

Special Studies Program (SSP) Proposal and Head of School Statement



THE UNIVERSITY
of ADELAIDE

TO BE COMPLETED BY THE APPLICANT FOR ENDORSEMENT BY HEAD OF SCHOOL

SECTION 1: TO BE COMPLETED BY THE APPLICANT.

Applicant Name:	
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Proposed SSP Dates:

Begin Date:	End Date:
Begin Date:	End Date:
Begin Date:	End Date:
Begin Date:	End Date:

Indicate the primary purpose and provide details of the proposed special studies activities and outcomes. No word limit applies to this document.

Include the following purpose/s of the Special Studies Program (SSP):

- Pursuit of Research
- Improvement of Teaching
- Professional Practice
- General Scholarship

1. What is the nature of your planned activities?

2. How will they enhance your contribution to research, scholarship, teaching or the relevant profession?

3. What is the value of the proposed Program to your professional and/or personal development goals?

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a) What is the value of the activities to the aims, priorities and strategic goals of your School, Faculty and the University as a whole?

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b) Please outline specifically how the planned activities align with the aims, priorities and strategic goals of your School and at least one pillar of the [University Future Making Strategy](#).

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4. Why has each location been chosen as an environment well suited to pursue your special studies?

5. Who do you intend to work with?

6. Will you have any teaching, research or consultancy obligations to your hosts? Please provide details of the quality of the institution and/or individual collaborators.

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7. Please provide evidence and/or examples of how you consistently model citizenship behaviour in line with the [University Values](#) and to contribute to a supportive and collegial work environment.

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SECTION 2: TO BE COMPLETED BY THE HEAD OF SCHOOL (if the Head of School is the applicant, the Executive Dean should complete this section)

Academic Justification

Please comment on:

- The academic soundness of the proposed activities and their value in enhancing the applicant's capacity to contribute to scholarly work generally, research, teaching and professional practice;
- The extent to which you consider the activity would further the achievement of the aims and priorities of the School/Branch, the Faculty and the University.

Arrangements with respect to applicant's School responsibilities.

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I can confirm, that the School's responsibilities and commitments with respect to teaching can be sustained during the applicant's proposed absence on Special Studies.

Yes No

Please provide details:

The applicant will be in Adelaide for some or all of the period of Special Studies and will require administrative and technical support.

Yes No

If YES, please provide details:

If remaining in Adelaide, the applicant will be fully released from departmental duties.

Yes No

If YES, please provide details:

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Provide details of arrangements that will be made in relation to the applicant’s responsibilities for research, supervision, teaching (postgraduate and/or undergraduate), examining and administrative duties.

Planning, Development and Review – Confirmation

All staff members are required to participate in the PDR process, under clause 5.2 of the University of Adelaide Enterprise Agreement (as amended).

The objectives of PDR include enabling staff to align their individual short and longer-term work and development objectives with those of the University and the staff member’s unit, and to determine appropriate training and development opportunities for the staff member in their position with the University.

I confirm that:

- the applicant has participated in current annual PDR discussions;
- the proposed SSP objectives closely align with the School/Faculty strategy; and
- the applicant is not the subject of informal or formal performance management processes.

If unable to confirm, provide reason below:

Applicant Behaviour and Conduct

To be deemed suitable to undertake Special Studies, the applicant’s behaviour and conduct must be consistent with the Staff Values and Behaviour Framework, and they must not be the subject of a misconduct/serious misconduct process.

I confirm that the applicant:

- models high standards of citizenship behaviour, consistent with the Staff Values and Behaviour Framework;
- contributes to the development of a positive and collegial work environment;
- participates in relevant professional development appropriate for their role and responsibilities;
- contributes to appropriate administrative responsibilities; and
- is not the subject of any current misconduct or serious misconduct process.

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Comments:

Head of School Endorsement

- I fully endorse and support the applicant’s SSP application and recommend their application for consideration by the SSP Committee; or
- I endorse the applicant’s SSP application for consideration of the SSP committee; or
- I do not endorse the applicant’s SSP application.

Please provide a reason why you do/do not endorse the application:

Name (please print):

Title:

Signature:

Date:

*Once completed by Head of School, please return to the applicant prior to the online application closing date.
Applications which do not include a Head of School endorsement will be considered incomplete and will not be considered by the Faculty SSP Committee.*

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