



Higher Education Faculty Register Policy

Effective Date: 2022.12.20

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1. Purpose

This policy outlines the procedures regarding the Alphacrucis University College (AC) Higher Education (HE) Faculty Register and defines the qualifications and/or professional experience required to be a HE faculty member at AC campuses and Higher Education Third Parties (HETPs).

2. Scope

All campuses and HETPs

All HE courses of study

3. Policy

- 3.1. AC maintains an AC Higher Education Faculty Register which contains the profiles of suitably qualified lecturers, their approved subject areas, research, scholarship, professional development, and supervision information. The Register is overseen by the Quality Assurance Department using AC's Online Faculty Profiles, which is owned by the Deputy Vice President (DVP) Faculty.
- 3.2. AC and HETP faculty with primary instructional responsibility for a subject are to be qualified, in a relevant field, to at least one Australian Qualification Framework (AQF) qualification level higher than the subject being taught (AQF+1) or are to demonstrate equivalent professional experience. Occasional guest or associate lecturers under supervision, professional experience mentors, and subject tutors and markers under supervision, are exempt from this requirement. In this case, the relevant Head of School may appoint a supervisor to oversee the teaching and/or moderation of a sample of graded assessments to ensure teaching and assessment practices are at the expected academic standard.
- 3.3. Subject Coordinators should always be AQF+1 to the subject they coordinate. Teaching faculty will demonstrate continuing scholarship that informs their teaching.
- 3.4. Teaching faculty may be appointed, even though they do not hold qualifications at least one AQF level higher than the subject being taught, providing they can demonstrate a satisfactory combination of academic knowledge and professional experience in order to provide the most benefit to students.

3.5. Professional Equivalence Criteria

- 3.5.1. The following are the minimum criteria for professional experience equivalence:
 - 3.5.1.1. Professional experience must be current and relevant to the subject being taught;
 - 3.5.1.2. Heads of School are responsible for employment of HE academic staff and therefore must be satisfied that the professional experience will provide relevant staff with the appropriate level of skills, knowledge and application of skills and knowledge. This responsibility may be delegated to a Head of Discipline or similar;
 - 3.5.1.3. The assessment of the professional experience of an individual should be based on demonstrable expertise. Examples of demonstrable expertise include:
 - a. Previous teaching experience in the field of expertise at a recognised Australian tertiary higher education provider or international higher education provider of equivalent standard;
 - b. leadership in the development of professional standards or participation in relevant boards, advisory board and professional networks;



- c. relevant industry experience in a role that requires higher order judgement and the provision of expert advice, or a role at a senior level;
- d. managing significant projects in the field of expertise;
- e. testimonials, awards or other recognition that acknowledges leadership or expertise in the field of study;
- f. contributions in the field of study through participation in advisory boards and professional networks;
- g. peer reviewed publications in the field of study; other reputable publications such as books and reports;
- h. leadership or management of research in relevant field/s acknowledged by peers.

3.5.1.4. The Subject Coordinator for each subject is available for provision of advice during the delivery of the subject.

3.6. General Guidelines for Assessing Professional Equivalence

AQF level to be taught	Equivalence
Level 5 – Diploma	Level 7 or above is generally expected without relying on professional experience.
Level 7 - Bachelor	Level 7 qualification and current registration (if applicable) to practice within the relevant profession; Plus either: Three years relevant professional experience in the last five years; OR Study in a relevant Level 8 course or above plus some relevant professional experience, together totalling three years.
Level 8 - Honours, Graduate Certificates, Graduate Diplomas	Level 8 qualification and current registration (if applicable) to practice within the relevant profession; Plus either: Three years relevant professional experience in the last five years; OR Study in a relevant Level 9 course or above, plus some relevant professional experience, together totalling three years.
Level 9 - Masters by research or coursework	Level 9 qualification and current registration (if applicable) to practice within the relevant profession; Plus either: Five years relevant professional experience in the last ten years; OR



AQF level to be taught	Equivalence
	Study in a relevant doctoral program plus some relevant professional experience, together totalling five years.
Level 10 - Doctorate by research or coursework	<i>This does not allow principal supervision of a doctoral student</i> Level 9 qualification and current registration (if applicable) to practice within the relevant profession; Plus either: A minimum of ten years FTE relevant professional experience with at least five of those years at a senior level; OR Confirmed candidature in a relevant doctoral program plus some relevant professional experience together totalling ten years.

4. Procedures

Faculty, HDR Supervisors or potential lecturers may apply to be admitted to the AC HE Faculty Register and thereby deliver approved subjects or supervise research students as required. To be admitted to the Faculty Register, the following steps must be followed:

4.1. Apply to the Appropriate Head of School or Delegated Representative

- 4.1.1. Faculty, HDR Supervisors or potential lecturers or assessors, including HETPs, are required to submit a copy of their CV and supporting documents (e.g., testamurs), through the Faculty Operation system to the appropriate Head of School. This requires a summary of their qualifications, relevant research and scholarship activity, teaching experience, and relevant industry and professional experience.
- 4.1.2. The Head of School or delegated representative reviews the application and either approves, declines or refers the application. In situations of uncertainty, the Head of School can consult relevant colleagues and peers.
- 4.1.3. If a lecturer or other faculty member is being appointed on the basis of professional equivalence, this appointment must be approved in advance by the appropriate Head of School before an employment contract is issued.
- 4.1.4. If the application is declined or if the applicant is dissatisfied with the outcome, the applicant may discuss the decision with the Head of School. Following the discussion, the Head of School may invite the applicant to re-apply. The Head of School may seek advice from the Deputy Vice President Faculty, or other appropriate colleagues when reviewing the application.

4.2. Update the HE Faculty Register

- 4.2.1. The Guidelines for Creating and Maintaining Faculty Profiles outline the procedures for updating the faculty register with new AC and HETP faculty members, including sessional faculty and external HDR supervisors.
- 4.2.2. A faculty member's approved subject area/s can only be created, changed, or updated upon Head of School or delegated representative approval.
- 4.2.3. All faculty, HDR supervisors, including sessional staff and HETP faculty, should review their profiles twice per year to maintain the currency of their profiles, and to update their research output, scholarship, supervision and professional development activities.



4.2.4. Occasional guest lecturers or markers under supervision are exempt from creating a Faculty Profile.

4.3. Using the HE Faculty Register

4.3.1. Profiles will be used as part of academic scheduling and workload allocation procedures. The Learning and Standards Department will use the faculty register to ensure teaching staff are appropriately qualified to deliver subjects allocated to them. AC's Research Department will use the profiles to appoint HDR supervisors who are research active, as well as report on faculty research output, scholarship activities and professional development.

4.4. Updating and Maintaining the HE Faculty Register

4.4.1. Faculty Operations will be responsible for updating and maintaining the HE Faculty Register.

5. Responsible for Implementation

5.1. Deputy Vice President – Faculty

6. Related AC Policies or Documents, Standards and Legislations

6.1. 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/>

- 6.1.1. Academic Promotions Policy;
- 6.1.2. Higher Education Subject Development, Delivery and Review Policy;
- 6.1.3. Honorary Positions and Degrees Policy;
- 6.1.4. Research and Scholarship Policy;
- 6.1.5. Research Supervision Policy;
- 6.1.6. Staff Grievance Resolution Policy;

6.2. Relevant Standards and Legislation

6.2.1. Higher Education Standards Framework 3.2; 4.2.2; 4.2.3.

7. Review and Revision

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

8. History of Approval and Amendments

Policy owner	Chair, Learning and Teaching Committee
Policy category	Academic: Learning and Teaching
Policy status	Approved
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Endorsement Body	Learning & Teaching Committee
Approval Date	2022.12.20
Last Review Date	2022.12.20



History of Policy Amendments	
V1 2022.12.20	
V1.1 2026.05.28	New Template

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

Appendices

N/A