

Policy Title: Professional Development for Teaching Staff

Policy Owner: Deputy Vice-Chancellor (Education)

Keywords: Professional Development Academic Staff Teaching
New Staff

Policy Code: PL019 [ac043]

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

To improve teaching capabilities at ECU by addressing the professional development needs of teaching staff through the design and delivery of targeted and contextualized professional development for teaching staff at all career phases.

2. ORGANISATIONAL SCOPE

All teaching staff, ECU Schools, Centre for Learning and Teaching and Human Resources Service Centre.

3. DEFINITIONS

| TERM | DEFINITION |
|----------------|--|
| PDC Program | A professional development program for Teaching Staff. |
| Teaching Staff | Any person involved in the preparation and teaching of any Course or Unit, including adjunct or honorary lecturers, and employees of third party organisations delivering Courses or Units in partnership with the University. |

4. POLICY CONTENT

4.1 The Centre for Learning and Teaching will:

- 4.1.1 Develop and deliver programs and support activities which will enable Teaching Staff at all career phases to continue their professional development in tertiary teaching, including opportunities to develop their teaching leadership.
- 4.1.2 Design and deliver core learning and teaching programs and support school-based professional development activities.
- 4.1.3 Ensure that the curriculum of learning and teaching programs meets the needs of schools.

- 4.2 All teaching staff at ECU must complete the prescribed PDC Programs in accordance with the [Professional Development for Teaching Staff Procedures](#).
- 4.3 The University requires satisfactory completion of prescribed courses in the PDC Program (as described in the [Professional Development for Teaching Staff Procedures](#)) as part of any performance management, probation assessment and/or contract renewal.
- 4.4 Sessional academic staff will be paid to participate in the professional development required by this policy in accordance with the terms of their employment contract (including the requirements set out in any applicable Enterprise Bargaining Agreement).
- 4.5 Executive Deans can waive or partially waive the requirements to complete the PDC Program (with the exception of PDC111) where the new staff member can demonstrate appropriate teaching qualifications, skills and/or experience. This must be recorded as a *Recognition of Prior Learning* (RPL). The onus of collecting the required evidence for an RPL application is with the Line Manager.
- 4.6 The Centre for Learning and Teaching will maintain records of staff completion of PDC Programs and will provide Schools with quarterly reports.
- 4.7 A report on compliance with this policy will be presented biannually to the Education Committee.
- 4.8 The Human Resources Services Centre will advise new teaching staff of these policy requirements via the employment offer or contract.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Policy Owner, Deputy Vice-Chancellor (Education), has overall responsibility for the content of this policy and its operation in ECU.

Schools and Centres

Schools and centres are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

Teaching Staff

All Teaching Staff are expected to comply with this University Policy.

6. RELATED DOCUMENTS:

6.1 This policy is supported by the following procedure and related documents:

- [Professional Development for Teaching Staff Procedures](#)
- [Academic Leadership Roles Policy](#)
- [Academic Staff Performance Expectations and Outcomes \(ASPEO\) framework](#)
- [Role Based Development Framework \(RBDF\)](#)
- [ECU Strategic Plan](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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|------------------------|------------------------------------|
| Policy Owner | Deputy Vice-Chancellor (Education) |
| All Enquiries Contact: | Centre for Learning and Teaching |
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8. APPROVAL HISTORY

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|-----------------------------|---|
| Policy Approved by: | Vice-Chancellor |
| Date Policy First Approved: | 28 August 2003 |
| Date last modified: | 5 May 2020 |
| Revision History: | <ul style="list-style-type: none"> • June 2006 (AB50/06); • 14 August 2009 (AB39/09); • 9 June 2011 (AB40/11); • 4 November 2014 (CTLC34/14) 27 November 2014 (AB070/14) and Vice-Chancellor 15 January 2015; • October 2017 (AB139/19); • 5 May 2020 (minor amendments). |
| Next Revision Due: | May 2023 |
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