

# Scholarship

## Policy and Procedure

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## 1. PURPOSE

The purpose of the Scholarship Policy and Procedure is to affirm JMC Academy's commitment to the scholarly activity of its academic staff and contracted lecturers and the ongoing development of a culture of scholarship within the institution.

## 2. SCOPE

The Scholarship Policy and Procedure applies to JMC Academy's academic staff including contracted lecturers.

## 3. DEFINITIONS

All definitions are located the *JMC Academy Glossary*.

## 4. POLICY

- 4.1. Scholarly activity is undertaken by JMC Academy academic staff and contracted lecturers in accordance with JMC Academy's strategic priorities with a view to continually improving all aspects of JMC's students' learning experiences<sup>1</sup>. This work is framed by JMC Academy's *Scholarly Practice and Research Strategy Framework 2022-2024*.
- 4.2. With regards to what counts as scholarship, JMC Academy concurs with Boyer's<sup>23</sup> scholarship model, with its four (4) interdependent themes: Discovery, Integration, Application and Teaching.
- 4.3. To determine what counts as scholarship, JMC Academy follows these guidelines.<sup>45</sup> The work:
  - Has clear goals,
  - Shows adequate preparation,
  - Uses appropriate methods,
  - Shows significant results,
  - Exhibits effective presentation, and
  - Includes reflective critique.
- 4.4. What counts as scholarly activity at JMC Academy, and therefore *a priori* contributes to its culture of scholarship, is organised in **Table 4.4.1** *What could count as scholarly activity* on the following page.

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<sup>1</sup> Ramsden, P 2003, *Learning to Teaching in Higher Education*, Routledge: Oxon & NY, p. 246.

<sup>2</sup> Boyer, EL 1990, *Scholarship reconsidered: Priorities of the professoriate*, The Carnegie Foundation for the Advancement of Teaching: Princeton, N.J.

<sup>3</sup> Tertiary Education Quality and Standards Agency. (2018. December 12). Guidance Note: Scholarship.  
<https://www.teqsa.gov.au/latest-news/publications/guidance-note-scholarship>

<sup>4</sup> Glassick CE., Huber MT, & Maeroff GI, (1997). *Scholarship Assessed: Evaluation of the Professoriate*, The Carnegie Foundation for the Advancement of Teaching, Jossey-Bass, San Francisco.

<sup>5</sup> Kern, B., Mettetal, G., Dixon, M., & Morgan, R. K. (2015). The role of SoTL in the academy: Upon the 25th anniversary of Boyer's *Scholarship Reconsidered*. *Journal of the Scholarship of Teaching and Learning*, 1-14.

**Table 4.4.1**

*What could count as scholarly activity*

'Traditional research' (2017) <sup>6</sup>	Non-traditional research, or Other <sup>7</sup>
<ul style="list-style-type: none"> <li>• Scholarly books</li> <li>• Edited research books, including, prestigious reference works</li> <li>• Scholarly book chapters</li> <li>• Refereed journal articles</li> <li>• Refereed conference papers (when the paper is published in full in the proceedings)</li> <li>• Published literature review</li> </ul>	<p>Creative practice research, including:</p> <ul style="list-style-type: none"> <li>• Original creative works</li> <li>• Live performance</li> <li>• Recorded or rendered works</li> <li>• Curated or exhibited events</li> <li>• Portfolios</li> <li>• Research reports for external bodies.</li> </ul> <p>That meet these criteria: the creation or performance of new texts or repertoires, the development of new techniques or modes of practice and performance (including collaboration), and of new insights through creation or performance; the adoption of new techniques of design or fabrication; reinterpretation through the introduction of new critical editions (in print or online); new applications of original research to social or industry issues.<sup>8</sup></p>
Professional and teaching activities that could also be considered as scholarly activity:	
<ul style="list-style-type: none"> <li>• Editorial role</li> <li>• Peer reviewer</li> <li>• Advanced specialised practice</li> <li>• Scholarly secondments</li> <li>• Research Degree (Masters by Research, Doctorate/PhD),</li> <li>• Presentation at a relevant conference</li> <li>• Scholarly review, original research or teaching practice that contributes to course development</li> <li>• Teaching practice engaged in the latest ideas, debates and issues and contributes to improved pedagogies, learning processes, curricula, academic policies and learning materials</li> <li>• Research project conducted at JMC with the goal of improving student learning experience/s.</li> </ul>	

4.5. It is the responsibility of the Scholarship Committee, a sub-committee of the Academic Board, to recognise work as scholarship. In this context, Associate Dean (Scholarship) is responsible for:

4.5.1. Chairing the Scholarship Committee and report on its activities to the Academic Board as per the Board's reporting schedule,

4.5.2. Developing, implementing and reporting on the execution of the *Scholarly Practice and Research Strategy Framework 2022-2024* to the Academic Board, updating the Operational Plan as required to continue to enhance the scholarship culture at JMC Academy, and

4.5.3. Ensure scholarship contributes to the unit evaluation and curriculum review work undertaken by JMC Academy's Curriculum Design and Delivery Committees.

4.6. Further, the Associate Dean (Scholarship) on behalf of the Scholarship Committee will:

<sup>6</sup> ARC Open Access Policy Version 2017.1, accessed on January 29, 2019 at <https://www.arc.gov.au/policies-strategies/policy/arc-open-access-policy-version-20171>.

<sup>7</sup> Australian Research Council 2017, State of Australian University Research 2015-2016 Vol 1 ERA National Report. Section 1: Non-Traditional Research Outputs, accessed on January 29, 2019 at [https://www.arc.gov.au/sites/g/files/net4646/f/minisite/static/4551/ERA2015/s1-9\\_non-trad-research-outputs.html](https://www.arc.gov.au/sites/g/files/net4646/f/minisite/static/4551/ERA2015/s1-9_non-trad-research-outputs.html)

<sup>8</sup> Senior Executive Group Research Committee 2014, *University Guidelines for Non-Traditional Research Outputs (NTROs) Research Portfolio*, The University of Sydney: Sydney, Australia.

- 4.6.1. Maintain the *Scholarship Register*, and
- 4.6.2. Promote it to the JMC Academy community as evidence of the benefits of scholarly work to campus culture and the student learning experience.
- 4.7. The primary responsibility for ensuring the integrity of their scholarship rests with the individual and JMC Academy promotes the recognised principles of responsible scholarly conduct in the undertaking of that work, namely:
- Honesty,
  - Rigour,
  - Transparency,
  - Fairness,
  - Respect,
  - Recognition,
  - Accountability,
  - Promotion<sup>9</sup>.
- 4.8. Institutional support for scholarly work is provided via a number of mechanisms. It is the role of the Scholarship Committee to recommend applications to Senior Management for financial or other kinds of support.
- 4.9. JMC Academy respects the work of its scholars, and to ensure proper dissemination of their scholarly outputs, intellectual property rights are managed in accordance with JMC Academy's contracts with academic staff, contracted lecturers and tutors, and students.

## 5. PROCEDURE

- 5.1. As an **individual**, to have their work recognised as scholarship, they must submit their completed Scholarship Proposal Form to the Scholarship Committee.
- 5.1.1. The Scholarship Committee will consider the proposal and:
- 5.1.1.1. If the work meets guidelines:
- Inform the individual their work will be entered into the Scholarship Register,
  - Where the conduct of scholarship is a key performance indicator for their role, the individual can use this as evidence of [partially/full] meeting that requirement,
  - Recommend it to Senior Management for support.
- 5.1.1.2. If the work does not meet guidelines:
- Inform the individual accordingly, advising them what they could do to meeting guidelines.
  - The individual can appeal this decision to the Dean.
- 5.2. As a **team/project group**, to have their work recognised as scholarship, the team/project group must submit their completed Scholarship Proposal Form to the Scholarship Committee.
- 5.2.1. The Scholarship Committee will consider the proposal and:
- 5.2.1.1. If the work meets guidelines:
- Inform the proposers their work will be entered into the Scholarship Register,

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<sup>9</sup> Australian Research Council. (2018). *Australian Code for the Responsible Conduct of Research*, p. 2.

- Where the conduct of scholarship is a key performance indicator for their roles, individuals can use this as evidence of [partially/full] meeting that requirement,
  - Recommend it to Senior Management for support.
- 5.2.1.2. If the work does not meet guidelines:
- Inform the proposers accordingly, advising them what they could do to meeting guidelines.
  - The proposers can appeal this decision to the Dean.
- 5.3. Senior Management is under no obligation to accept the recommendation of the Scholarship Committee to support a proposal.
- 5.4. The Associate Dean (Scholarship) can seek support for an institutional research project, by making a submission to the Academic Board.
- 5.5. Scholarship that contributes to the work of the Curriculum Design and Delivery Committee meetings will be recorded as such as a matter of course.
- 5.6. The Associate Dean (Scholarship), the Learning and Teaching Committee and/or the Academic Board may also conduct professional development activities for the purpose of strengthening academic staff and contracted lecturers:
- 5.6.1. Ability to conduct scholarship, and/or
- 5.6.2. Undertake scholarly teaching.

## 6. RELATED DOCUMENTS

- 6.1. JMC Academy Glossary
- 6.2. Professional Development Policy and Procedure
- 6.3. Grievance Handling Policy
- 6.4. Academic Staff Qualifications and Professional Experience Policy and Procedure
- 6.5. Learning and Teaching Committee's Learning and Teaching Plan
- 6.6. Scholarly Practice and Research Strategy Framework 2022-2024
- 6.7. Academic Integrity Policy and Procedure

## 7. RELEVANT LEGISLATION

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021
- 7.3. Copyright Act 1968 (Cth)

## 8. POSITIONS RESPONSIBLE

- 8.1. Academic Board
- 8.2. Scholarship Committee
- 8.3. Learning and Teaching Committee
- 8.4. Senior Management
- 8.5. Dean
- 8.6. Associate Dean (Scholarship)
- 8.7. Campus Directors
- 8.8. Head of Postgraduate Studies
- 8.9. Heads of Department
- 8.10. Academic Staff and Contracted Lecturers

## 9. APPROVAL INFORMATION

Approval Authority	Academic Board
Health Check approval authority	Dean
Review date	01/05/2025

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Academic Board	14/04/2022	25/04/2022	<ol style="list-style-type: none"> <li>Amendments as per external reviewer's recommendations to the <b>Scholarship at JMC Academy Policy</b>. Extensive amendments including the inclusion of a Scholarship Committee and its functions added. It has been renamed <b>Scholarship Policy and Procedure</b></li> <li>Internal review – Dean, Quality and Dean, Academic               <ul style="list-style-type: none"> <li>Based on the findings of external referencing and other research, the policy and procedure was updated to more accurately reflect what counts as scholarly work at JMC,</li> <li>The policy and procedure was updated to include mention of the roles and responsibilities of the newly formed Scholarship Committee and academic leaders, and the <i>Scholarly Practice and Research Strategy Framework 2022-2024</i>, and</li> <li>Elements of the policy section were moved to procedures</li> <li>Ethical conduct with regards to undertaking scholarship was made more explicit, as was Intellectual Property.</li> </ul> </li> <li>Internal review – Dean               <ul style="list-style-type: none"> <li>More detail provided in the Procedure</li> <li>Position titles amended</li> </ul> </li> </ol>	Current

*Version control tables from previous Policies and Procedures reside in the original documents.*