

ACADEMIC QUALIFICATIONS AND PROFESSIONAL EXPERIENCE PROCEDURE

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Parent Policy	Academic Qualifications and Professional Experience Policy		
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Governing Authority	Head of School		
Responsible Officer	Manager Student and Academic Services		
Related Documents	Teaching and Learning Framework Scholarship and Research Policy (and related Procedure) Staff Recruitment and Selection Procedure Workforce Plan Staff Grievances Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011)		

* Unless otherwise indicated, this Procedure will still apply beyond the review date.

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Version Control

Version #	Date	Author	Key changes
1.0	19/12/2019	A Noack	Approved by General Manager (with Academic Board amendments)

1. PURPOSE

1.1 The Academic Qualifications and Professional Experience Procedure sets out processes to ensure the academic staffing for each course provides the level and extent of academic oversight and teaching capacity needed to lead students in intellectual inquiry and to assess the professional experience of academic staff and its equivalence to Australian Qualification Framework (AQF) qualification levels at Adelaide Institute of Higher Education (AIHE).

2. SCOPE

2.1 This Procedure applies to all academic staff (including prospective academic staff) involved in teaching, academic supervisory roles, or the design, delivery and assessment of AIHE coursework courses and subjects.

3. EMPLOYMENT OF APPROPRIATELY QUALIFIED STAFF

3.1 The Head of School is responsible for employment of appropriately qualified academic staff and must be satisfied that their qualifications and experience meet AIHE's requirements.

3.2 Where prospective academic staff do not have the required AQF level for teaching in a course, the relevant Head of School will make a determination of professional experience equivalence.

4. ASSESSING PROFESSIONAL EQUIVALENCE TO TEACH COURSEWORK COURSES

4.1 The Head of School will use Appendix A: Guidelines for Assessing Professional Experience Equivalence¹ to assess professional experience equivalence.

4.2 The Head of School will document their determination and advise the prospective academic staff member and Human Resources Manager.

4.3 Where it is determined that there are insufficient academic qualifications and professional experience equivalence the prospective academic staff member will not be employed.

5. COMPLIANCE, MONITORING AND REVIEW

5.1 The Human Resources Manager will maintain the Register of Academic Qualifications and Professional Equivalence to provide documentary evidence of assessment of equivalent professional experience when a decision is made to employ an academic staff member who does not meet AIHE's requirements for academic qualifications.

5.2 Academic Board will be informed about academic qualifications and professional experience in the scheduled annual reporting of academic staff profile and qualifications as set out in the Standing Reports to Academic Board.

6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.

¹ Refer Appendix A in PLA21 Academic Qualifications and Professional Experience Policy