



VICE-CHANCELLOR'S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR STAFF - GUIDELINES

1. Overview

The Sustaining Success 2021-2026 Strategic Plan highlights the critical importance of building organisational capacity by valuing and rewarding achievement and attracting, retaining and developing the very best staff.

The Vice-Chancellor's Professional Development (VCPD) Scholarships promote and support these goals by providing an opportunity for staff to undertake relevant professional development activities.

2. Guidelines

- 2.1 Twelve (12) Professional Development scholarships are available annually¹ to **Professional Staff** to a maximum value of \$3,000.00 each. The scholarships must be fully utilised for the approved activity only within the period specified and by the end of each year of the award.
- 2.2 Twelve (12) Professional Development scholarships are available annually¹ to **Academic Staff** to a maximum value of \$3,000.00 each. The scholarships must be fully utilised for the approved activity only within the period specified and by the end of each year of the award.
- 2.3 Six (6) Professional Development scholarships are available annually¹ to **Academic Sessional or Academic Adjunct staff** to a maximum value of \$3,000.00 each. The scholarships must be fully utilised for the approved activity only within the period specified and by the end of each year of the award. Sessional staff will not be paid a salary while undertaking the scholarship activity.
- 2.4 An organisational unit may elect to supplement the scholarship to the full value of the professional development activity in excess of \$3,000.00, or the staff member may elect to supplement the scholarship personally, where it is expected that costs for the professional development activity will exceed \$3,000.00. Where the full cost of the professional development activity is less than \$3,000.00, 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.

Please note this is not applicable for Academic Sessional Staff. Please refer to 2.10.

¹The value of the Scholarship will be reviewed annually.

- 2.5 Applications are open to Professional and Academic 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. The activity should be discussed with the supervisor and must be clearly outlined in the applicant's Work Planning and Career Development plan.
- 2.6 The professional development activity must be relevant to the applicant's role and duties of employment at Western Sydney University.
- 2.7 The scholarships are not applicable for funding formal award courses (such as undergraduate or postgraduate studies, completion of a PhD or TAFE Certificates or Diplomas). Staff undertaking formal award courses may be eligible for Educational Support (including study leave or education support allowance).
- 2.8 Applications must be for a professional development activity such as a workshop, seminar, short course or attendance at a conference, to be completed between January and December 2024.
- 2.9 Recipients may only use the Scholarship for the development activity for which the Scholarship is awarded. If the activity is cancelled or the applicant's circumstances change, the Scholarship will be forfeited and is not transferrable to another activity. The applicant will still be eligible for their Scholarship certificate to be presented at the following year's Excellence Awards ceremony.

Academic Sessional Staff:

- 2.10 Any costs in excess of the \$3,000 scholarship are the responsibility of the staff member and will not be met by the University.
- 2.11 The timing of the professional development activity cannot impact upon teaching commitments.

3. Eligibility

3.1 Applicants must:

- i. be ongoing full-time or part-time employees;
- ii. be limited-term full-time or part-time employees with a contract expiry date of 31 December 2024 or beyond;
- iii. have a minimum of 12 months' continuous service at Western Sydney University;
- iv. be an Academic Staff Level A to D or Professional Staff HEW 1 to 9 (Senior Staff HEW 10 and above, and Professors (Level E) are not eligible);
- v. have completed all mandatory modules in MyCareer Online.
- vi. have completed their 2023 Work Planning and Career Development Review.

Academic Sessional applicants also must:

- i. have taught (Lecture/Tutorial/Seminar) a minimum of 4 hours per week in 3 of the 4 past teaching sessions at Western Sydney University;
- ii. be supported by the Dean of School where the teaching has occurred/or all Deans if across more than one School;
- iii. have completed all mandatory modules in MyCareer Online.

Academic Adjunct applicants also must:

- i. have a minimum of 12 months continuous service at Western Sydney University;
 - ii. be actively involved in teaching or research activity at Western Sydney University;
 - iii. include a statement of support by the Dean of School or Director of Institute.
- 3.2 Recipients of a Vice-Chancellor's Professional Development Scholarship are not eligible to apply for another scholarship in the year following the award of the scholarship.
- 3.3 Applications to attend a conference/seminar that the applicant attended in the previous year will not be considered unless the conference/seminar was self-funded.
- 3.4 Recipients of a Western Sydney Staff Postgraduate Coursework Study Scholarship are not eligible to receive a Vice-Chancellor's Professional Development Scholarship at the same time.
- 3.5 Applicants must submit their past Scholarship report if a Vice-Chancellor Professional Development Scholarship has been awarded previously.

4. Application Requirements

- 4.1 Applicants must submit the appropriate application detailing:
- i. a description of the professional development activity. For a conference, workshop, seminar or short course provide a copy of, or link to, the conference or course information, along with the dates, location and cost of the program;
 - ii. how the Scholarship will benefit the applicant's career and professional development, their organisational unit and/or the University;
 - iii. expected outcomes from participation in the professional development activity;
 - iv. proposed actions for sharing the outcomes of the professional development activity with Western Sydney University colleagues;
 - v. a full account of all training and development courses, and all work-related conferences attended in the past two (2) years;
 - vi. for attendance at a conference, details of any papers or presentations submitted or accepted, and any support to be provided by the applicant's business unit or personally (eg, registration, travel, accommodation, etc.);
 - vii. past Scholarship report if a previous Vice-Chancellor's Professional Development Scholarship has been awarded.
- 4.2 Applications must include a statement of support from the Head of the organisational unit (eg, Dean, Director or PVC), which outlines:
- i. the reasons for supporting the application, including the benefits or value that the professional development activity would have for the applicant and to the organisational unit;
 - ii. details of any funding or additional support the organisational unit will provide should the application be successful;

- iii. confirmation that the applicant has participated in the University's Work Planning and Career Development process, meeting or exceeding performance expectations, and that the professional development activity fits into the applicant's approved Work Planning and Career Development plan;
- iv. confirmation that the applicant may be released from work to undertake the professional development activity should their application be successful.

4.4 Applications must also include:

- i. a copy of 2023 Work Planning and Career Development Review as on MyCareer Online (except for sessional or adjunct academics) confirming discussion with the supervisor on how the proposed professional development activity supports the applicant's career development plan, and
- ii. any past VCPD Scholarship reports, if applicable.

4.5 To be considered, applications must be:

- i. complete (refer to checklist in the application form);
- ii. saved as a single PDF file including all accompanying documents;
- iii. named as [SURNAME]_[StaffID]_ **ApplicationVCPDAIStaff**, and
- iv. emailed to staffscholarships@westernsydney.edu.au with the file name as the email subject (this becomes the application reference) by **Monday 16 October 2023**.

N.B.: It is the applicant's responsibility to ensure that their application meets all the requirements outlined hereby at the time of submission. Incomplete applications will not be considered.

5. Assessment of Applications

5.1 Eligible scholarship applications will be considered by a selection panel. The Panel comprises the following:

- Chief People Officer, Office of People; or nominee (Chair)
- Senior Representative, Organisational Development
- Director, Equity, Diversity and Wellbeing; or nominee
- Chief Student Experience Officer; or nominee
- Three (3) Senior Academic staff members as nominated by the Chair.

5.2 The Selection Panel will consider applications against the requirements outlined above and the degree to which the application demonstrates the following:

- i. the quality and the comprehensiveness of the application;
- ii. how the professional development activity will benefit the applicant's current role, career, and the organisational unit;
- iii. the applicant consistently meets or exceeds expectations in their Work Planning and Career Development Review;
- iv. the proposed activity has been discussed and agreed to as part of the applicant's Work Planning and Career Development plan;
- v. previous professional development activities in the last two (2) years
- vi. the strength of support from the applicant's Head of Unit.

- 5.3 Details of equity or hardship considerations in the past two (2) years that the applicant may wish to *confidentially* draw to the attention of the selection panel may be taken into account.
- 5.4 The selection panel may request further information from the Office of People, who may contact the applicant or their supervisor for further information.
- 5.5 The selection panel will determine an order of merit for recommended applications, and Scholarships will be granted in accordance with this ranking.
- 5.6 The selection panel recommendations will be submitted for the Vice- Chancellor's consideration.
- 5.7 The decision of the Vice-Chancellor is not subject to appeal.
- 5.8 It is anticipated that the outcome of all applications will be communicated by the end of November 2023.

6. Successful Candidates Responsibilities

5.1 **Administration of the Scholarship**

Successful applicants will book their approved event/training following the standard processes within their organisational unit. Upon payment of the approved Scholarship activity by their unit, a copy of the receipts should be sent to staffscholarships@westernsydney.edu.au to facilitate the transfer of funds from the Scholarship to the relevant Unit.

5.2 **Report of outcomes**

Successful applicants are required to submit a brief report (maximum of 300 words) on the template provided on the Scholarship website on the outcomes of their activity to the Office of People via staffscholarships@westernsydney.edu.au, within 1 month of completing the activity.

The Chair of the panel or the applicant's supervisor may also ask that the applicant give a formal presentation or submit their report for publication.