Procedure: Professional staff development endowment fund (PSDEF)

Purpose
To inform staff of the requirements and procedures regarding an application for funds through 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.

2. The Professional Staff Development Endowment Fund is used to support short courses, conferences and comparable professional development proposals. It is not available for:
   a. Ongoing courses of study (for example, undergraduate and post-graduate degrees/diplomas) which may be supported through study leave;
   b. The development or maintenance of current job-related operational skills or requirements (e.g. CPA accreditation); or
   c. Staff development in operational/day-to-day matters which are the responsibility of the local area.
   d. Travel and cost of living related expenses, other than in exceptional circumstances.

Eligibility
3. Professional staff who have been employed at the University for 12 months or longer may apply for a grant, provided that professional staff on fixed-term appointments are employed on a minimum two year fixed-term contract, and have at least a year remaining on their contract.
4. Applications may be submitted by individual professional staff members or teams.

5. Local areas are expected to contribute at least 50% towards the cost of the proposed development.

6. Applications from Indigenous staff should also be considered in the light of the Career Development policy and the objectives and targets contained in the ANU Reconciliation Action Plan which aim to improve the attraction and retention of Indigenous staff.

7. Previous Professional Staff Development Endowment Fund recipients may reapply for further funding after a two year period, from the date that the previous successful fund application was granted.

**Level of support**

8. Successful applicants will 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.

9. During selection the committee will consider 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).

**Selection**

10. The Professional Staff Development Endowment Fund Committee will assess applications against the following criteria:

    a. The 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.

    b. The program supports the teaching/research/administrative direction of the College/Division/Centre.

    c. The proposal is supported by the Dean, Director, Service Division Director or College General Manager.

    d. There is an acceptable plan to disseminate results or otherwise share newfound expertise and knowledge more widely in the University community.

    e. To avoid any potential conflict of interest, the committee will not include any direct supervisor, or a staff member at the same, or lower, classification as
any of the applicants.

**Preparation and submission of applications**

11. There are normally two application rounds each year. Out-of-session applications will be considered as required.

12. Applications should be made using the Professional Staff Development Endowment Fund application form and accompanied by additional material as may be necessary.

13. The application must:

   a. Address all aspects of the selection criteria, as stated on the form and outlined above.

   b. Include a supporting statement prepared by the applicant's Supervisor and certification that the proposal is linked to the applicant's Career Development Plan as part of their Performance Development Review.

   c. Be endorsed by the Dean, Director, Service Division Director or College General Manager.

   d. Be signed, and with all additional documentation should be emailed to: careerdev@anu.edu.au

**Scholarship selection committee composition**

14. A committee chaired by Director, Human Resources will review each application and recommend grants as appropriate. The Director, Human Resources is the delegate for the approval of grants.

15. The committee quorum is three.

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<th>Title</th>
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<tr>
<td>Director, Human Resources (Chair)</td>
<td>Ex officio</td>
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<td>Two Service Division Directors</td>
<td>Membership will rotate on a two year basis</td>
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<td>One College General Manager</td>
<td>Membership will rotate on a two year basis</td>
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<tr>
<td>One College General Manager OR</td>
<td>Membership will rotate on a two year basis</td>
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Communication of outcome

16. The Professional Staff Development Endowment Fund secretariat will advise applicants of the outcome of their application via e-mail within 10 business days of the committee making a determination.

17. Copies of notification will be provided to the applicant’s supervisor.

Funds distribution

18. Funds will be reimbursed to the local area upon submission of official receipts to careerdev@anu.edu.au

19. Awarded funds must be exhausted within 12 months from the date of successful notification.