# GUIDELINES FOR PROFESSIONAL DEVELOPMENT FOR

# SESSIONAL ACADEMIC STAFF

# INTRODUCTION

These guidelines have been developed in response to recent changes in Workplace Gender Equality Agency (WGEA) Employer of Choice Award criterion regarding professional development planning for long term casual staff. Western Sydney University has a longstanding and strong commitment to gender equality. As a leader in this area, the University recognises that women are often disproportionately affected by casualisation. Therefore, the University has introduced a new provision which offers up to 7 hours of paid professional development annually to sessional academics who have worked at least 5 hours per week for at least 3 teaching sessions within the last 24 months.

These guidelines will complement the provisions of the University’s Professional Development Policy.

# PROFESSIONAL DEVELOPMENT

Eligible sessional academics can use the provision to participate in professional development activities including for example:

* online training modules,
* in-person staff education workshops,
* participation in conferences (or similar events) and/or mentoring programs.

The provision does not cover additional costs such as conference registration, course fees, travel costs, etc.

This provision is additional to existing programs allowing casual staff to be paid to complete University orientation and mandatory staff training; and to participate in the Vice-Chancellor’s Professional Development Scholarships.

To access this provision eligible sessional academics will document a professional development plan with their supervisor and endorsed by the relevant Deputy Dean (see template below). To help allocate these hours in accordance with identified needs of casual academic staff and the University, supervisors will approve the hours based on consideration of whether the staff member is a long term casual as defined above and:

* the relevance of the activity to the casual staff member’s role and/or future career aspirations at the University,
* whether the casual staff member is enrolled as a student of the University, and/or
* whether the University is the primary employer for the casual staff member.

# SESSIONAL ACADEMIC PROFESSIONAL DEVELOPMENT PLAN

The University allows long term casual academic staff to participate in up to 7 paid hours of professional development activities annually and offer all casual staff paid completion of all University mandatory training and orientation programs. The following document allows long term casual academic staff and their supervisors to plan the professional development activities the casual academic staff will complete in a one-year period.

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| --- | --- | --- | --- |
| **Employee Number** |  | | |
| **Name** |  | **Supervisor** |  |
| **School/Division** |  | **Date of Plan** |  |

|  |  |  |
| --- | --- | --- |
| 1. **Professional Development Activity** | | |
| **Activity to be undertaken** | **Objective of participating in the activity** | **Number of Hours** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **University Orientation** | | |
| **Orientation Program** | **Completed?**  **Yes/No** | **If no, expected date of completion** |
| New Staff Orientation |  |  |
| Sessional Staff Orientation |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **Mandatory Training** | | |
| **Online Training Module** | **Completed? Yes/No** | **If no, expected date of completion** |
| Equal Opportunity Module |  |  |
| WHS Modules |  |  |
| Privacy Module |  |  |

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| 1. **Other/Notes** |
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*By signing this form, I acknowledge that I have confirmed and meet eligibility criteria for Professional Development under these guidelines.*

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| --- | --- | --- | --- |
| **Signed Endorsed** | | | |
| **Staff Member** |  | **Supervisor** |  |
| **Date** |  | **Date** |  |
| **Approved** | | | |
| **Deputy Dean** |  | **Date** |  |