

une

University of  
New England

# SPECIAL STUDIES PROGRAM

Round II 2012

SSP commencing 2<sup>nd</sup> half of the year



# SSP Committee Membership

## *Chair*

Professor Eilis Magner	chairacbd	2072
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## *Faculty of Arts & Sciences*

A/Professor Jeremy Bruhl (ERS)	jbruhl	2429
Dr Paul Kwan (S&T)	paul.kwan	2034
Dr Fran Rolley (BCSS)	frolley	2822

## *Faculty of the Professions*

A/Professor Terrence Hays (Ed'n)	thays	3649
Professor Brian Dollery (BEPP)	bdollery	2500
A/Professor Brian Simpson (Law)	brian.simpson	3708

<i>Mary McClenaghan, Academic Services, HRS</i>	<i>mary.mcclenaghan</i>	<i>3612</i>
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# Purpose of SSP

- Intellectual & professional development
- Sustained research and/or creative activity of mutual benefit to academic and UNE
- Obtain experiences in the workplace relevant to teaching and/or research
- Work on higher degree relevant to applicant's UNE role
- Freedom from University demands, including teaching and committee/service roles

# Eligibility

## *Are you eligible to apply for SSP?*

- held a part/full-time continuing position for three or more years
- appointed to a fixed term position & subsequently appointed to a continuing position without a break in service
- appointed to a fixed term position & contract includes provision for SSP

**Note:** SSP is not a right to which academic staff are automatically entitled at the end of each qualifying period

# Duration of SSP

- No less than three months
- No more than twelve months
- Due to trimesters replacing semesters, the requirement to take blocks of 3, 6 etc. months is no longer applicable.
- Timing of SSP must conform with School's requirements

# Approval

- Support for a period of SSP must be obtained from:
  - Head of School
    - HOS will consider whether the School's responsibilities can be met in the absence of the staff member. It is therefore in the interests of the applicant to assist in planning to meet those responsibilities.
  - PVC/Dean
    - PVC/Dean will indicate whether he/she supports the application and may comment on the academic merit or resources.
- Approval from the SSP Committee –
  - The SSP Committee will consider the academic merits of the plan and whether it is within the capacity of the applicant to carry out the plan.
- NB: The SSP Committee has no jurisdiction to overrule the HoS on resource grounds.

# Preparation of Application

- Must consult an SSP Committee member in preparation of application
- Must consult Head of School prior to submission of application
- List and comment on research productivity over last three years
- List and comment on teaching responsibilities
- Anticipated Postgraduate Supervision arrangements (must submit confirmed form to Research Services closer to SSP)
- Committee and Service activities & replacement arrangements (if known)

# Preparation of Application ii

- Parts 1 & 2 – Submit to HoS for completion of Part 3
- Part 3 – completed by HoS
- Part 4 – completed by PVC/Dean
- Parts 3 and 4 returned to applicant for submission to HRS
- Applications not meeting requirements stated in clause 15 of SSP Policy may be rejected by the Committee.
- Applicant has right of rebuttal of HoS or PVC/Dean's comments.
- Applicant submits Parts 1, 2, 3 and 4 of application to HRS

# Assessment of Application

- Committee will assess applications on:
  - Academic merit relevance and viability of proposed program:
    - General Outline of program
    - Details of specific projects – aim & objectives
    - List of tangible outputs (measurable) – e.g. submission of publication
    - List of intangible outcomes – e.g. enhanced networks
  - How project/s will enhance research/teaching
  
- Committee requires:
  - Publication list (over last 3 years) – accurate details as required by DEEWR
  - accurate and complete itinerary – **ALL** dates of SSP period, including weekends and public holidays (too many visits to different sites is not advised)
  - Justification of location, including **UNE/Armidale**
  - Formal approval from host institution/s (email acceptable)

# Approval of Application

- Applicant advised of SSP Committee decision:
  - Unconditional approval – no action required
  - Approval with specified conditions – details provided
  - Opportunity to revise and resubmit – details provided
  - Rejection of application – reasons for decision provided

# SSP Report

- Report required within 2 months of return to normal UNE duties
- Extension may be requested prior to due date
- Report must include:
  - précis (maximum 250 words) which will be reported to Academic Board
  - Account of activities, persons contacted, outputs and outcomes
  - evaluative comments by Head of School
  - financial report detailing any outside earnings
- If report is late further *eligibility for SSP* will not accrue until report is submitted

# Important Notes

- UNE may require change of itinerary or recall to UNE where issues of well-being, safety or medical treatment arise
- You may apply to SSP Chair to re-credit time lost due to unforeseen interruptions
- You must submit a Variation form seeking approval for any variation to an approved program or itinerary
- Current policy, guidelines, forms and information are available on SSP website: [http://www.une.edu.au/hrs/study\\_leave.php](http://www.une.edu.au/hrs/study_leave.php)

# Financial Assistance, Travel & Insurance

Type of financial support	Amounts per SSP
SSP Travel Grant	<ol style="list-style-type: none"> <li>1. Up to \$2,000 for travel (any form) in Australasia</li> <li>2. Up to \$4,000 for travel (any form) elsewhere overseas</li> </ol>
SSP Location allowance	<ol style="list-style-type: none"> <li>1. Staff member only: \$800 per month pro rata</li> <li>2. Staff member accompanied by dependant/s: a further \$400 per month pro rata</li> </ol>

# Final comment

Write application as if it is to someone who wants to support you  
– serious efforts attract serious consideration

## 2011 Key dates

- Applications to Head of School: 24 October
- Applications to PVC/Dean: 7 November
- Applications to HRS close: 21 November
- SSP Committee meets: 15 December