

# Academic Staff Qualifications Policy

## Section 1 - Key Information

<b>Policy Type and Approval Body</b>	Academic – Academic Board
<b>Accountable Executive - Policy</b>	Deputy Vice-Chancellor (Academic)
<b>Responsible Manager - Policy</b>	Pro Vice-Chancellor (Learning and Teaching)
<b>Review Date</b>	29 April 2028

## Section 2 - Purpose

(1) This Policy outlines the ways in which La Trobe University ensures that its teaching staff have the appropriate qualifications, and engagement in scholarship, for their teaching responsibilities, in accordance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (the Standards).

## Section 3 - Scope

(2) This Policy applies to all staff who teach students enrolled in La Trobe award courses, including students enrolled in La Trobe courses taught under an educational partnership agreement.

(3) Graduate research supervision requirements for Doctoral and Master's by research candidates are further outlined in the [Graduate Research Supervision Policy](#).

(4) This Procedure does not apply to the academic teaching staff of institutions in which students are undertaking study as part of a program of outbound student mobility or partner supervisors of students undertaking placements, internships or other forms of work integrated learning. The University assures itself that such individuals are appropriately qualified to teach and/or supervise La Trobe students through the provisions of the [Educational Partnerships Policy](#) and associated procedures.

(5) Any exceptions or variations to specific requirements for categories of academic staff are noted in the relevant sections of the associated Procedures.

## Section 4 - Key Decisions

<b>Key Decisions</b>	<b>Role</b>
refer to procedures	

## Section 5 - Policy Statement

(6) The University ensures that its academic staff are appropriately qualified for the level of their teaching responsibilities. This means that:

- a. staff who are responsible for the recruitment of subject teaching staff are appropriately experienced and qualified themselves, and familiar with the relevant requirements under the Standards;
- b. staff with academic coordination duties are qualified at an appropriately high level and their recruitment is overseen by a senior member of the School;
- c. a robust framework for the assessment of Professional Equivalence is applied for teaching staff who do not possess the requisite qualification for a given level of teaching according to [the Standards](#);
- d. for staff who do not yet meet Professional Equivalence:
  - i. the range of teaching duties allocated is appropriately limited until equivalence is reached;
  - ii. professional development plans and appropriate supervision arrangements are established;
  - iii. such arrangements are regularly monitored and reviewed through the University's performance management lifecycle;
- e. robust records of all staff qualifications, assessments of professional equivalence, and professional development plans as appropriate, are maintained in University record-keeping systems.

(7) Academic staff are expected to engage in scholarly activities that enhance course and subject design, the quality of their teaching and the fulfilment of their professional goals. This means that:

- a. staff must be actively engaged in scholarship activities that:
  - i. maintain and advance disciplinary knowledge, including professional practice where relevant;
  - ii. inform and enhance pedagogical training and practice through continuous professional development in teaching and learning practice;
- b. staff are encouraged to pursue scholarship through their own channels as well as through professional development opportunities provided at school and University level;
- c. staff with academic leadership responsibilities must ensure that teaching staff are participating in scholarship activities that are at an appropriate level for their teaching duties and in a relevant disciplinary area.

(8) The University supports the enhancement of the quality of teaching and learning at La Trobe through a range of initiatives and professional development programs. In addition to activities run by People & Culture and schools the [La Trobe Academy](#) fosters the scholarship of teaching and learning by:

- a. encouraging, supporting and contributing to a culture of scholarship and evidence-based practice within the organisation;
- b. fostering a culture of continuous improvement and academic leadership;
- c. monitoring the external higher education environment to inform the continued development and currency of programs, systems and processes;
- d. supporting professional development activities;
- e. providing mentorship and support for staff to secure research funding or external grants for teaching and learning focused projects;
- f. recognising and rewarding excellence;
- g. facilitating collaboration and the sharing of knowledge and practices;
- h. measuring the impact and effectiveness of initiatives on teaching and learning outcomes.

## Section 6 - Procedures

(9) Refer to:

- a. [Academic Staff Qualifications Procedure - Teaching](#);
- b. [Academic Staff Qualifications Procedure - Scholarship](#).

## Section 7 - Definitions

(10) For the purposes of this Policy:

- a. Professional Equivalence: a status conferred on an individual who, while not meeting the formal qualifications specified for the AQF level at which they are teaching, is assessed to have qualifications and/or experience at a level deemed equivalent to the required level in the relevant cognate area.

## Section 8 - Authority and Associated Information

(11) This Policy is made under the [La Trobe University Act 2009](#).

(12) Associated information includes:

- a. [Subject Coordinator and Course Coordinator Guidelines and Role Descriptions](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	29th April 2025
<b>Review Date</b>	29th April 2028
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	29th April 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Manager - Policy</b>	Sharna Spittle Pro Vice-Chancellor (Learning and Teaching)
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