

Learning and Teaching - Professional Development of Teaching Staff Procedure

Section 1 - Purpose / Objectives

(1) This Procedure establishes a framework for the teaching-specific induction and professional development of staff members.

Section 2 - Scope / Application

(2) This Procedure applies to the teaching-related professional development of:

- a. All teaching staff (ongoing, contract and sessional) delivering higher and further education courses, including non-award courses, at or on behalf of Victoria University, other than those excluded below.

(3) This Procedure does not apply to:

- a. Teaching staff, however employed, delivering vocational education courses at or on behalf of Victoria University Polytechnic.
- b. Guest lecturers (delivering a single or very limited number of specialised lectures or sessions).
- c. Adjunct or visiting teaching fellows.

Section 3 - Definitions

Induction	Provision of information and professional development to staff, relevant to their role and carried out at the commencement of employment
Induction for Teaching	Specific activities providing information and professional development relevant to teaching roles. The Induction for Teaching is offered by the Centre for Collaborative Learning and Teaching

Section 4 - Policy Statement

(4) See [Learning and Teaching Policy](#).

Section 5 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibilities
Teaching staff	Complete required induction programs Identify professional development needs and undertake further activities to fulfil them Keep up to date with learning and teaching-related policies and procedures Keep up to date with opportunities to engage in relevant learning and teaching professional development
Colleges	Advise all teaching staff of the requirements for their induction Communicate the role and importance of learning and teaching professional development in relation to expected teaching skills Promote professional development opportunities relevant for teaching staff Work with teaching staff and the Centre for Collaborative Learning and Teaching to design and support ongoing learning and teaching professional development
Centre for Collaborative Learning and Teaching	Provide initial induction program for all teaching staff Provide opportunities for teaching staff to engage in continuing central and College-level learning and teaching professional development Provide the Graduate Certificate in Tertiary Education free of charge to all eligible teaching staff
Deputy Vice-Chancellor, Academic and Students	Consider requests to waive the requirement of the Graduate Certificate of Tertiary Education completion for new staff

Part B - Overview

(5) Victoria University situates teacher development within a "whole of career" approach that includes early induction, credentialed courses, and ongoing professional development activities, both formal and informal.

(6) Where possible, the professional development of teaching staff involves quality focused and contextualised learning, relevant to the needs of participants in their day to day teaching practice.

(7) Participation in the University's program of professional development activities for teaching staff, including initial induction sessions and support, is encouraged and supported by the University and its Colleges.

Part C - Induction for Teaching

(8) All teaching staff appointed for the first time to Victoria University are encouraged to complete the Induction for Teaching.

(9) Induction for Teaching will be offered by the Centre for Collaborative Learning and Teaching.

(10) Where possible, the Induction for Teaching Program will be:

- a. flexible in delivery to accommodate diversity of teacher campus, experience and availability; and
- b. integrated with other VU training and induction programs to provide a seamless and time-efficient experience for participants.

(11) Sessional staff will be paid by the employing cost centre at least the 'other duties' rate for up to one and a half hours of engagement when they participate in their initial induction sessions (applicable only to the first semester / session that the staff member teaches for VU). Evidence of participation must be submitted with a timesheet.

(12) Where Victoria University delivery partners employ sessional teachers, the university will liaise with the partner to develop an equivalent induction activity.

(13) Where possible, the Induction for Teaching Program will be commenced before the teacher's first teaching session.

Part D - Graduate Certificate in Tertiary Education

(14) All higher education teaching staff appointed for the first time to Victoria University with ongoing or a minimum of 3 years contract are required to satisfactorily complete the Graduate Certificate in Tertiary Education within the first three years of their employment.

(15) Satisfactory completion of the Graduate Certificate is a requirement for earning tenure at the end of the probationary period, excepting as described in Exemptions from Graduate Certificate in Tertiary Education, below.

(16) Where completion of the Graduate Certificate is a probation requirement, the time needed to complete the qualification is included in the workload and work plans of participants.

(17) The Graduate Certificate in Tertiary Education will be provided free of course and amenities fees to all current teaching staff.

(18) Teaching staff who leave the university's employment following the first semester of enrolment in the Graduate Certificate may continue in the course for up to two years with course fee exemption.

Exemptions from Graduate Certificate in Tertiary Education

(19) The Deputy Vice-Chancellor, Academic and Students, is responsible for granting exemptions from the Graduate Certificate in Tertiary Education on the written advice from the relevant Dean or Director of Learning and Teaching.

(20) Applications for exemption must be accompanied by evidence, e.g. a teaching portfolio demonstrating consistently positive student feedback and attainment, and / or evidence of the attainment of a similar teaching qualification at another institution.

(21) Applicants who are not able to provide sufficient evidence for exemption may be offered some advanced standing to the course.

Part E - Communicating expectations

(22) All letters offering employment to prospective teaching staff must include notice that they will be invited to engage in the initial induction program.

(23) All letters offering ongoing or a minimum of 3 years contract employment to prospective teaching staff must include notice that they will be required to satisfactorily complete the Graduate Certificate in Tertiary Education within their first three years of employment, as a probation requirement.

Part F - Continuing Professional Development for Teaching Staff

(24) In addition to the Induction for Teaching and the Graduate Certificate in Tertiary Education, the University will offer a comprehensive range of programs, projects and services for the continuing professional development of its teaching staff.

(25) Professional development that is teaching-focused may include, but is not limited to:

- a. Opportunities for teaching staff to engage in peer review and other collegial learning activities
- b. Presentations, seminars and workshops facilitated by the University
- c. Support for teaching staff to engage in further studies, either at VU or elsewhere, to build their teaching skills
- d. Support for teaching staff to attend seminars, symposia and conferences at other institutions

(26) Funding support, where offered, may include any combination of time release, payment of attendance fees, and travel costs, as determined by the College's overall professional development plan.

Section 6 - Guidelines

(27) Nil

Status and Details

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