

Procedure: Qualification requirements for teaching staff

Purpose

To describe the University's qualification requirements for teachers, supervisors and staff who oversee teaching and supervisory activities.

Procedure

Role qualifications

1. Primary supervisors of higher degree research candidates are qualified by:
 - a. A completed Doctor of Philosophy in a relevant discipline; or
 - b. A combination of qualifications and demonstrated experience in a relevant discipline equivalent to an AQF Level 10 Doctoral Degree.
2. Program Conveners are qualified by:
 - a. A completed qualification in a relevant discipline at the highest AQF level program in the orders of which the course is listed; or
 - b. A combination of qualifications and demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the program; or
 - c. Demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the program.
3. Major, Minor, or Specialisation Coordinators/Conveners are qualified by:
 - a. A completed qualification in a relevant discipline one AQF Level higher than the highest program in which the major, minor, or specialisation is offered; or
 - b. A combination of qualifications and demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the highest program in which the major, minor, or specialisation is offered; or
 - c. Demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the highest program in which the major, minor, or specialisation is offered.

4. Course Conveners are qualified by:
 - a. A completed qualification in a relevant discipline one AQF Level higher than the program in which the course is offered; or
 - b. A combination of qualifications and demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the program in which the courses is offered; or
 - c. Demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the highest program in which the major, minor, or specialisation is offered.
5. Lecturers (principal teachers) are qualified by:
 - a. A completed qualification in a relevant discipline one AQF Level higher than the program in which the course is offered; or
 - b. A combination of qualifications and demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the program in which the courses is offered; or
 - c. Demonstrated experience in a relevant discipline equivalent to one AQF Level higher than the highest program in which the major, minor, or specialisation is offered.
 - d. A qualification in a relevant discipline at the same AQF Level as the program in which the course is offered, and in receipt of professional development support and supervision that assures high-quality teaching; or
 - e. For professionally-oriented instruction, demonstrated specialist expertise or experience where that instructor will be teaching on that area and in receipt of professional development support and supervision by the Course
6. Tutors/Demonstrators (supporting teachers) are qualified by:
 - a. A qualification in a relevant discipline one AQF Level higher than the program; or
 - b. A qualification or the equivalent of a qualification in a relevant discipline at the same level as the program and in receipt of professional development support and supervision that assures high-quality teaching; or
 - c. Demonstrated achievement of the learning outcomes for the course to an exceptional level, or demonstrated specialist expertise or equivalent experience where that instructor will be teaching on that area, and in receipt of professional development support and supervision by the Course Convener that assures high-quality teaching. This includes Doctoral

candidates teaching in their area of study.

7. Guest lecturers and peer-assisted learning partners do not require a minimum qualification.
8. Where there is reference to one AQF Level higher than the program, the maximum AQF qualification level (Level 10) is considered sufficient.
9. Where a course is co taught across multiple program AQF levels, the highest AQF level is used for the assessment.
10. Exceptions to these role qualifications are approved by the College Dean.
11. Equivalencies for the Primary Supervisor of higher degree research candidates are approved by the Delegated Authority.
12. Equivalencies for Program Conveners, Major, Minor, or Specialisation Coordinators/Conveners, Course Conveners, Lecturers (principal teachers), and Tutors/Demonstrators are approved by the Associate Dean.
13. The Associate Dean determines if a course is professionally oriented for the purpose of role qualification requirements.

Role qualifications

14. Staff required to undertake professional development to satisfy the role qualification requirement either:
 - a. do not mark the final assessment; or
 - b. have their marking moderated by the Course Convener.

Professional development, support and supervision

15. Professional development, support and supervision comprises a combination of the following:
 - a. Required concurrently undertaking a formal or non-formal teaching and learning/supervisory training/quality program; and/or
 - b. Prior demonstration of skills in a moderated tutorial or mock tutorial at an appropriate standard.
 - c. Regular monitoring of teaching and the provision of feedback for continuous improvement; and/or
 - d. Opportunities for co-teaching alongside more experienced teachers; and/or
 - e. Regular peer discussions facilitated by a more experienced teacher.

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