

A1 - ACADEMIC ACCREDITATION POLICY

1 PURPOSE

The purpose of this policy is to outline the standards and framework by which academic staff are accredited to deliver units at BBI – The Australian Institute of Theological Education (BBI-TAITE).

2 BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its educational mission. This policy has been implemented in order to ensure that academic staff are classified based on their knowledge, skills, and expertise so as to provide the most appropriately qualified academic staff for teaching BBI-TAITE's units.

The Academic Accreditation Policy is distinct from the Academic Classification Policy.

3 SCOPE

This policy applies to all academic staff of BBI-TAITE.

4 DEFINITIONS

Academic Accreditation – refers to the discipline (and sub-disciplines, where relevant) in which an academic staff member is accredited.

Academic Staff – refers to all full-time and part-time faculty members employed by the Institute and sessional academics including unit authors, online unit moderators, lecturers and tutors.

5 POLICY

BBI-TAITE maintains an Academic Accreditation Register of academic staff and the units they are approved to teach. The Register is maintained by the Academic Dean (or delegate).

In general, it requires that academic staff approved to teach a unit hold a qualification at least one AQF level above the course of study in which the unit is being delivered. Exceptions to this requirement exist where an academic staff member has demonstrated professional, teaching, and research experience to warrant their teaching at the same level of their highest AQF qualification. Approval to teach a unit at the same level at which an academic staff member holds their highest AQF qualification must be granted by the Academic Board.

Academic staff cannot, under any circumstances, teach at an AQF level higher than their own highest qualification.

6 PROCEDURE

Academic staff may apply to be admitted to the BBI-TAITE Academic Accreditation Register and thereby deliver as required approved units. Typically, academic staff will be accredited to teach in one discipline area (such as THEO, REDU, LEAD or GOVC), though may be accredited to teach across multiple areas where their qualifications, skills, knowledge, and professional record warrant this. Typically, academic staff will be accredited to teach specific units (such as those in Biblical studies, if their qualification, skills, knowledge and professional record is focused on Biblical Studies). Sessional staff will only be accredited to teach specific units.

To be admitted to the Academic Accreditation Register, the following steps must be followed:

1. The academic staff member applies to the Academic Dean, outlining their case for accreditation to teach in a specific discipline area and (where possible) specific units. This application includes submitting a copy of their CV and supporting documents (e.g. testamurs). This documentation should include a summary of their qualifications, relevant publishing and research activity, teaching experience and relevant industry and professional experience. A letter outlining the applicant's case is also recommended.
2. The Academic Dean reviews the application and recommends approving or declining based on the following criteria:
 - a) The applicant's qualifications warrant their accreditation to teach in their selected discipline and their selected units (i.e. they are qualified at the equivalent of one AQF level above the level at which they will be teaching in a relevant area).
 - b) The applicant has an AQF qualification at the same level as the level they wish to teach as well as demonstrated professional, teaching, and research experience, including fulfilling at least TWO of the following criteria:
 1. Five years or more experience at senior leadership level in a relevant professional context.
 2. Five or more peer-reviewed publications in the area of accreditation.
 3. Two or more years' experience teaching at the relevant AQF level at another Higher Education Provider, combined with a letter of endorsement from a senior academic at that University
3. The Academic Dean will forward the recommendation to the Academic Board, who is responsible for final approval, or declining, of the application.
4. The applicant will be informed within eight weeks of application. In situations of uncertainty, the Academic Dean provides the Academic Board with all relevant evidence but with no recommendation. The Academic Board is then responsible for approving or declining the application.
5. If the application is declined or if the applicant is dissatisfied with the outcome, the applicant may discuss the decision with the Academic Dean. Following the discussion, the Academic Dean may invite the applicant to re-apply.
6. The Academic Dean files a copy of the application and the outcome securely, and then updates the Academic Accreditation Register.
7. Updates to the Academic Accreditation Register are communicated to the Academic Board, along with relevant applications, quarterly.

7 KEY RELATED DOCUMENTS

- Quality Assurance Guidelines for Unit Design and Delivery
- Academic Board – Terms of Reference
- Records Management Policy

8 NOTES

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| Contact Officer | Academic Dean |
| Implementation Officer/s | Academic Dean |
| Approval Authority / Authorities | Academic Dean / Academic Board |
| Date Approved | 18/11/15 |
| Date of Commencement | 1/7/16 |
| Date for Review | 24 MONTHS AFTER COMMENCEMENT |
| Amendment History | REVIEWED 3/12/2018 |
| Key Stakeholders | Faculty & Sessional Academics |