Procedure: Professional Staff Development Endowment Fund (PSDEF)

Purpose
To inform staff of the process and requirements when applying for the Professional Staff Development Endowment Fund.

Procedure
1. The Professional Staff Development Endowment Fund seeks to assist in the development of professional staff to enable them to contribute to the University beyond the expectations of their current role. The fund is used to contribute towards costs associated with recognised and acceptable professional development aimed at enabling professional staff to develop management and leadership capability, grow into a new role and/or develop new skills to meet changing University requirements.

Eligibility
2. The Professional Staff Development Endowment Fund is open to all professional staff (excluding casuals) who have been continuously employed at the University for at least one year (excluding casual appointments), provided that:
   a. Professional staff on a fixed term appointment, provided they are employed for a minimum of a two year contract, and have at least 12 months remaining on their contract; or
   b. Professional staff on a continuing (contingent funded) appointment, provided that the position is funded for a minimum of two years, and there is at least 12 months of that funding remaining. Applications may still be considered for cases where the staff member’s position has less than 12 months funding remaining, provided that the College delegate endorses that an extension is expected which will extend the position funding to at least 12 months.
   c. Professional staff are not on an extended period of Leave Without Pay
3. Applications from indigenous staff should also be considered in the light of the Career Development policy and the objectives and targets contained in the
Reconciliation Action Plan which aim to improve the attraction and retention of Indigenous staff.

4. The staff member’s Performance Development Review (PDR) or local area performance review identifies that the:
   a. eligible staff member’s performance is at least satisfactory or better (in the most recent completed PDR or as indicated by the supervisor on the PSDEF Application form); and
   b. program is directly relevant to the staff member’s current Performance Development Review (PDR) and is recorded in the Career Development Plan section of their PDR or is identified to be relevant in the staff member’s local area performance review.

5. Applications are submitted by individual professional staff members or teams.

6. Local areas are expected to contribute at least 50 per cent towards the cost of the proposed development.

7. The Professional Staff Development Endowment Fund are not used to:
   a. maintain job related operational accreditation or membership (e.g. professional association membership fees), unless the accreditation/membership contains a component of training;
   b. fund ongoing courses of study (for example, undergraduate and post-graduate degrees/diplomas) which may be supported through study leave;
   c. fund development opportunities which have been supported by other formal ANU scholarship schemes;
   d. fund staff development in operational/day-to-day matters which are the responsibility of the local area;
   e. cover the cost of living and travel related expenses;
   f. provide development which has been identified as a result of a staff member’s unsatisfactory performance.

8. Previous Professional Staff Development Endowment Fund recipients may reapply for the fund after a two year period, from the date that they were advised that their previous successful fund application was granted.

**Selection and level of support**

9. Successful applicants normally receive a contribution towards the cost of an approved development program up to a maximum amount of $2,500 per person, subject to availability of funds.
10. The value of each scholarship is at the discretion of the selection committee, who take into consideration:

   a. The total value of the identified career development initiative; and
   
   b. The total contribution already provided to the staff member by the University (e.g. access to paid study leave, Professional Staff Scholarship Scheme, or previous/current financial contributions paid by the local area).

11. Where the value of the development initiative exceeds the value of the scholarship granted, nothing within this procedure prevents the applicant from seeking additional assistance via appropriate funding sources (e.g. ANU Travel Grants, College based development assistance etc.).

12. Priority is provided to applicants demonstrating continuous engagement with the PDR process.

**Preparation and submission of applications**

13. There are two rounds annually for scholarship applications.

14. Applications must be submitted during an open scholarship round by the published deadline, and written on the current, approved Professional Staff Development Endowment Fund proforma, comprising of:

   a. Staff members details, details of the development initiative, and funding requested;
   
   b. Applicant case: how does the development initiative align with the staff member’s future career direction;
   
   c. Details of how the program supports the teaching/research/administrative direction of the College/Division/Centre;
   
   d. There is an acceptable plan to disseminate results or otherwise share newfound expertise and knowledge more widely in the University community;
   
   e. Supervisor’s supporting statement, and Dean, Director, Service Division Director or College General Manager endorsement;
   
   f. The most recent completed PDR or local area performance review, and the current PDR, where the initiative is explicitly mentioned in the Career Development Plan, or local area performance review; and
   
   g. Documentation on the development initiative demonstrating program content and costs.

15. The development activity should have commenced after the closing date of the previous scholarship round.
Scholarship selection committee composition

16. Selection of recipients is made by a committee nominated by the University’s Chief Operating Officer (COO).

17. The committee represents the breadth of the University and includes indigenous representation, gender and professional breadth.

18. The committee quorum is three.

<table>
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<tr>
<th>Title</th>
<th>Term</th>
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<tbody>
<tr>
<td>Chief Operating Officer OR a nominated representative</td>
<td>Ex officio</td>
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<tr>
<td>Chief People Officer (Chair)</td>
<td>Ex officio</td>
</tr>
<tr>
<td>Deputy Chief People Officer, Talent and Capability</td>
<td>Ex officio</td>
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<tr>
<td>Two senior professional staff members (e.g. Service Division Director, College General Manager, or School Manager)</td>
<td>Membership rotates on a two year basis</td>
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Communication of outcome

19. Applicants receive written notification of the outcome of their application within 10 business days of committee endorsement.

20. A copy of the notification is provided to the applicant’s supervisor.

Funds distribution

21. Funds are reimbursed to the successful applicant or local area upon submission of a completed reimbursement form and official receipts to hrd.development@anu.edu.au.

22. Awarded funds must be exhausted within 12 months from the date of successful notification.
Reporting requirements

23. The staff member is required to provide a written report to hrd.development@anu.edu.au on the outcomes of the development initiative within three months of the initiative being completed. The report outlines how the participation in the initiative has impacted their work.

   a. Reports are placed on the staff member’s personnel file. Any future applications for funding under this scheme are dependent on reports having been completed.

24. The staff member and supervisor must also evaluate the impact of the development activity on their work performance at the next stage of their PDR.

Recovery of costs on termination of employment

25. Where a staff member resigns within 12 months from the date the scholarship is granted, the University may seek a refund up to the total awarded value of the scholarship.