 administrative updates following TEQSA registration

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