



Research and Scholarship Policy

Effective Date: 2022.12.20

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1. Purpose

The purpose of this policy is to outline the parameters of research and scholarship activities conducted by Alphacrucis University College (AC) faculty, Higher Education Third Party Arrangement (HETPA) faculty, Higher Degree Research (HDR) candidates and postgraduate research students, as well as the provision of resources required.

2. Scope

All faculty.

3. Policy

3.1. AC research and scholarship priorities are informed by the AC Strategic Plan and guided by the AC Research and Scholarship Plan. AC defines research and scholarship in accordance with the definitions outlined by the Tertiary Education Quality and Standards Agency (TEQSA). AC conducts research within the guidelines of the Australian Code for the Responsible Conduct of Research.

3.2. Scholarship Activity

- 3.2.1. All AC and HETPA permanent and sessional faculty are required to engage in scholarship to maintain professional currency in the relevant discipline area(s) and in the teaching of these discipline area(s). These activities are to be reported annually, providing evidence of how knowledge acquired has been disseminated to audiences other than the readership of research publications (or an alternative explanation). The impact of scholarship upon and engagement with end users should also be demonstrated.
- 3.2.2. Scholarship encompasses both institutional and individual activities that contribute to the advancement of discipline knowledge and professional practice. Scholarship directly informs learning and teaching, including disciplinary scholarship, and contributes to the design and delivery of courses. Multi-disciplinary scholarship is encouraged, providing there is a clear link to teaching practice in the relevant subject. Engagement with scholarship includes:
- peer reviewed publications, conference presentations, and other communications;
 - scholarly review or teaching practice activities that contribute to course development and review;
 - synthesising and communicating advances in practice e.g. presentations, professional practice or learning and teaching in a discipline;
 - teaching practice engaged in current ideas, debates and issues e.g. improved pedagogies, learning processes, curricula, academic policies and learning materials;
 - contributions to relevant professional bodies or communities of practice e.g. development of new standards, knowledge resources, codes of practice;
 - active and ongoing involvement in relevant academic societies, editorial roles or peer review;
 - undertaking a HDR course;
 - undertaking advanced specialised practice or scholarly secondments;
 - creative performances that demonstrably inform learning and teaching, or supervision.
- 3.2.3. Scholarship does not include activities or professional development unrelated to teaching or supervision in the faculty member's discipline of expertise.



3.3. Definition of High Quality Research

- 3.3.1. AC defines high quality research as an authored or co-authored: book, book chapter or journal article published in a high quality research outlet. These are defined as follows:
- monograph or book chapter published with a peer reviewed, well established academic publisher for which the core business is producing academic books and distributing them for sale. University presses are regarded as high quality, provided that they have responsibility for the distribution of the publication, in addition to its printing. Editing an academic volume is valuable scholarship but is not included as high quality research;
 - articles in academic journals with widely accepted rankings of either A*, A or B (or equivalent). In theology AC utilises the Council of Deans of Theology journal rankings, and in other disciplines the rankings of similar bodies.

3.4. Classification of Research Active

- 3.4.1. Faculty members with a research workload allocation are expected to be “research active” in their areas of disciplinary expertise.
- 3.4.2. “Research active” means either:
- an academic who within the last five years has achieved five points including at least one point for peer-reviewed publications (pro-rata for part-time academic staff); or
 - an early career academic who has achieved an average of one point per year since conferral of a doctoral award.
- 3.4.3. Points are awarded as follows:
- peer reviewed research monograph (5 points);
 - peer-reviewed journal article, published conference paper or book chapter (1 point);
 - editing a peer-review collection of essays in a book or journal (2 points);
 - publication of a major work of translation (1 point);
 - completion and performance or public exhibition of a major original composition such as a musical score or art exhibition (1 point);
 - research or professional industry grant (1 point per \$10,000 to a maximum of 2 points);
 - supervised to completion a HDR candidate as a principal, co-supervisor, or associate supervisor (1 point per candidate to a maximum of 2 points);
 - peer assessment (PhD examination, peer review of scholarly articles or book manuscripts, assessment of an external competitive grant application, publication of a book review in a peer-reviewed journal) (0.25 points; maximum of 1 point for book reviews);
 - peer reviewed conference presentation (0.5 point);
 - other research activity not defined above and recognised by the Research Committee (1 point).
- 3.4.4. A publication with multiple authors will count as one publication for each author.
- 3.4.5. In determining research active status the objective indicators of the quality of the staff member’s outputs will be considered.

3.5. Principles of Faculty Research and Scholarship Allocations

- 3.5.1. AC is committed to supporting faculty research and scholarship through allocation of workload where appropriate. The principles of faculty research and scholarship allocations ensure that:
- activities reflect the mission and vision of AC;
 - community engagement and social responsibility are embedded in the activity; all faculty members are engaged in scholarship activities;
 - HDR candidates are provided with appropriate supervision;
 - research allocations are prioritised for faculty members engaged in high quality research.



3.6. Research Incentives

3.6.1. Faculty members may be eligible for a monetary reward for each unique high quality research book, book chapter or journal publication within the relevant calendar year. Conference papers are not included in the definition of 'publication'. Funds gained as research incentives must be utilised for research-related expenses only. Only publications that list AC as the applicant's affiliation are eligible for an incentive.

3.7. Research and Scholarship Data Collection

3.7.1. All faculty are expected to report their research and scholarship through the annual Research and Scholarship Data Collection (RSDC) process coordinated by the AC Research Officer. This information is analysed and reported on through the annual AC Research and Scholarship Report.

3.8. Participation in Academic Assessment and Public Engagement

3.8.1. All research-active faculty are encouraged, in consultation with the relevant Head of School, to participate in opportunities for academic assessment, such as peer review of academic articles and books, ARC/NHMRC assessments, journal editing, committees of professional or academic peak bodies, academic conference organisation, and the like.

4. Procedures

4.1. Faculty External Funding Applications

4.1.1. AC faculty members who intend to participate in funded collaborative research with external parties should discuss this with their Head of School before making commitments to external parties. This is also advised for AC faculty members seeking external funding for their own research.

4.2. Faculty Research and Scholarship Workload Allocations

4.2.1. The allocation of scholarship workload is determined by the relevant Head of School.

4.2.2. The allocation of research workload is determined by the Head of School in consultation with the AC Director of Research. Research workload allocations will be strategically provided in order to maximise the output of high-quality research. Criteria for allotting research workload may include demonstrated evidence of:

- a. a track record of high quality research outputs; alignment with the AC Research Foci;
- b. external funding for research; successful HDR supervision;
- c. research potential of early-career researchers and those on part-time or fractional appointments;
- d. undertaking an identified special project approved by the Head of School and VP Academic.

4.3. Faculty Conference Travel Funding

4.3.1. Requests for faculty conference travel funding are considered by the Research Committee within the parameters of available funds.

4.3.2. Permanent faculty members of 0.5 FTE or more are eligible to apply and priority will be given to faculty with demonstrated potential or a track record in high quality research publication. Note that there is a separate process for PhD students.

4.4. Research Incentives Allocation

4.4.1. Research incentives will be allocated to high quality research only, within the parameters of available funds. The funds awarded as research incentives may only be used by the recipient for high quality research-related expenses, such as purchasing software for research, research-related travel, or employing assistance for research-related tasks (such as transcribing, data



entry, etc.). As such the funds are retained by AC, as an allocated amount for the recipient, until the recipient submits the necessary receipts or other appropriate evidence to be reimbursed for such research-related expenses. Research incentives should be spent in the budgeted year they are awarded unless there are special circumstances.

4.4.2. If a recipient leaves the employ of AC, s/he will forfeit all unspent funds received as research incentives.

5. Responsible for Implementation

5.1. Director of Research

6. Related AC Policies or Documents, Standards and Legislations

6.1. AC Policies or Documents

- 6.1.1. Higher Degree Research Candidature Policy;
- 6.1.2. Higher Education Faculty Register Policy;
- 6.1.3. Party Arrangement Implementation and Administration Policy;
- 6.1.4. Research Supervision Policy;
- 6.1.5. Special Studies Program Policy.

6.2. Relevant Standards and Legislation

N/A

7. Review and Revision

This policy will be reviewed by the Director of Research on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the Research Committee for endorsement and Academic Board for approval. Revisions will be communicated to all relevant stakeholders upon approval.

8. History of Approval and Amendments

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| Policy owner | Director of Research |
| Policy category | Academic: Research |
| Policy status | Approved |
| Approval Body | Academic Board |
| Endorsement Body | Research Committee |
| Approval Date | 2022.12.20 |
| Last Review Date | 2022.12.20 |
| History of Policy Amendments | |
| V1 2022.12.20 | Initial policy |
| V1.1 2026.06.04 | New template |

Add a new row for each version of the policy. Do not remove previous changes.

Appendices

N/A