VICE-CHANCELLOR’S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR STAFF

1. Overview

The underlying principle of UWS’ Our People 2015 staffing strategy is to have:
“... the right people in place for the kind of university UWS wants to be by 2015 to ensure sustainable growth and competitive advantage for UWS within the higher education sector.”

The Our People 2015 strategy recognises that attraction and retention of talented staff is a key strategic element for achieving this outcome. The Vice-Chancellor’s Professional Development Scholarships will be offered as an incentive to staff to attend relevant conferences or professional development courses. The Professional Development Scholarships help to strengthen our ability to reward and recognise staff, increase our capacity to attract and retain talented staff, and build the capability and expertise in our current staff.

2. Guidelines

2.1 Seven (7) Professional Development scholarships are available annually¹ to professional staff to a maximum value of $2500.00 each². The scholarships must be fully utilised by the end of each year of award.

2.2 Seven (7) Professional Development scholarships are available annually¹ to academic staff to a maximum value of $2500.00 each². The scholarships must be fully utilised by the end of each year of award.

2.3 An organisational unit may elect to supplement the scholarship to the full value of conference or course costs in excess of $2500.00, or the staff member may elect to supplement the scholarship personally where it is expected that costs for the professional development activity will exceed $2500.00. Where the full conference or course cost is less than $2500.00, the scholarship will cover only those costs. No reimbursement or payment will be made to the organisational unit for the difference between the scholarship and actual costs.

2.4 Applications are open to all ongoing staff (part-time and full-time) who can demonstrate how the professional development activity will benefit their career and professional development; their organisational unit and/or the University overall.

2.5 The professional development activity must be employment related and relevant to a staff member’s duties of employment at UWS. The scholarships are not applicable for funding formal award courses (such as Bachelor/ Masters/Postgraduate Degrees, Postgraduate Certificates or Diplomas, PhD’s or

¹ The value of the Scholarship will be reviewed annually
² The number and amount of 2011 Scholarships have been increased and approved by the Executive
TAFE Certificates and Diplomas). Staff undertaking formal awards courses may be eligible for Educational Support (including study leave or education support allowance).

3. Eligibility

3.1 Applicants must be:
   i. ongoing full-time or part-time employees
   ii. have a minimum of 12 months’ continuous service
   iii. an academic Level A to D or Professional Staff HEW 1 to 9

3.2 Applications will be accepted from staff to undertake professional development activities including attendance at a conference, workshop, seminar or short course to be completed from April 2011 - March 2012.

3.3 Applicants must submit an expression of interest detailing:
   i. a description of the conference, workshop, seminar or short course with a copy of, or link to, the conference or course information
   ii. how the scholarship will benefit their career or professional development, their organisational unit and/or the University
   iii. expected outcomes from participation in the conference or course
   iv. proposed actions for sharing their conference or course experience with their UWS colleagues
   v. a full account of all training and development courses and all work related conferences attended in the past four (4) years
   vi. for attendance at a conference, details of any papers or presentations submitted or accepted, and any support to be provided (e.g. registration, travel, accommodation, etc.)

3.4 Applications must include a statement of support from the applicant’s Head of School/ Executive Dean/ Director/ DVC or PVC, which should also stipulate:
   i. the reasons for supporting the application
   ii. the benefits or value add that the professional development activity would have to the staff member and to the organisational unit
   iii. the level of funding, if any, that the organisational unit is prepared to contribute should the application be successful
   iv. details of any additional support the organisational unit will provide should the application be successful
   v. confirmation that the staff member may be released from work to undertake the professional development activity should their application be successful

3.5 Applications must be made on the application form at the following link:
   http://www.uws.edu.au/professional_development/pdu/vice-chancellors_professional_development_scholarships
   Only email applications made on the application form will be accepted.

3.6 Closing date for applications is Tuesday 1 March 2011. Late applications will not be accepted.

3.7 Applications should be emailed to Lauren Marsh l.marsh@uws.edu.au at the Executive Projects Office by close of business 1 March 2011. All applications received will be acknowledged by return email.
3.8. It is the applicant’s responsibility to ensure that their application is complete at the time of submission.

4. Assessing applications

4.1 Scholarship applications will be considered by a panel during March 2011. The panel will consider applications based on:
   i. relevance of the activity to the staff members current position
   ii. relevance to the staff member’s career development
   iii. strength of support from Director/ Head of School/ Executive Dean/DVC/PVC
   iv. overall quality of the application
   v. previous professional development activities in the last four years.

4.2 Panel members:
   Aggie Lim (Chair), Director, Organisational Development Unit
   Executive Dean, College of Arts, or their academic nominee
   Executive Dean, College of Business and Law, or their academic nominee
   Executive Dean, College of Health and Science, or their academic nominee
   Susan Hudson, Manager, Executive Projects Office
   Thea Seabrook, Registrar
   Sev Ozdowski, Director, Equity and Diversity

4.3 Panel members may contact applicants or their manager for further information.

4.4 The panel will be supported administratively by the Executive Projects Office.

4.5 It is anticipated that the outcome of all applications will be made known within 4 weeks from the date applications close.

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