Guidelines for applying for financial support for staff professional development

Policy ID	H002A
Previous versions	23 February 2013, June 2021
Current version	September 2024
Approval	To be Approved by Board of Governors, 23 September 2024
Scheduled review date	September 2027
Threshold Standard	3.2
Responsible person	CEO
Appendix A:	Professional Development Support Application Form
Appendix B	Full list of amendments

1. INTRODUCTION

The Adelaide Central School of Art ('the School') is committed to supporting the professional development of staff. It sees staff development as a vital element underpinning excellence in teaching and commitment of staff to the goals of the School. Helping staff to maintain and develop their professional knowledge, skills and expertise through induction, flexibility in the work place and financial assistance for activities related to developing their careers will contribute to sustaining the School, maintaining its reputation and achieving the goals of the Teaching and Learning Plan. It can also assist staff gain desired academic qualifications relevant to their employment and build a successful career as a practising artist which in turn will ensure the School delivers programs that will nurture students and cultivate a new generation of artists.

The School has an annual budget for staff professional development. Eligible staff can apply for small grants to assist them engage in appropriate activities.

These guidelines provide a summary to assist staff who may be thinking of applying for funding available under the School's *Staff Professional Development Policy*.

2. CRITERIA FOR ALLOCATING FINANCIAL ASSISTANCE

The School's approach to supporting staff is underpinned by:

- its accreditation as an Institute of Higher Education and the National Protocols and Guidelines for Registration that require teaching staff to have a qualification higher than the course they teach
- the School's desire to employ and retain excellent administrative staff and teaching staff who are primarily engaged as practitioners in the disciplines they teach through studio-based education programs
- the need to use limited financial resources to the maximum effect.

The Board has established some criteria to assist the CEO allocate funds in a way that will support the School's overall Strategic Plan. They include that the proposed activity will directly or indirectly:

- enhance the staff member's contribution to the academic work of the School within the framework of the Teaching and Learning Plan and the Staff Scholarly Activity Policy
- add to the staff member's knowledge, expertise or professional standing

- enhance the professional reputation and standing of the School, and
- the proposed outcome is likely to be achieved.

In addition, in a given year the CEO may establish priorities for allocating funds to align professional development with particular strategic goals or current School priorities.

3. WHAT TYPES OF ACTIVITIES WILL THE SCHOOL SUPPORT?

Staff may apply for financial assistance or time release for the following activities:

- to complete relevant academic awards
- to undertake relevant short courses or individual study components
- to attend relevant exhibitions, conferences, seminars and workshops
- to advance their professional standing by assisting them:
  - to take up invitations to be artist-in-residence or staff exchange or institutional visits
  - to exhibit their work, or
- to undertake some other professional activity.

4. WHAT FINANCIAL ASSISTANCE IS AVAILABLE?

The annual budget, the total currently available and the number of applications will help determine what amount of money can be granted.

The School may grant a proportion of the cost of any activity decided by the CEO who is responsible for implementing the School's policy.

It may be a payment in advance or a reimbursement but in all cases, the staff member must have applied for assistance prior to undertaking the activity. No grants will be awarded for activities that have not been approved in advance.

There is a limit to the amount of funds any one member of staff can receive. No staff member will be allocated more than $6,000, or equivalent in time release, in a 3 year period.

5. WHO CAN APPLY?

All staff who have been continuously employed for at least two semesters are eligible to apply for staff development funding.

6. HOW CAN I APPLY?

While the CEO may call for applications to be submitted by a particular deadline in the year, applications may also be received outside of an annual round.

If you are thinking of undertaking a relevant activity and wish to get some financial support or time release, speak to your Head of Department. The Head will be able to advise you on your eligibility and the appropriateness of the activity and the level of funding that may be available and whether there is a set deadline for applications. The Head may suggest you fill out an application form.

The application should be submitted to the Academic Director who will then forward it to the CEO with their recommendation to approve or not approve the application.

The CEO will determine whether or not to approve the application and the amount of funding that will be allocated.

Applications will be determined subject to criteria set out in the policy, priorities determined by the CEO and taking into consideration:

- the availability of funds
- the role and position of the staff member
- the staff member's previous access to staff development funding
- the anticipated return to the School on the investment
- the School's program planning
- availability of suitable replacement staff where time release is involved
- advice from the Head of Department.

7. CONDITIONS OF FUNDING AND TIME RELEASE

Staff who apply for financial support or time release for a professional development activity must agree to provide at the conclusion of the activity:

- a written report (of at least one page) assessing the benefits gained and its impact on their teaching or professional practice
- a financial acquittal, including a statement of any income earned in connection with their professional activity.

In addition, teaching staff will be required to share information and learning derived from their activity with their School colleagues and/or students in a suitable way discussed and agreed with the Academic Director and CEO.

Note that payments are subject to income tax provisions and will be incorporated into taxable income in the group certificate.

8. EXAMPLES OF ACTIVITIES THAT HAVE BEEN FUNDED OR SUPPORTED THROUGH TIME RELEASE

Online Painting Marathon, New York Studio School
Melbourne or Sydney Contemporary Art Fair
AAANZ Conference
National Drawing Symposium
Artist-in-Residence program: Banff Centre for Arts and Creativity, Canada
ACUADS Conference

9. RELATED DOCUMENTS

- H002 Staff Professional Development Policy
- H005 Staff Scholarly Activity Policy
- Professional Development Support Application online form

APPENDIX A: Policy Amendments

1. Minor amendment: Inclusion of Item 9 (Related Documents). Updated Item 9 more recent examples. Updated template. July 2017.
2. Version 2 approved by BoG 21 June 2021