



Australian Graduate School of Leadership

Policy register

Policy name	Staff Development		
Version	1.0	Status	Approved by Board of Directors
Communication	To all staff	Date	21 January 2013

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1. Preamble

Attending conferences is an important activity that provides opportunities for members of faculty and staff to:

- Improve their teaching skills;
- Disseminate research findings and theory developments;
- Engage with peers from other institutions and organisations; and
- Identify potential research partners.

2. Scope

This policy applies to all staff and faculty members.

3. Principles

The broad aims of this policy are to:

- Provide opportunities for faculty members to enhance and improve the quality of teaching and learning at AGSL;
- Encourage the progression of key pieces of research through to journal publication;
- Enhance the quality of research and publication through attendance at selected conferences;
- To provide opportunities for academics to develop collaborative relationships with researchers from other institutions and organisations; and
- To present the Australian Graduate School of Leadership as a high quality research organisation.

4. Procedures

Funding to attend conferences will only be approved where attendance at the conference will contribute to one or more of the broad aims listed in the preceding section. Where a staff member, faculty member or doctoral student identifies a conference that they wish to attend that may contribute to the enhancement of one or more of the principles outlined in this policy, they are to forward a request by email to the Registrar that includes:

- Marketing materials for the conference that include the conference objectives, outcomes or content, duration, location and cost of the conference either as an attachment to the email or link to the conference website;
- A justification as to how conference attendance is likely to satisfy one or more of the broad aims of conference attendance that are outlined in the preceding section; and
- A statement that the conference attendance will not affect the fulfilment of other work obligations or a plan of how interruptions to other work obligations caused by conference attendance will be managed.

The Registrar will make a determination regarding funding the conference attendance in consultation with the Executive Dean and with reference to the:

- level of funding required to attend (i.e. attendance fees plus travel, accommodation and related costs);
- level of funding available in the corporate budget;
- importance and relevance of the conference agenda items and their potential impact on research, teaching and learning at AGSL;
- priority of this request compared to other conference attendance requests; and
- potential interruption to other activities being undertaken at AGSL.

In addition to providing opportunities to attend conferences, from time to time AGSL will convene workshops of faculty to share experiences, develop their teaching expertise and discuss teaching and learning methodologies. Research seminars may be conducted from time to time.

5. Responsibilities

The Executive Dean and Registrar are responsible for the application of this policy.