

# Special Studies Program Committee

## Terms of Reference

### Document Data

<b>Document Type:</b>	Terms of Reference
<b>Administering Entity:</b>	Human Resource Services
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<b>Responsibility for Review:</b>	Special Studies Program Committee
<b>Related Policies:</b>	<a href="#">SSP Policy D07/53536</a> <a href="#">SSP Procedures D08/88296</a>

### Advisory:

- i) To develop, monitor, implement and review policies, procedures, criteria and guidelines for the allocation of a Special Studies Program (SSP) to academic staff and make recommendations to the Academic Board and/or the Vice-Chancellor as appropriate;
- ii) Solicit and assess the academic merit of SSP applications, and reporting outcomes to applicants, Heads of School, Pro Vice-Chancellors and Dean and the Deputy Vice-Chancellor (Research).
- iii) To consider and report on any matter referred to the Committee by the Academic Board or the Vice-Chancellor.

### Reports to

- Committee Deliberations and approvals to Deputy Vice-Chancellor (Research)
- Program outcomes to Academic Board

### Chaired by

Chair or a Deputy Chair of Academic Board or nominee

### Membership

- i) Chair or Deputy Chair of the Academic Board or nominee (Chair);
- ii) Two academic staff members from each Faculty, nominated by the Pro Vice-Chancellor and Dean - at least one of these will be at the level of Professor or Associate Professor;
- iii) One academic staff member from each Faculty, elected by the relevant Faculty

### Term of Office

Elected members will hold office for a two-year period and may serve a maximum of two consecutive terms. In the event that an elected member vacates office prior to the

conclusion of their terms, then an election will be conducted by the relevant Faculty for a replacement to serve the remainder of the term.

### **Frequency of Meetings**

The Committee will typically meet two times per year.

### **Self-Review**

Once in every 12-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

### **Support**

The Academic Services Unit, Human Resources Services will provide support and administer the budget provided for support of SSP for academic staff.