

Guidelines for SSP Committees

The following guidelines are to be applied in conjunction with the Special Studies Program (SSP) Procedure document.

The following list is in alphabetical order by subject area.

Administration and record keeping

The Convenor will nominate either a committee member or someone from within the faculty to minute the meeting. Any print materials will be collected at the conclusion of the meeting and filed. A record of the minutes and any template used by the committee will be retained.

All documents relating to the applicant, including any variations must be sent to the HR Service Centre to filing in Content Manager in accordance with the [Information Management Policy](#).

Committee Composition

Committees will comprise at least 4 members in addition to the Convenor. The committee will have equal representation of men and women where possible from a range of disciplines and academic roles, including research and teaching, and who have undertaken the University's unconscious bias training.

Conflicts of Interest

Committee members must disclose any [conflict of interest](#) prior to the meeting. The Convenor will remind the committee of their responsibilities to disclose conflicts at the commencement of a meeting. Where a conflict of interest is identified, the Convenor shall manage the conflict which may include asking the committee member to stand down from voting; replace the committee member from the committee; or other steps as considered appropriate.

Consideration of applications from Education Specialists

Education Specialists should be encouraged to apply for SSP for the purpose of participating in new learning and teaching initiatives.

Data capture for reporting purposes

The SSP Committee Review and Recommendation table should be completed/updated at the conclusion of each meeting of the committee. The table may be used in preparation for reporting to Human Resources and the Vice-Chancellor.

Faculty Budget

The costs of SSP will be funded out of the Faculty budget. Allocation of funds for SSP to successful applicants is at the discretion of the Executive Dean including variations.

Faculty Specific Criteria

Faculties may introduce specific assessment criteria for SSP assessment prior to the commencement of the SSP applications round. Faculty SSP Committees may apply the pre-grading template to assess applications against the criteria.

Head of School Responsibilities

All SSP applications must be reviewed by the Head of School prior to submission and should include a Head of School Statement for the consideration of the Committee. Applications without the Head of School statement will not be considered by the Committee.

Notification to successful applicants

The Convenor of the Faculty SSP Committee will notify applicants in writing of the outcome of their application as soon as possible following approval by the Executive Dean. They will be informed of any variation to the arrangements for which they applied and what (if any) financial support is pre-approved.

Post SSP Report Evaluation

The SSP report is a mandatory requirement of all SSP recipients on return from SSP. It enables the Faculty SSP Committee to verify that the approved activity was undertaken, the agreed objectives achieved, and that information about the SSP, information learnt and/or research undertaken and/or skills developed are shared with staff and/or students of the School/Faculty.

The report is reviewed by the Head of School who may make recommendations for improvement to the staff member before forwarding to the Convenor of the faculty SSP Committee for evaluation.

The Convenor on behalf of the committee may:

- return the report to the staff member via their Head of School, recommending improvements;
- recommend to the Executive Dean the report be rejected;
- recommend to the Executive Dean the report be accepted.

Pre- Grading

Faculty SSP Committees may be asked to review and pre-grade applications prior to the committee meeting. Where required, committee members will be provided with a copy of each application in full and a pre-grading template which must be returned to the Convenor at least 24 hours prior to the meeting for collation.

In the absence of a faculty grading system, applications are assessed against two (2) measures:

- Performance, scholarly achievements and/or potential; and
- The quality and value of the proposed SSP activities.

Ratings 0 - 4:

- 0 - No evidence to support;
- 1 - Unsatisfactory application;
- 2 - Marginal - Deficient in some areas;
- 3 – Satisfactory;
- 4 - Highly recommended.

Provisional allowances

Airfares and / or living allowances are approved initially as provisional \$AUD amounts based on the proposed activity described in the approved application. Allowances will not exceed the maximum permitted by the University's SSP program and/or Faculty budget allocation.

The entitlements will be confirmed and any necessary adjustments made on the staff member's return.

Travel booking

Travel is arranged in accordance with the University's [Travel and Entertainment Policy and Procedures](#). If any private travel component is 50% or more of the total travel, FBT is payable on 50% of the airfare as the trip is deemed to have dual purpose, business and private. To eliminate the University FBT liability, travellers must:

Workforce Management Handbook	Guidelines for SSP Committees	Effective Date:	May 2023	Version 2
Authorised by	Director, HR Services	Review Date:	May 2026	

- Reduce the private days to less than 50% of the total travel; or
- Pay 50% of the airfare upfront to FCM Travel Solutions at the time of booking.

Travel Insurance

The University's [Corporate Travel Policy](#) automatically covers staff travelling, studying, and working overseas on University approved travel which includes SSP for up to 180 days. Normal approval processes apply.

Staff whose travel will exceed the normal policy limits, or whose private travel exceeds 50% of the total travel time, may require [top up cover](#). Those travelling or working overseas for periods greater than 12 months will require [expatriate cover](#). For more information refer to the staff travel guide on the [Legal and Risk Branch website](#).

Variation

The Convener of the Faculty SSP Committee will consider any report and variation to the approved activities and may recommend an adjustment be made to the pre-paid SSP Living Allowance. Where the SSP Living Allowance was paid to the staff member in advance, the amount is reconciled against the actual number of approved days away. Any excess of the allowance will be recovered from the staff member in accordance with the clause 3.12 of the University of Adelaide Enterprise Agreement (as amended).

The Executive Dean will consider any report of variations to the approved activity and recommendations for adjustment of pre-paid SSP Living Allowance and approve or decline if applicable.

The Executive Dean will consider any recommendation for reimbursement of airfares paid. If applicable the Convener of the Faculty SSP will advise the staff member of the outcome of their request for variation, including any resulting changes to the pre-approved financial support.

The Convener of the Faculty SSP will forward the approved amendment form to HR Operations for processing any adjusted SSP leave and/or SSP Living Allowance. If no changes are required they will send the amendment form to the SSP Faculty Coordinator for filing locally with the original application.

Workforce Management Handbook	Guidelines for SSP Committees	Effective Date:	May 2023	Version 2
Authorised by	Director, HR Services	Review Date:	May 2026	