

Academic Staff Portfolio Template

Date - xxxxx 2019

(Provide detailed information to demonstrate that you meet the AQF+1 qualification requirements or equivalent professional experience, and you are active in professional development and scholarship activities.

This information is required in accordance with the Threshold Standards.)

1. Curriculum Vitae Folio

1.1 Personal Details

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|------------------------------|
| Last Name |
| Given Name |
| Title |
| Australian Residency Status: |
| Telephone Number |
| Email Address |

1.2 Current Appointment at MIT

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|--|------------------------------|
| School | School of IT and Engineering |
| Type of Current Appointment [Full-time/Part-time/Casual] | |
| Current Level of Appointment [If applicable] | |
| Date of Initial Appointment | |
| Fraction of Appointment [if Part time] | |
| Highest level of teaching [E.g. Masters, Bachelors] | |

1.3 Qualifications, Memberships, Awards

| Qualifications | Year | Qualification/Awarding Institution |
|--|------|------------------------------------|
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| Membership of professional associations: | | |
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1.4 Professional Experience (E.g. Industry positions, teaching positions)

Note: This section is particularly important if the qualifications in the previous section do not meet the AQF+1 requirements for the highest course you are teaching. In that case, you need to ensure that sufficient details are provided below to meet the equivalent professional experience required. For details of required professional experience, please see the checklist at:

<http://www.mit.edu.au/sites/default/files/documents/Checklist%20for%20determination%20of%20AQF%20and%20Experience.pdf>

| Start Year | Finish Year (Enter 'current' if currently in the position) | Position | Institution/Employer | Main responsibilities (For industry positions, include any supervision experience; for teaching positions include any postgraduate teaching experience, course development experience and program coordination experience) |
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If your highest academic qualification is **not** at a level one or more above the AQF qualification that you intend to teach (for example, a doctorate for those who are teaching units in a Masters degree), explain below how your professional experience listed above meets the AQF+1 requirements **as per the checklist**:

<http://www.mit.edu.au/sites/default/files/documents/Checklist%20for%20determination%20of%20AQF%20and%20Experience.pdf>

2. Professional development folio

Professional development activities generally include being enrolled in formal courses, attendance in conferences, workshops and training sessions, publishing articles etc. They are given points; one point generally equates to one hour of activity. For further details on points and acceptable activities see: <http://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/continuing-professional-development-academic-staff>

2.1 Scholarship* in your field of expertise

For casual staff, MIT requires that you complete a minimum of 5 points of scholarship activities per annum in your discipline area of expertise, including publications (the points assessed in a year is derived from the rolling average of three years). For full-time or part-time staff, MIT requires that you complete a minimum of 15 points per annum of scholarship activities (pro-rata).

*The section here should demonstrate how you meet, or preferably exceed, this minimum annual requirement for **scholarship in your field of teaching**. List previous 3 years' activities.*

| Date | Scholarship Activity (e.g publication details, conference attendance, professional development session attendance etc.) in your field of expertise (Give sufficient information for independent verification, if required). | Duration of the activity (if applicable) | Points (as per MIT's point system in the link in Section 2) |
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2.2 Scholarship* related to Teaching & Learning

For casual staff, MIT requires that you complete a minimum of 5 points per annum of professional development/scholarship activities related to teaching & learning (the points assessed in a year is derived from the rolling average of three years). For full-time or part-time staff, MIT requires that you complete a minimum of 15 points per annum of professional development/scholarship in teaching & learning (pro-rata).

*The section here should demonstrate how you meet, or preferably exceed, this minimum annual requirement of **scholarship related to teaching & learning**. List previous 3 years' activities. Do not repeat the activities already included in the scholarship in your field of expertise in Section 2.1.*

* TEQSA's Guidance Note on scholarship of teaching & learning states: "There are various aspects to scholarship, but at its core are the maintenance of knowledge of current developments in the discipline, and transmission of this knowledge through effective, contemporary approaches to teaching and learning." (http://www.teqsa.gov.au/sites/default/files/ScholarshipGN_0.pdf). Also, see: Robinson, W. and Hougaz, L. (2013 June) A culture of scholarship: Opportunities and challenges for the non-university Higher Education sector. ACPET Journal for Private Higher Education, (2)1.



| Date | Professional Development Activity in improving teaching & learning skills (Give sufficient information for independent verification, if required). | Duration of the activity (if applicable) | Points (as per MIT's point system in the link in Section 2) |
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3. Teaching Folio

| Year/Semester | Unit Code and Name | Credit Points | Classroom Contact Hours | Class Size(Approx.) | Teaching Evaluation Score |
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4. Other Information

Here you can provide any additional information on your professional achievements.



Approved by Teaching & Learning Committee, September 2015