Academic Development Program (ADP) Guidelines

This document must be read in conjunction with the following resources:
Western Sydney University Academic Development Program (ADP) Policy:
Western Sydney University ADP Website: [*www.westernsydney.edu.au/adp*](www.westernsydney.edu.au/adp)
The [Professional Development Policy](#), the [Code of Conduct](#), the [Conflict of Interest Policy](#) and the [Travel Policy](#) should be read in conjunction with these guidelines.
Applicants are encouraged to contact the ADP Coordinator if they have any questions about the application process. Email: ADP@westernsydney.edu.au

Contents

Introduction

These guidelines outline the processes to be followed and the responsibilities of staff of Western Sydney University when applying for and undertaking, or considering applications for and managing, an Academic Development Program (ADP). ADP is only available to eligible academic employees.

Academic staff looking to undertake a period of ADP should discuss this with both their Academic Supervisor and Dean/Director well prior to applying. This discussion should also be recorded as part of an Academics' Professional Development Plan. This will form part of the evidence required by the Dean/Director to provide within their report requested for an application by the ADP Coordinator.

There will be one call for applications for ADP each year. ADP can be taken in either the first or second half of the year.

Repayment of Salary and Financial Assistance Grant

Employees who vary their ADP without seeking approval, do not comply with the conditions of the [Academic Development Program (ADP) Policy](#) or these guidelines, or cease their employment with the University after a period less than the length of the ADP, or part ADP, may be required to repay some or all of the salary and financial assistance granted. Where this occurs, the Dean or Director will make a recommendation to the Vice-President, People and Advancement about any repayment requirements. A statement outlining the circumstances and any mitigating factors may be submitted to the Dean or Director to be considered in the recommendation. The Vice-President, People and Advancement will determine the amount to be repaid or will waive the repayment of salary and financial assistance in exceptional circumstances.

The Application Process

Applications must be submitted on the ADP application template to the Office of People and Success by the closing date which will be no less than thirty working days after the call for applications. Late applications will not be accepted. Included with this application is the ADP CV, the Research Activity Statement supplied by the ADP Coordinator, past ADP Report if appropriate and any supporting letters/documentation.

The ADP Coordinator will check each applicants' eligibility to apply per the [ADP Policy](#). Only applications from eligible applicants will continue through the process. The ADP Coordinator will notify applicants in writing if they are not eligible.

Applicants who are prior recipients of ADP must attach a copy of the previous ADP report lodged following their most recent period of ADP. Applications from prior recipients which do not include the report will not be considered.

ADP Application Form

Applicants must use the ADP Application Form. Applicants are responsible for ensuring that all information is correctly recorded.

Applicants are strongly encouraged to include both a Research and Learning and Teaching component or provide justification as to why this is not appropriate.

Personal Details

Ensure that every section is completed.

NOTE: The DVC Indigenous Leadership (or nominee) will provide a report for those applicants who have identified as Aboriginal or Torres Strait Islander, or applicants who have indicated on their application form that they have included aspects of the Indigenous Strategy within the narrative of their application. This report will provide guidance and context to the ADP Committee for their consideration of the application. This report will remain confidential.

Work profile

Applicants must ensure that they list their work profile for the last 3 full years and include the current year. This is to be based on approved workload but should be noted as a percentage which totals 100% for each year, irrespective of full time or part time or those with load over 100%. We then ask for an average of these figures over that timeframe, again totaling 100% across the three fields.

For example:

> Current and past work profiles at Western as a percentage: (display as a total of 100% based on your signed workload agreement)**:**

Year	2024	Learning & Teaching	40	Research and Scholarship	40	Engagement, Service and Governance	20
Year	2023	Learning & Teaching	40	Research and Scholarship	40	Engagement, Service and Governance	20
Year	2022	Learning & Teaching	30	Research and Scholarship	50	Engagement, Service and Governance	20
Year	2021	Learning & Teaching	30	Research and Scholarship	40	Engagement, Service and Governance	30
Aggregated Work Profile as a percentage: (display as a total of 100% based on your signed workload agreement averaged over the number of years demonstrated within your application – refer to the guidelines for instructions)							
Teaching and Learning	35	Research and Scholarship	43	Engagement, Service and Governance	22		

Details of Last ADP

This section is only to be completed if the applicant has previously completed an ADP within Western. A listing of the specific contributions and outcomes arising from the ADP are required along with a full copy of the report from that program.

Equity Considerations

Applicants may include on their Application Form a statement (*maximum 250 words for each section*) on ongoing and for significant personal circumstances which have affected their career impact and trajectory. Assessing merit relative to opportunity enables recognition of an individual's achievements given the opportunities available to them. This allows fairer consideration of the overall quality and impact of achievements by applicants given their personal circumstances and the related effect on overall time available, momentum, rate of productivity, and capacity to participate in certain activities. This holistic approach enables assessors to undertake a more nuanced and contextual evaluation of achievements over the defined period, without placing emphasis on the quantity or rate of achievements The statement should focus on the last three years. The statement will facilitate the assessment of achievements relative to opportunity.

Examples of factors applicants may wish to highlight include, but are not limited to:
- family or caring responsibilities (for example, primary carer for children, elder-care, illness of a partner or dependent);
- career breaks related to extended parental or carer leave;
- a temporary or permanent disability, or chronic medical condition (for example, a visual impairment or mental illness);
- relevant cultural expectations or circumstances (for example, the extent to which cultural norms and expectations support education and employment opportunities for women);
- periods of part-time work (for example, returning to work after the birth of a child); and/or
- absences due to ill health or injury (for example, recovering from a major operation);
- other relevant life events as relevant including but not limited to incidents of domestic and family violence, significant relationship breakdowns, end of life care or the death of a family member.

Applicants are **not required to describe specific details about sensitive issues**. The statement should focus on the impact of personal circumstances on academic career trajectories and achievements relative to opportunity.

Applicants submitting a personal statement should provide supporting documents with their application, if available. This documentation will only be provided to the Equity Observer, and if requested, the Chair. We commit to respecting the privacy of applicants who do not wish to disclose information on their

circumstances within assessment documentation. Applicants can be assured that information disclosed will:

- Only be used for the purposes of assisting in the assessment of the applicant's performance and achievements;
- Be kept confidential.

Natural Disasters or Global Events and Pandemic Considerations (Optional)

The University acknowledges the possible impacts that natural disasters, global events and pandemics have had on its staff. Please outline any extenuating circumstances which have arisen from natural disaster, global event or COVID-19 (pandemic) which h have affected your overall academic performance and or achievement. Describe the impact these considerations may have had on your academic development and progression within the timeframe of this event.

Below are examples of circumstances that could result in altered outcomes due to such impacts. This is not an exhaustive list but may be considered when evaluating staff productivity and achievement during the pandemic, natural disaster or global event impact period.

- COVID-19 (pandemic) considerations may include:
  - transition to remote teaching and learning, changes in workloads to focus on teaching and governance roles in response to COVID-19 (pandemic),
  - the loss of access to research resources and recognition of increased pastoral care and peer support,
  - shifts in household labor, childcare, eldercare, exacerbation of your own medical condition/s because of COVID-19 (pandemic) circumstances, and physical confinement.

- Interruptions due to natural disasters, global events and pandemics may include:
  - university or industry shutdowns and loss of access to infrastructure,
  - cancellation or postponements of research agreements with research partners,
  - carer responsibility for children learning from home,
  - carer responsibilities for ill children, ill or elderly parents or ill family members,
  - personal ill health or ongoing condition deemed high risk and hence required extended social distancing measures,
  - financial distress and hardship through loss of family business and/or income,
  - valued expertise, where research is redirected to pandemic or natural disaster specific research,
  - state and federal duties such as Army Reserve or State Emergency Services,
  - family related impacts related to natural disasters or political unrest of conflict,
  - travel restrictions impeding research progress and collaboration.

Achievement Relative to Opportunity

Assessing achievements relative to opportunity involves evaluating the quality and impact of the staff member's achievement having regard to the applicant's career stage and trajectory and taking into consideration the impact of relevant personal circumstances. This supports appropriate evaluation of achievements in relation to productivity, the ability to participate in certain types of activities, and the consistency of activities or output over the period of consideration.

Applicants applying for Academic Development Programs are encouraged to articulate their relevant personal circumstances in their application to enable the assessment of their achievements relative to opportunity.

In applying achievement relative to opportunity, the Committee prioritise:
- the level and conditions of appointment (including the nature of the academic work profile and employment type),
- the quality and impact of the person's work,
- outcomes given the time and/or resources available to the person, and

- any ongoing impact on achievement related to the person's circumstances.

A person's opportunities may be impacted by a range of circumstances. We encourage staff to articulate these circumstances to enable the University to accurately assess achievement relative to opportunity.

Following are examples of circumstances that could result in a different pattern of success. This list is not exhaustive.
- Significant career interruptions due to:
  - long parental leave, long service leave and extended periods ofsick leave;
  - impairment, disability or medical conditions, domestic and familyviolence;
  - a relationship breakdown;
  - personal trauma, for example, bereavement;
  - insecure employment;
  - significant cultural or religious obligations.
- Periods of part-time employment and other flexible work arrangements such as:
  - part-time employment and other flexible working arrangements to accommodate carer responsibilities, for example, caring for children orelderly parents.
- Non-traditional patterns of achievement. Atypical career experiences such as:
  - a later start to academia;
  - changes in discipline focus;
  - industry engagements that require confidentiality of authorship.
- Cultural, service or representation commitments. The impact of:
  - service/committee commitments of staff from under-represented groups, for example, academic women in STEMM, Aboriginal andTorres Strait Islander staff;
  - Aboriginal and Torres Strait Islander staff cultural obligations/commitments;
  - high service/administrative obligations (for example, due to Head of School appointments and other heavy 'service'/leadership positions).
- The ability of the person to participate in relevant activities that typically influence progression, output or regard. For example, the inability to travel nationally or internationally due to:
  - health, carer responsibilities, pregnancy, breastfeeding or financial circumstances;
  - travel bans related to citizenship or other factors.
- Impact of major international, national and local events. Previous or current (Western or other) University or industry shutdownsdue to:
  - pandemics;
  - natural disasters;
  - war or political unrest.
- Other temporary or ongoing circumstances that could impact on performance, such as:
  - impacts of a permanent or temporary disability (including related tophysical and mental health);
  - language barriers experienced by people from a non-Englishspeaking background.

The impact of these personal circumstances can be evident in the following areas:
- publication record;
- number of classes taught;
- fieldwork activities;
- conference and seminar participation, or attendance in other opportunities in different geographical locations;
- maintaining networks of research contacts and research collaborations;
- track record of securing funding;
- modified research methodology;
- supervision of staff or students;
- committee, working party or accreditation panel membership; or
- other activities and outputs specific to an individual.

Proposed ADP Dates and Location

Applicants should establish when and how they wish to undertake their program: 1 block of 22 weeks, 2 x 11 week blocks or 3 x 7 week blocks noting that these options can only impact on one teaching period. Applicants are also required to take 2 weeks of annual leave in conjunction to their program and these dates are to be included on the application.

This leave can be immediately before, during or after the ADP.
Applicants need to outline where the program will be undertaken, within Australia or abroad, and indicate dates for overseas destinations.

Details of Proposed ADP and Expected Outcomes

Applicants should provide a percentage breakdown of their program around Research/Learning & Teaching/Industry & Engagement/PhD Completion. This should be apportioned over the 22 week period to a total of 100%

The Committee suggests a limit of 5 pages for your case to support your application.
NOTE: If your plan involves any travel component, ensure that you indicate separately what your program will entail if you are not able to travel due to DFAT Level 3 or Level 4 restrictions.

The ADP Committee will consider:

- Is the program clearly explained (without excessive detail), and feasible in the time available given the applicant's background and earlier achievements?

- Will there be clear outcomes and/or impacts from each proposed activity to show that the program was successful?

- Are there clear benefits to both the applicant, the School and the University? For example does this program strengthen opportunities to undertake work to assist with new curricula, online development of classes/tutorials/practical's, etc and research activities.

- Does the program involve working with colleagues at other institutions, organisations, industry or NGOs either overseas or within Australia? How will these collaborations benefit the applicant, the School and University in the longer term?

ADP Summary

Provide a 100 word summery of the proposed program outlining what you are doing and what you hope to achieve (your proposed outcomes).
(Note: This summary may be used with the outcome notification of ADP Applications and for other promotional activities if successful including Research and Teaching week and School presentations.)

ADP for the purposes of PhD Completion

The use of ADP to support the completion of a PhD will be limited to a single ADP period. The ADP should result in the end of the staff member's candidature, and be accompanied by a statement of support from the principal supervisor that this period of ADP will lead to the completion of the PhD studies. A detailed timeline by month clearly outlining the progress required for completion of the PhD must be attached to the application. This timeline should include the lead up period to the commencement of the ADP.

If you are applying for an ADP to complete a research higher degree, please include a response to the criteria outlined below in your program objectives section. Your principal supervisor must certify that completion is achievable by the end of the ADP period and this documentation must be attached to the ADP application along with a detailed timeline outlining the progress required for completion.

- there are exceptional circumstances;
- the program is a doctoral degree and is relevant to the employee's role with the University;
- the applicant does not hold an equivalent degree;
- there has been no opportunity to incorporate the study into the applicant's workload or to take study leave;
- the ADP will result in the completion of the degree, and this is confirmed by the applicant's research supervisor in writing and a time-line detailing progress towards completion; and
- no previous ADP has been granted for work on the degree.

Your program objectives (ie what are you going to do?)

You must clearly outline how your program is aligned with the strategic plan of the University and the goals and strategies of the School/Division.

Please provide a plain language summary of the aims, significance, expected outcomes and potential impact of your program objectives.

What are the specific outcomes and outputs of what you plan to achieve and how will they benefit both yourself and the University. How will your outcomes be measured?

Ensure your outcomes are clear and demonstrate how they will assist with your career development. **Note:** Proposals will be assessed in terms of the mutual benefit to the University, the School and community and to the academic and/ or professional development of the applicant. You must clearly demonstrate how outcomes/outputs will be achieved. Provide specific details such as publication (journal articles and journal name, conference papers, reports), grant proposals, presentations/seminars and any other substantive outputs planned.

Where the research output involves a book publication or performance/display of a creative work, it is recommended to include evidence of an expression of interest to consider the publication/performance/display or dissemination of the work.

Describe how the anticipated outcomes will advance research and/or teaching in the discipline or will lead to new knowledge, practice or policy more broadly (this can be aspirational with this program as a foundation piece for further research or curriculum development).

Demonstrate your capacity to achieve the proposed outcomes of the ADP

Provide evidence of your capacity to make effective use of the proposed ADP by reflecting on your academic performance over the past 3 years and your agreed Academic Planning and Performance goals. Include information on career disruptions or factors that may have affected your performance during this time.

The relationship of the program to your current teaching and/or research commitments.

This should include the benefits which may be expected to accrue to you and to the University: teaching development, collaborations, income generation, publications, partnerships (national or international; industry or University) and engagement.

Articulate what your plans are following your ADP.

How will you utilise the outcomes of your ADP to progress your research, teaching and learning and engagement activities? If you are planning to complete your PhD during your ADP, please indicate your plans for your research following your PhD submission.

Where are you going to do it, why was this location chosen, and with whom?

You must clearly outline your justification as to why you have selected the project/participants for your proposed program. Virtual collaborations are encouraged. Also take into consideration possible industry and other non-sector collaborations. This can also include locating yourself within Western's Research Institutes to provide a research-intensive space for collaborating and working outside of your normal 'workspace'.

The University prefers that you are NOT located solely within your home or normal work office. A suitable location could be within an Institute at Western or other metropolitan Institution, and this should be discussed with your Dean as part of your planning process. Your location during your program reflects the importance of network and partnership development.

Details of Conferences/Seminars to be attended

Describe why these were selected together with the relevance for attending. Ensure that you indicate if you plan to or have a presentation, provide the relevance of the conference to your ADP activities and include any other activities that will occur around this event.

Ethics/Regulatory Approval.

Ensure that if your program requires ethics or other approvals that these are sought well in advance of your proposed program commencement date. Failure to obtain these approvals in a timely manner can negatively impact your program progression.

Itinerary

This should be as detailed as possible. Please attach confirmation of your arrangements from the institution(s) / organisation(s) named. This should include the names of the person supporting the visit, what level of support will be provided by the host institution, possible co-workers during the leave period and evidence of invitation to be a presenter, visiting scholar, etc.

Estimates – Total costs of the ADP

The limits of financial assistance provided for a program are listed below. ADP is funded from your unit and not a central account. See full details below in Table 1 in Financial Assistance Grant. Funding cannot be sourced for both international and national travel.

HDR Supervision During ADP

Please provide details of HDR students for whom you will be the supervisor at the time of commencement of the proposed ADP and attach written confirmation from co-supervisors that they will take on a prominent supervisory role during your ADP. Email confirmation is suitable.

ADP Application CV

You must present your Application CV in the standardised format provided. All information should commence with the most recent activity, that is, in reverse chronological order.

All information should be capped at the five-year mark; that is, do not include information more than five years old.

Staff Member Details and Full Employment Summary

Provide all your details and employment summary, following the headings provided in the Application CV. This section requires all of career detail and is not capped at five years.

Learning and Teaching information

Applicants should provide accurate details of all applicable achievements and Leadership in Learning and Teaching as per the sections noted in the Application CV document, including:

- undergraduate and postgraduate subjects and or programs taught or led, including role, years of involvement and volume of teaching in subjects;
- internal and external learning and teaching related committee participation including years of involvement;
- HDR student completions (including Honours students);
- theses examined;
- relevant professional development activities; community of practices, and scholarship in learning and teaching including Non-Traditional Research Outputs; and
- esteem indicators e.g: ARC reviewer, promotion reviews from other universities, AAUT assessors, textbook reviews, Education Conferences key notes, or relevant professional bodies membership e.g: HERDSA.

Research and Scholarship

You should only include any research and scholarship information which is NOT found in your *Research Activity Statement*. This may include for example keynote and plenary addresses to high profile conferences and symposia, noteworthy editorial roles, as well as awards, medals and prizes not included in your main summary section. Ensure you update your information with Research Services as the final Activity Statement will be issued with the finalised application and this is regarded as the full source of data.

The *Researcher Activity Statement* includes:

- External Research income summary;
- External Research grant summary;
- Publications summary;
- Publication details;
- Field Weighted Citation Impact (FWCI);
- HDR load and completions;
- HDR lead and HDR co-supervisor;
- Grant application details (internal and external by category);

Aspects that the *Research Activity Statement* DOES NOT include should be added to your CV, for example

- Vice-Chancellor Gender Equity funding;
- ARC/NHMRC reviewer;
- Commercialisation activities.

Engagement, Governance and Service

Provide accurate details of all applicable activities; the role you had and outcomes achieved as per the sections noted in the Application CV document, including:

- Community Engagement activities with wider communities, government and organisations;
- Service to School/Institute, including committee activities and achievements;
- Service to the University;
- External service to the Profession/Discipline/Industry, eg editorial boards, positions in professional organisations;
- Pastoral care/collegiality/collaborative practice (formal and informal mentoring, peer support, student support and collaborative leadership).

Supporting documentation:

The ADP Coordinator will provide a final copy of your Research Activity Statement which includes the publication record. Prior to commencing your application, you must review and update your Researcher Activity Statement from Research Services.

All other forms of supporting documentation, such as invitation letters, principal supervisor support for PhD completion should be sent with the application.

Submission of Application:

Applications must be submitted as a word document by email to the ADP Coordinator, along with the ADP CV, Research Activity Statement and any supporting documentation. A copy of these documents should be sent to the Dean/Director also.

Applications will be evaluated solely on the basis of the information contained in the submitted application, the Dean /Director Report (which will be sought by the Office of People and Success) and your response to that report (if applicable).

Acknowledgement of the application should be received within five working days. The ADP Coordinator will check the application documents and will proceed to obtain the required report below.

Reports to accompany applications

Dean or Director Report

The ADP Coordinator will request the Dean/Director Report that will be added to your application. The Dean/Director and Academic Supervisor must submit a recommendation report on the required template to the ADP Coordinator, within 15 working days of the request. The report will provide:

- an assessment of the application against the assessment criteria outlined in these guidelines

including the additional information if the applicant is seeking to complete a PhD;
- Confirmation that the proposed ADP is consistent with the objectives demonstrated in the most recent Academic Work Planning and Career Development Review Process.
- an assessment of the appropriateness of any conference attendance with note as to the intent of the applicant to present or not.
- an assessment of the alignment of the proposed program with the organisational unit's strategies and goals;
- an assessment on any previous ADP outcomes if appropriate
- the capacity of the organisational unit to cover the applicant's teaching, administration, governance or other responsibilities, including HDR supervision arrangements, during the proposed ADP period; and
- an express statement explaining whether the application is or is not supported.

Applicants will receive a copy of the report and may respond in writing to the ADP Coordinator, within five working days of its receipt. Applicants who wish to provide a response must submit a word document with a maximum of 500 words. This response will be forwarded to the Dean/Director for noting.

Where there is more than one application in the School or Research Institute, the Dean or Director will rank the applications based on their estimation of merit against the assessment criteria. This ranking will be provided to the ADP Committee via the ADP Coordinator (from People and Success). The ADP Committee will consider the ranking but will make its own determination as to the relative merit of each application.

ADP Committee
Assessment Criteria
The ADP Committee is responsible for approving ADP applications. They will use the application, the Dean/Director report, the applicant's response to that report (if applicable), and the Dean/Director merit ranking to determine whether the application represents a mutual benefit to both the University and the applicant such that ADP should be granted. An application may only be approved if it would result in significant benefit to the staff member's teaching, research and/or other scholarly activities beyond that which would occur in the course of the staff member's normal University activities.

In making this determination the Committee will consider whether the proposed ADP Application:

Is consistent with the outcomes proposed in the applicant's recent Performance Review and Development Process and will;
- significantly enhance the applicant's contribution to:
  - the academic work of the University, within the framework of the strategic plan, goals and objectives of the University and the relevant School or unit; and
  - the relevant academic profession.
- substantially add to the applicant's expertise and knowledge beyond that which would occur in the course of the staff member's normal University activities;
- create or enhance partnerships and linkages or result in a major scholarly work with other academics or other universities, industry and government bodies;
- have outcomes that are likely to be achieved based on the timeline, demonstrated achievements during employment, and support being provided by other institutions.
- be achievable in the circumstances set out in the application.; and
- meet all conditions outlined in the ADP Policy and these guidelines.
- if the proposed program is to undertake research higher degree studies, the following criteria must also be met:
  - there are exceptional circumstances.
  - the program is a doctoral degree and is relevant to the employee's role with the University.
  - the applicant does not hold an equivalent degree.
  - there has been no opportunity to incorporate the study into the applicant's workload or to take study leave.
  - the ADP will result in the completion of the degree at the end of the proposed ADP period, and this is confirmed by the applicant's research supervisor in writing

- o a time-line detailing progress towards completion is provided; and
- o no previous ADP has been granted for work on the degree.

Applications that include work on ongoing research grant projects must outline the nature of the work to be undertaken, details of the funding body and award, and details of the funds that will be utilised from the research grant.

ADP will not be granted where any part of the ADP proposal involves travel to a destination with a DFAT travel advisory classification "do not travel" either at the time of the application or the time of the proposed travel. The ADP Committee will refer to the Travel Policy in regards to assessing applications that include overseas travel.

ADP Committee

The ADP Committee will be a University-wide one, chaired by a Deputy Vice-Chancellor and Vice-President, as appointed by the Vice-Chancellor and President, and will consider eligible applications in accordance with the ADP Policy and these guidelines.

The number of applications approved in any year may be limited by the University's operational constraints and as such some applications that have met the criteria may not be able to be approved.

The Committee will ensure that:
- schools with small or emerging disciplines should ensure there is equity of access for all staff in terms of ADP participation and
- should make appropriate plans to allow eligible staff to participate.

Where there is a need to 'rank' applications of equal merit due to operational constraints, committee consideration will be given to:
- the number and duration of previous programs taken by individual staff members;
- the duration between programs, or since the previous program.
- the needs of the University OR
- the proposals based on their alignment with School/University priorities.

The committee's membership will consist of a minimum of:
- Deputy Vice-Chancellor and Vice-President (Chair), as appointed by the Vice-Chancellor and President;
- One Pro Vice-Chancellor, as nominated by the Chair;
- the Chair, Academic Senate or their nominee;
- three academic staff from the professoriate with one representative from each Cluster - nominated by the Chair;
- Deputy Vice-Chancellor, Indigenous Leadership (or nominee) present for relevant Indigenous Applications.

When appointing nominees, consideration will be given to having appropriate diversity and gender balance (refer to the Gender Equality Policy).

The Director, Equity, Diversity and Wellbeing may be invited to be in attendance, as a non-voting observer. If the Director has any concerns regarding procedural matters in a Committee session, it is expected that they will normally raise those concerns with the Chair of the Committee either during the session or, in a written report, immediately afterwards.

The Manager Indigenous Employment or nominee may attend as a non-voting observer and provide advise as needed to the Committee for those applicants who identify on their application as Aboriginal or Torres Strait Islander or are planning to work towards the Indigenous Strategy as part of their program

The ADP Committee will:

- determine which applications are successful;
- recommend the level of funding, if any, in relation to successful applications;
- rank applications in order of merit, taking into consideration the recommendations made by the

Dean/Director; and
- ▪ The Chair of the ADP Committee or nominee will provide verbal individual feedback to unsuccessful applicants if requested.

People and Success will provide administrative support to the ADP Committee by assigning an ADP Coordinator. People and Success will advise applicants in writing of the ADP Committee's decisions within ten working days of the outcome of deliberations. The ADP Coordinator will compile a report that will list the approved successful applicants, dates of ADP, general destinations and financial assistance grants for the noting of Executive. The ADP Coordinator will then forward this approved report for the information of People and Success and the Finance Office.

Committee Assessment of Achievements – Relative to Opportunity

In making an assessment, the Committee should give appropriate consideration to the disclosed circumstances, working arrangements or career histories and the effect they can have or have had on overall time available. Appropriate consideration can then be given to:

- The rate of productivity;
- The opportunity to participate in certain activities; and/or
- The output produced over a defined period.

Assessing achievement relative to opportunity involves considering productivity relative to the actual time and specific opportunities available to the individual while maintaining a focus on pertinent performance standards, especially those relating to the quality and impact of the work. In this way, the candidate can be assessed on an individual basis in terms of how well they meet the relevant expectations and not on a comparative basis with other individuals in the pool, where the tendency may be to privilege the person with the "most merit".

Assessing achievement relative to opportunity does not mean "expecting less" of the staff member/candidate. Quantity, rate, consistency and breadth of activities are seen as reflecting amount of time available and not necessarily or only talent, merit and excellence. It means placing a greater emphasis on the quality and impact of the work that the candidate has produced and is capable of producing, rather than the quantity and rate at which is it produced.

Appeals

Where an applicant disputes the decision of the ADP Committee not to support their application, they may lodge an appeal with the ADP Appeals Committee within fifteen working days of receiving the notification. Appeals should be lodged with the ADP Coordinator, Office of People and Success, who will convene the ADP Appeals Committee. The grounds for appeal are limited to:

- failure by the ADP Committee to comply with the procedural requirements of the Academic Development Program Policy or these guidelines; and/or
- failure to observe procedural fairness during the committee process.

Appeals must only be based on the ADP process and cannot include information not supplied with the original application.

Where the application would otherwise have been successful, but is not approved due to lack of resources, the applicant is encouraged to resubmit the following year with this factor taken into account by the Committee.

Appeals cannot be lodged if the application would otherwise have been successful but is not approved due to the operational constraints at that time.

The ADP Appeals Committee will normally meet within 20 working days of the deadline for appeals.

The ADP Appeals Committee is chaired by a Deputy Vice-Chancellor, as appointed by the Vice-Chancellor and President. The Chair will appoint two academic staff from the professoriate who were

not involved in any part of the ADP process for that round. The ADP Appeals Committee will have appropriate diversity and gender balance.

If the ADP Appeals Committee upholds the appeal, it will request the ADP Committee to reconsider the appellant's application within 15 working days of the date the ADP Committee is notified of the ADP Appeals Committee decision; and ensure the procedural requirements of the Academic Development Program (ADP) Policy and these guidelines, and procedural fairness principles are observed.

The decision of the ADP Appeals Committee is final (i.e. if the ADP Appeals Committee rejects the appeal there is no further appeal process). Applicants are also not able to lodge a complaint under the Complaints Handling and Resolution Policy.

ADP Conditions

Responsibilities Relating to the Administration of ADP

Duration
Employees may apply for a period of up to 22 weeks in total. This is a block period of time, noting that public holidays/University concessional days are counted within this block of time.

Employees may request shorter periods of ADP leave that, in total, amount to no more than the maximum allowable period.

It is expected that, in reviewing applications for shorter periods of leave, the Committee will consider if the leave required meets the purpose for which ADP is being undertaken and the particular circumstances of the applicant.

Employees may apply for ADP leave in only one of the following time periods. Note; regardless of the option selected, only one teaching period can be affected for the ADP leave;

- One block of ADP covering 22 weeks
- 2 x 11 week blocks to be taken over a 2 year period
- 3 x 7 week blocks to be taken over a 2 year period

Where possible, the impact of the duration of ADP leave on the employee's other academic responsibilities should be kept to a minimum.

Associated Leave
Employees must take any annual leave accrued during the period of ADP, during or immediately upon completion of the ADP, e.g. ADP for 10 weeks, 2 weeks annual leave, followed by 12 weeks ADP. Employees may apply for four weeks annual leave or long service before, during or after an ADP.

Employees must make their own travel insurance arrangements for any annual or long service leave.

Requirement to Return to Duty
The University invests considerable resources into ADP and employees granted ADP are expected to share the knowledge gained with the University community. Accordingly, the University expects employees to remain in the University's employment for a period at least equal to the period of ADP, or part ADP, upon their return. If this does not occur, and it's at the employee's initiative, the employee will normally be required to repay both the salary paid to them during the ADP and any financial assistance, on a pro-rata basis.

Travel Insurance
An employee granted ADP is covered by the University's Travel Insurance policy for the duration of the approved ADP period (but not for any annual or other leave taken).

Salary and Payments
Normal salary will be paid for the duration of the ADP on the same basis as the employment status (i.e.

full or part time). A staff member may claim their normal salary for the period of ADP in the form of a salary advance, subject to Australian Taxation Office rules.

Conditions of the External Work Policy apply to ADP.

Financial Assistance Grant

Employees granted ADP are eligible for reasonable financial assistance based on the budget submitted with their application and up to the maximum amount set by the University in Table 1. No financial assistance will be granted for travel for ADP activities within 80kms of any University campus. Financial Assistance Grants are funded by the applicant's School, not a university wide fund.

Financial assistance may be requested for travel related costs such as airfares, rail/bus fares, car hire, motor vehicle expenses, accommodation and the like.

Financial assistance can also include conference registration for conferences approved by the ADP Committee. Note: generally, ADP and associated financial assistance is not designed so that an employee can undertake the bulk of their ADP in their home location, with a one-off trip to an overseas conference. ADP and associated financial assistance is designed so that an employee can supplement the work they plan to do on ADP with attendance at a conference relevant to the ADP.

Additional financial assistance may be granted to staff for accompanying partners and/or dependents where the partner/dependent is accompanying the employee for a period of more than eight weeks in one block. The maximum amount is listed in Table 1.

Table 1 - Maximum Financial Assistance Grants

	Within 80kms of any of the University's campuses	Within Australia or New Zealand*	To other international locations*
Per employee	$0	$2,000	$5,000
Per accompanying spouse and/or dependent child**	$0	$1,000	$1,500

* If the ADP is commencing from a location other than Sydney, the maximum available for financial assistance may be reduced.

** For the purposes of these guidelines, partner includes married spouse, de facto or same sex, and a dependent child is a person 18 years or under and a full time student who resides with the employee at the time of the requested travel. The applicant should provide the age of each dependent being claimed on the application form as at 1 January of the year that ADP is being taken.

The financial assistance grant is awarded with the expectation that no further funds will be required from the School, Research Institute or other University unit for the duration of the ADP. Requests for additional funding in exceptional circumstances must be submitted in writing to the relevant Dean or Director providing full details of where funds are available to draw on for approval. This request is then to be sent to the ADP Coordinator. Failure to notify the Dean or Director may result in the repayment of any financial assistance grant.

Financial assistance will be paid via the payroll as an un-taxed allowance. Staff should seek independent financial advice on the implications. The funding source for ADP salary and financial assistance is the relevant employing unit, this is not centrally funded.

Staff may access University travel discounts through the University's contracted travel provider, but are not required to book via this provider.

Other University Business on ADP

In exceptional circumstances, the University may avail itself of the opportunity of having an employee

in a certain location while on ADP, and may request the employee to participate in official University business that is unrelated to the employee's ADP. For example, this might include attending a University overseas graduation ceremony, attending a meeting as a representative of the University or establishing personal contact with a University business partner, but it does not include attendance at a conference relevant to the employee's discipline just because it is held nearby.

Requests to undertake other University business will not exceed one week and must be made by the requesting unit through the relevant Dean, Director or Deputy Vice-Chancellor as they have responsibility for approving variations to ADP. An employee may refuse such requests where it limits their ability to carry out the approved ADP program.

Employees who need to vary their ADP to undertake such a request will receive support from the University in accordance with the Travel Policy for the approved official business component. Employees may request to have their ADP extended equivalent to the length of the official University business. The Travel and Expense Management System (TEMS) system must be used to initiate and book approved business travel and acquit expenses incurred on behalf of the University in accordance with the Travel Policy.

Requirements of ADP Applicants and relevant Units
Responsibilities - Employees

Employees have responsibilities before commencing, during and after their return from a period of ADP.

Prior to undertaking approved ADP employees must:
- complete the ADP Leave Payment Details Form and submit this along with the ADP Undertaking form (outlined below) to their Dean/Director providing their written notification of the dates of commencement and completion of the ADP, and dates of any associated leave, at least four weeks before their ADP. **Applicants are not to submit their leave via Staff Online nor amend any form of leave during ADP – all requests are to be submitted via the ADP Coordinator**;
- enter into a written undertaking that they will:
  o declare proposed and actual earnings during ADP to their Dean or Director within 10 working days of returning to duty;
  o resume duties upon return from ADP at the same status as before they commenced ADP for at least the period of ADP, or be subject to repaying either salary and/or financial assistance on a pro-rate basis; and
  o notify and seek immediate written approval from their Dean or Director should any circumstance arise during the ADP that requires a variation to the approved ADP (with a copy to the ADP Coordinator); and noting that any variation may require repayment of salary and/or financial assistance. For example, this may include the need to abandon, to change dates, to alter an ADP or to require additional leave, including changes to the travel arrangements for partners or dependents. An ADP undertaking form is available on the People and Success website.
- check the DFAT travel warnings and register with DFAT Smartraveller if travelling overseas;
- complete details in TEMS covering the ADP period and attach the ADP approval and any travel itineraries.
- complete teaching and other academic/administrative responsibilities as outlined in their workload plan, including arranging for alternative supervision for any higher degree research candidates, and withdrawing from formal committees by notifying the chair, and confirm any such arrangements with their Dean or Director;
- arrange own travel insurance for periods of associated annual leave and/or for accompanying spouse/dependents (if applicable);
- provide the Dean or Director with contact details, including email contact if different to the staff member's University email account, and
- enter ADP travel details into the University Travel Risk Management tool.

While on ADP employees must:
- notify and seek approval from their Dean or Director immediately in writing of any

circumstances that requires the academic staff to vary their approved ADP (with a copy to the ADP Coordinator). Any changes to the program must be submitted on the Variation to ADP form located on the ADP website and approved by the relevant Dean/Director and sent to the ADP Coordinator for relevant approvals and action. Any changes required to an applicant's record will be made by the ADP Coordinator and not via the staff member.

- regularly update travel details in the University Travel Risk Management tool;
- notify the University through their Dean or Director if they are injured or have an accident; and contact the Travel Insurer immediately should they require assistance (if applicable); and
- regularly check their University email account and engage with their work unit at the Dean, Director's or Academic Supervisor's request.

Upon return from ADP, academic staff must:

- notify their Dean or Director and People and Success that they have returned on the specified date (with a copy to the ADP Coordinator);
- declare any payments received to their Dean or Director within 10 working days of returning to duty; and
- submit a satisfactory ADP report to the ADP Coordinator within four weeks and present the approved ADP report to peers and colleagues in a suitable format such as a School/Institute seminar, Research week, Teaching and learning Week, or as requested after the report is considered and approved by the Dean/Director.

Responsibilities - Schools and Institutes

The employee's business unit, in particular the Dean or Director has particular responsibilities to ensure the administration of ADP is successfully managed in line with this and other University policies and procedures.

The Dean or Director is responsible for financial management of the ADP in accordance with the ADP Policy and these guidelines, and the Delegations of Authority Policy.

The employee's Dean or Director must ensure that prior to undertaking approved ADP, the employee has submitted:

- written notification of the dates of commencement and completion of ADP and dates of any associated annual leave via the ADP Leave Payment Details Form;
- a signed ADP undertaking; and
- provided contact details.

In addition, the employee's Dean or Director is responsible for:
- checking the DFAT travel warnings and ensuring the staff member has registered with DFAT Smartraveller, if the employee is travelling overseas;
- processing TEMS containing the ADP travel and itinerary details;
- ensuring the employee has completed teaching and other academic/administrative responsibilities as outlined in their workload plan, including arranging for alternative supervision for any higher degree research candidates, and withdrawing from formal committees by notifying the chair.

During an employee's ADP, the Dean or Director is responsible for approving any variations of ADP as requested by the employee, (with a copy to the ADP Coordinator) taking into consideration requirements set out by the Academic Development Program (ADP) Policy or these procedures.

Upon the return of an employee from ADP, the Dean or Director is responsible for:
- confirming with People and Success that the employee has returned and on what date;
- ensuring the employee accounts for any approved variation in dates between the advised date of return and actual date of return, for example by ensuring they apply for additional annual leave;
- ensuring the employee declares any earnings within 10 working days of return to duty, and if they do, making a recommendation to the Vice-President, People and Advancement on whether

those earnings should require the employee to repay some or all of their salary or financial assistance for the period of ADP;

- ensuring that the employee submits a satisfactory ADP report within the prescribed timeframe, publishing this report after approval; and organising the presentation of the report by the academic to their peers and
- colleagues in a suitable format such as a School/Institute seminar, ensuring a copy is submitted to the ADP Coordinator; and
- notifying the Vice-President, People and Advancement if the employee wishes to cease employment prior to completion of period equal to the length of the ADP.

ADP Reports

ADP reports provide an insight into the academic caliber of the individual and the University as a whole. It is therefore expected that reports will be of a high standard.

Within 4 weeks of the completion of ADP (including any associated leave) employees must submit an ADP report to the ADP Coordinator. The ADP Coordinator will distribute the report to the relevant Dean/Director for approval.

The Dean or Director will provide comment, approve or reject the report and will forward this within two weeks, to the ADP Coordinator. Once approved the report will be placed on the employee's personal file in People and Success. If the proposed outcomes have not been met a plan and timeline for their completion is to be provided to the ADP Coordinator with confirmation once this is finalised.

The Dean or Director will make the report available to other University staff, for example by publishing the report on the unit's website or in another format. The Dean or Director will organise with the employee to present the ADP report to peers and colleagues in a seminar, workshop or other format. The employee may be asked to present at university wide functions such as Research Week and Teaching and Learning Week.

An ADP report must not exceed ten pages, plus appendices and must include the following:
- an abstract providing an overview of the program and outcomes;
- a statement of the major objectives as set out in the original application (or in any subsequent approved modifications);
- an evaluation of the extent to which the objectives of the program were achieved;
- an assessment of the academic benefit(s) gained and a statement of how this will influence teaching and/or research practice;
- a statement of expected longer term ADP outcomes, such as publications, collaborative research projects, course development, and key contacts/partnerships developed with other universities and organisations etc;
- any other statement about the ADP the employee believes is relevant, e.g. personal and/or cultural issues which may have had an impact on the ADP program;
- any attachments that demonstrate ADP outcomes.

Checklist for Employees

Each employee applying for ADP should:
Check their eligibility to apply in accordance with the ADP Policy and these guidelines, with the Office of People and Success.
Check the closing date for applications, and ensure the application is submitted on time.
Discuss their proposed program, which should be in line with their approved Professional Development Plans, including proposed timing, alignment with University and School/Institute strategic plan, goals and strategies with their Dean or Director, and other colleagues as appropriate.
Complete the application template addressing the assessment criteria contained in these guidelines.
Complete the CV template located on the ADP Website

Request their Research Activity Statement from the ADP Coordinator for inclusion with the application documents. A final statement will be provided on the date of submission also.

Include Letters of Support from hosting Institutions or Industry partners, a copy of their most recent ADP report (if appropriate)