



EXCELSIA
COLLEGE
— Sydney —

Document Name

STAFF PROFESSIONAL DEVELOPMENT POLICY

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Purpose

Excelsia College is committed to the provision of quality teaching, learning, scholarship and research. The Staff Professional Development Policy derives from the Strategic Plan and reflects the high value the College places on its staff as central to its endeavours. This policy aims to assist the development of academic and administrative staff to enable them to pursue the College's goals and objectives.

Staff development must be integrated into the College's functioning, as an essential part of planning, management and working practice reflecting organisational priorities. The College must recruit and select quality staff, induct and train them and give them other opportunities for development, appraise their performance and provide, where possible, the chance for career progression.

Principles

- The following principles guide this policy:
- Staff development is planned to further Excelsia College's strategic objectives.
- The Performance Review and Development Planning is one of the key means of identifying the learning and development needs of individual staff.
- Staff are also encouraged to initiate professional development activities that will help them keep abreast of educational and industry standards, and that will equip them to effectively adapt to changes and engage with challenges in the workplace.
- The College seeks to make staff development available to all staff in some form, and to allow equitable access and participation.
- Supervisors have a responsibility for identifying the development needs of their staff and facilitating access to relevant professional development opportunities.
- All staff are encouraged and required to take responsibility for their own learning, to develop personal goals, to record and reflect on their development, and to assist in developing others in order to contribute to the continuous improvement of the College.

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Objectives

This policy aims to develop a culture of continuous learning and performance improvement, and acceptance of professional development as a legitimate work activity. The objectives of staff professional development are to:

- encourage the growth of each individual through professional activities and thereby enhance the College's performance through improved effectiveness
- ensure that staff are able to contribute to achievement of the College's strategic goals, including delivering teaching and learning that engage with advanced knowledge and inquiry
- enhance standards of performance in current positions and so increase job satisfaction
- prepare staff for possible increased responsibilities and so support career development
- support higher degree study and research activities
- encourage and facilitate appropriate ongoing professional practice.
- ensure Excelsia College's academic staff are active in scholarship that informs their teaching, and are active in research when engaged in research student supervision

Activities

Excelsia College supports staff development in and by means of a range of formal and informal work-related activities. These include:

- on-the-job training
- Excelsia lifelong learning online modules
- professional workshops, seminars, conferences, both internal and external
- vocational training leading to formal qualifications
- higher education courses
- professional practice
- research, publication, course design and development
- membership of committees, working parties or taskforces, internal and external
- membership of external advisory and assessment committees
- presentation to professional bodies nationally and internationally
- academic study leave (sabbatical leave)
- opportunity for systematic discussion with Supervisor, and clear feedback and accountability through the College's Performance Review and Development Planning
- peer and student nominated awards recognising good teaching and learning practice



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Implementation

Supervisors hold the primary responsibility for implementing this policy and ensuring their staff are given the necessary opportunities to undertake appropriate training and participate in the development activities outlined above. Supervisors are responsible to:

- analyse staff development needs at the level of their School or Department and make plans to meet these needs, either within the College or through the use of external resources.
- analyse the development need of each new staff member during the induction process and arrange for required training and development.
- monitor the professional expectations of legislators and industries and assist staff with opportunities to undertake activities that will enhance their skills or professional standing, as appropriate.
- implement systematically the Performance Review and Development Planning through which the Supervisor:
 - reviews each staff member's professional activities and acquisition of knowledge, skills and qualifications over the last year;
 - discusses staff member's initiatives and suggestions for further development; checks the training calendar; and
 - agrees with the staff member on goals and support for the year ahead.
- report and advise on professional development activities undertaken, and recommend or authorise funding, budgetary provision, and/or provision for leave for staff development.
- oversee and guide teachers who teach specialised components of a course of study, such as experienced practitioners and teachers undergoing training, who may not fully meet the standards for knowledge, skills and qualification or experience required for teaching or supervision

Staff Members have a clear responsibility to develop their skills to enhance performance in their current position, to maintain and improve their professional standing, and to be ready to assume further responsibilities. The effectiveness of any staff development activity depends on the active and purposeful participation of the individuals involved. Recognising the benefits of staff development to the individual as well as the College, staff members are encouraged to:

- maintain membership of their professional associations and seek to participate in development opportunities provided by these bodies.
- seek opportunities to upgrade the skills and knowledge required in current position.
- consider upgrading their qualifications through further studies to enhance current practice and prepare for further responsibilities.
- use constructively the annual Performance Review and Development Planning to represent their professional development needs to their Supervisor and engage in planning.



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Evaluation and Review

Under the framework of Institutional Self-Review of quality measures, the Management Committee will assess the impact and value of staff development courses and activities through the use of such performance indicators as:

- results of participant evaluation of Staff Induction/Orientation
- results of participant evaluation of courses, seminars, conferences, or other kinds of professional development sessions run by the College
- number and percentage of administration staff vacancies filled by internal candidates
- number and percentage of academic staff who participated in career development programs and were subsequently promoted
- participant evaluations as expressed in the Performance Review and Development Planning Program
- supervisor evaluations of the enhancement of staff skills resulting from development activities and reported in the Performance Review and Development Planning.
- number of college excellence in teaching award winners contributing to disseminating good teaching practice by presenting at the Learning and Teaching forums and staff development sessions.

References and Related Documents

Annual Performance Review and Development Planning Policy and Procedure

Academic Study Leave Policy and Procedure

Academic Workload Management Policy and Procedure

Conference Support Policy and Procedure

Academic Staff Promotion Policy and Procedure

Excelsia College Strategic Plan

College Excellence in Teaching Award Policy

*In developing this policy Excelsia College has drawn on documents from several universities and colleges, and in particular the workplace policies and procedures of Monash University as published on the university website.