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Policy Document Approver	Academic Board
Responsible Body/Person	Academic Board
Next Review date	March 2027
Superseded documents	None
Related documents	<i>Supervisors and Supervision Policy</i> <i>Research Active Policy</i> <i>Supervisor Register</i> <i>Research and Scholarship Networks Policy</i> <i>Grants Policy</i> <i>Research &amp; Scholarship Publications form</i> <i>Scholarly Activities form</i> <i>Integrating Scholarship with Teaching and Learning form</i>
Related HE Standards	3.2, 4.1, 4.2
Related National Code Standards	N/A

## 1. PURPOSE

To ensure that academic and teaching staff are active in **scholarship** that informs their teaching, academic staff involved in research supervision are active in **research**, and that an agreed level of refereed publication output and scholarly activity is maintained across the **Affiliated Colleges** of the **University**.

## 2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

## 3. SCOPE

This policy applies to all **AUT academic staff**.

## 4. POLICY STATEMENT

The **University** is committed to biblically focused teaching and learning informed by rigorous **research** and **scholarship**.

## 5. PRINCIPLES

### General

- 5.1 All academic and teaching staff must be active in **scholarship** that informs their teaching and academic staff involved in research supervision must be active in **research**.
- 5.2 All **research** is **scholarship**, but not all **scholarship** is **research**. **Scholarship** includes, but is not limited to, the following: publications such as journal articles, book chapters, books, translations, edited books, and book reviews; conference and seminar attendance, organisation, and presentations; participation in panels or acting as a respondent at conferences and seminars; editing a book series or academic journal; membership of journal or other editorial boards; membership and leadership of scholarly societies; membership of accreditation panels for

academic institutions; peer review of journal articles, book chapters and books; reports for denominational or government bodies; participation in **University** Research & Scholarship Networks, **University** Professional Development (PD) and **HDR** conferences, **University** academic committees, and/or **Affiliated College** research seminars; **HDR candidature**; study leave; secondment; and scholarly reading.

- 5.3 The requirements for **supervisors** of **HDR candidates** are outlined in the *Supervisors and Supervision Policy* in conjunction with the *Research Active Policy*. The *Research Active Policy* also describes the process for classifying publications as **research** or **scholarship**. Qualified **supervisors** are listed in the *Supervisor Register* and supervisory teams are approved for **HDR candidates** by **Research Committee**.
- 5.4 **Affiliated Colleges** must provide support for their academic staff to undertake the necessary **scholarship** and **research** relevant to their role, including time and funding for study leave, resources, and seminar and conference participation.
- 5.5 The **University** provides support for **research** and **scholarship** through the programs and resources of the **Graduate School of Research**, Annual PD and **HDR** conferences, Research & Scholarship Networks, and the **University** scholarship and grants programs.

## Reporting and Benchmarking

- 5.6 Academic staff must report on their publications and scholarly activities at least annually using the *Research & Scholarship Publications form* and the *Scholarly Activities form*.
- 5.7 The **University** Research Department will use this data to produce annual reports at both **University** and **Affiliated College** levels for submission by the **Vice-Chancellor** to **Academic Board**.
- 5.8 While individual academic staff may vary in where they focus their time and energy and have differing levels of opportunity and ability, the **University** has set the following minimum benchmarks:
  - Benchmark 1: An average of five points over five years for refereed **research** and **scholarship** publications per teaching FTE at both **University** and **Affiliated College** levels.
  - Benchmark 2: An average of five scholarship activities per teaching FTE per year at both **University** and **Affiliated College** levels.
  - Benchmark 3: A minimum of fifty research publications over a six-year period in FoRs 5004 (Religious Studies) and 5005 (Theology) across the **University** as a whole.
- 5.9 **Affiliated Colleges** which do not meet a minimum benchmark will be noted in yearly reports. If a college does not meet a benchmark in a single year by a significant amount (greater than 20%), or for more than one consecutive year, the **Affiliated College Principal** will be required to provide the **Vice-Chancellor** with a plan for reaching the benchmark by the next year, and this plan will be monitored until the benchmark is achieved. Sustained failure to meet the minimum benchmark will be referred to the **Council** for further action in accordance with the **Affiliation**

## Agreement.

### Calculating Teaching FTE, Refereed Publications and Scholarly Activities

- 5.10 Academic Load (i.e. teaching FTE) is the overall load of a typical academic/lecturer that contains teaching, administration, research and, in some cases, **HDR** supervision. A full-time academic has a load of 1.0.
- Teaching includes all teaching-related tasks, except **HDR** supervision.
  - Administration involves all administrative activities expected of a typical academic but excludes the following: non-academic administration such as a separate role as **Registrar** or Chaplain; management responsibilities of **Affiliated College Principals** and the **Vice-Chancellor** and **Deputy Vice-Chancellor (Research)**.
  - Research involves all research-related tasks, except **HDR** supervision.
  - **HDR** supervision.
- 5.11 "Teaching only" academics (and casual teaching staff) do not have a research load and are not required to conduct **research**. (If they supervise **HDR candidates**, they are not "teaching only" and must conduct **research**.) They are included in the "teaching FTE" calculation, but not in any calculations of research load, even if they have a modest allocation of research time to complete **HDR** awards. Any relevant publications are still collected for **Affiliated College** and **AUT** statistics.
- 5.12 Academic staff who have no publications are still included in the teaching FTE calculation.
- 5.13 Current load will be used for calculations.
- 5.14 Where load figures are not available for an academic, estimates based on similar **AUT** academics will be used.
- 5.15 For refereed **research** and **scholarship** publications, books count as five points; book chapters and journal articles count as one point each. Edited books, book reviews and (unpublished) conference presentations are not counted.
- 5.16 For scholarly activities, books count as five points; all other publications (including edited books) and activities count as one point each.
- 5.17 Shared authorship is weighted to avoid double counting within the **University**, but such weighting is not applied to external authorship.

### Scholarship Informing Teaching and Learning

- 5.18 Academic staff will report on how their teaching and learning has been informed by their **scholarship** and scholarly activities on an annual basis using the *Integrating Scholarship with Teaching and Learning form*.
- 5.19 Examples of the impact of **scholarship** on teaching and learning include, but are not limited to, the following: providing additional resources; modifying assessments; updating bibliographies, textbook, course notes, and/or the LMS (e.g., Moodle); introducing new learning activities and/or teaching methods; modifying the unit outline and/or syllabus (unit review); and creating new units. It can also involve contributing to course reviews and other wider teaching and learning review activities.

- 5.20 The *Integrating Scholarship with Teaching and Learning form* will facilitate a cross-check on the reporting of scholarly publications and scholarly activities. Academic staff who have not completed it will be followed up by the **University** Research Department.
- 5.21 At times, academic staff may not have undertaken recent activities integrating **scholarship** with teaching and learning due to leave or other circumstances, in which case they will report the reason(s) they were unable to meet this requirement and supply their plan for achieving it in the coming year.
- 5.22 The **University** Research Department will use this data to produce annual reports at both **University** and **Affiliated College** levels for submission by the **Vice-Chancellor** to **Academic Board**.

## 6. QUALITY ASSURANCE

A marker of the effectiveness of the policy will be the extent to which the **University** and **Affiliated Colleges** meet the benchmarks. The level of compliance will be evaluated each time the policy is reviewed and, if unsatisfactory, changes to the policy made.

## 7. RELATED DOCUMENTS AND LEGISLATION

[Higher Education Standards Framework \(HESF 2021\)](#)

[Higher Education Support Act \(HESA\) 2003](#)

[TEQSA Guidance Note on Scholarship](#)

[TEQSA Guidance Note on Research and Research Training](#)

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	10 March 2023	10 March 2023	New policy approved
1	Board of Directors	27 March 2023	27 March 2023	Endorsed and approved new policy
2	Academic Board	7 March 2025	7 March 2025	New template; change to University; HDR supervision as separate category.

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