Alphacrucis University College

Faculty Scholarship Policy

Effective Date: 2026.10.26
Last Reviewed: 2026.10.26
Version: v1 2026.10.26

1. Purpose

The purpose of this policy is to define faculty scholarship, establish expectations for scholarly engagement, and identify the responsibilities and processes for documenting, reviewing and reporting scholarship at AC.

2. Scope

This policy applies to all AC academic staff in teaching and/or research appointments. Honorary faculty with teaching or research responsibilities are included.

3. Definitions

3.1. **Scholarship**: Activities concerned with gaining new or improved understanding, appreciation or insight into a field of knowledge, or engaging with and keeping up to date with advances in the field.

3.2. **Faculty**: AC teaching and/or research staff, including honorary faculty with teaching and research responsibilities.

3.3. **Supervisor**: The faculty member's line manager or, for honorary faculty, the person responsible for overseeing their academic appointment.

3.4. This policy distinguishes research from scholarship in accordance with TEQSA's usage: research is directed to the creation of new knowledge or the new and creative use of existing knowledge, while scholarship refers more broadly to activities that develop, maintain, apply or transmit advanced understanding in a field, including through teaching, learning, research training and professional practice.

4. Policy Statement

4.1. Faculty are expected to undertake scholarship appropriate to their roles and responsibilities, maintaining currency in their disciplines and using disciplinary knowledge to inform their teaching, research training and professional practice.

4.2. AC supports faculty scholarship by providing opportunities, resources and support appropriate to faculty members' roles and responsibilities.

4.3. Faculty must maintain accurate and up-to-date scholarship records in AC's designated database and must participate in the annual scholarship review process. Scholarship data may be used to inform academic promotions, workload allocations and performance appraisals.

4.4. Scholarship encompasses a broad range of activities that develop disciplinary knowledge and understanding and inform teaching, research training or professional practice. These include engagement with current research, scholarly discussion, professional learning, curriculum development and the production of research and other scholarly outputs.

5. Roles and Responsibilities

5.1. **Supervisors** are responsible for supporting faculty to undertake scholarly activities appropriate to their roles and responsibilities; and reviewing faculty scholarship activities and goals as part of the annual performance appraisal process.

5.2. **Faculty** are responsible for undertaking scholarly activities appropriate to their roles to maintain and develop currency in their relevant disciplines; maintaining accurate and up-to-date records of their scholarly activities in AC's designated database; and participating in the annual scholarship review process.

5.3. **The Research Office** is responsible for managing AC's scholarship database and providing guidance and support to faculty in maintaining their records; undertaking quality control of scholarship data, including checking its completeness, accuracy and consistency; administering the annual scholarship review in conjunction with annual performance appraisals; and preparing institutional scholarship reports under the oversight of the DVP Research.

5.4. **The DVP Research** is responsible for overseeing the implementation of this policy and AC's processes for collecting, reviewing and reporting scholarship data; and ensuring that these processes support institutional quality assurance, academic development and relevant reporting requirements.

6. Procedures

6.1. Maintaining scholarship records

6.1.1. Faculty must update their own scholarship records in AC's designated database throughout the year.

6.2. Annual scholarship review

6.2.1. The Research Office will administer an annual scholarship review aligned with the performance appraisal cycle. Faculty must check their records for accuracy and completeness, and must ensure that any corrections or additions are provided.

6.3. Data quality

6.3.1. The Research Office will check scholarship records for completeness, accuracy and consistency and will seek clarification or corrections from faculty where required. Faculty remain responsible for the accuracy of their records.

6.4. Performance appraisal

6.4.1. The faculty member and supervisor will review scholarship activities as part of the annual performance appraisal. Scholarship priorities and any agreed development or support needs for the following year will be documented through the appraisal process.

6.5. Institutional reporting

6.5.1. The Research Office will prepare institutional reports using scholarship data under the oversight of the DVP Research. These reports will inform institutional planning and monitoring of scholarship across disciplines and courses.

7. Responsible for Implementation

7.1. DVP Research.

8. Related AC Policies or Documents, Standards and Legislations

8.1. AC Policies or Documents

This policy is to be read in conjunction with the following AC policies available at https://ww1.ac.edu.au/ppm/

8.1.1. Research Policy;
8.1.2. Academic Promotions Policy;
8.1.3. Staff Management Policy;
8.1.4. Higher Education Faculty Register Policy;
8.1.5. Higher Education Subject Development, Delivery and Review Policy.

8.2. Relevant Standards and Legislation

8.2.1. Higher Education Standards Framework (Threshold Standards) 2021;
8.2.2. TEQSA Guidance Note on Scholarship.

9. Review and Revision

This policy will be reviewed by the DVP Research on a regular basis in accordance with the *Policy Development and Review Policy*. Any proposed changes will be tabled at the Research Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

10. History of Approval and Amendments

Policy owner	DVP Research
Policy category	Research
Policy status	Approved
Approval Body	Academic Board
Endorsement Body	Research Committee
Approval Date	2026.10.26
Last Review Date	2026.10.26
History of Policy Amendments	
v1 2026.10.26	New policy - differentiated from the Research and Scholarship Policy, per Academic Board's request

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

N/A