Flinders University | Health & Enablement | Dean, People & Resources – STAFF GUIDELINES

Academic Professional Development Funding Scheme (Local & International)

GUIDELINES

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The College of Health & Enablement (CHE) acknowledges the importance of all academic staff participating in regular professional development which provides an opportunity for extending knowledge and skills of relevance to their university employment. It is an expectation that the knowledge gained through funded opportunities is shared via various means (e.g., seminars, workshops, newsletter contributions) such that the broader College can also gain benefit from the investment.

In addition to in-house professional development, there are various means by which academic staff can be supported financially to participate in professional development, including:

- College of Health & Enablement Professional Development Funding Scheme ("Local and International") – guidelines below
- Overseas Conference Scheme – *see separate guidelines*
- Outside Studies Program – *see separate guidelines*

Before considering an application to other professional development funds, staff should review the full range of in-house professional development activities offered by the University.

iEnrol Professional Development Calendar

CHE Staff Professional Development Opportunities

CRICOS No. 00114A

College of Health & Enablement Professional Development Funding Scheme ("Local and International")

The principal purpose of the funding scheme is to encourage and subsidise professional development for our academic staff in recognition of the importance of lifelong learning. The professional development activity can be located locally (within Australia) or overseas and can be related to any one or more of research, education, maintaining currency of practice or leadership. Some example activities include attending a reputable conference or attending a training seminar delivered by professional associations of other education providers. Staff can also apply for funding as a team if an area of professional development is required that would be valuable to run as a group (requests for development of academic teams of the College are not formally part of this scheme, if you have such requests please contact Dean P & R directly).

Eligibility

- All CNHS academic staff occupying continuing or convertible positions at fractions of 0.4FTE and above.
- Academic staff on fixed-term appointments at fractions of 0.4FTE and above provided that their cumulative term of appointment is at least two years.
- Staff who hold academic status with CHE are not eligible for this scheme.

Financial support

- Academic staff can apply for up to $2,000 for full-time employed staff, and pro-rated for fractional appointments at 0.4FTE and above. Funding is not cumulative from year to year, and all claims must be submitted by 1 December.
- The College will only fund an academic staff member for one professional development activity every two calendar years from any of the College Professional Development Schemes.
- Funding is to support registration, interstate travel or accommodation only.
- Funding is not to be used in conjunction with either OSP or OCL schemes.
- Applicant must pay for all items they hope to receive funding for via personal contribution, not through a University account.
- If successful, funding support is provided after applicant submits an employee expense reimbursement claim via Service One, attaching the form, relevant documentation and approval email from Dean People & Resources.
- Financial support will only be supported if travel is booked through Flinders University preferred supplier, Phil Hoffman travel (as per the University Travel Policy) and accommodation expenses to based around the ATO reasonable rates (interstate/NZ only).

CRICOS No. 00114A

Applications

- There will be two rounds each year for applications to be submitted to Dean People & Resources (February and July) for this scheme. An email to all academic staff will be sent at these times.
- A limited number of applications will be funded each year, and all requests for funding support will be considered on a merit basis. Preference will be given to staff who are making a substantial contribution to the conference or event.
- Applications **must**:
    - Be submitted on the CHE Academic Professional Development Funding Support (Local and International) Form.
    - Include documentary evidence of financial expenses (quotes or receipts) relating to the application - e.g. Accommodation costs (accommodation costs must follow the ATO reasonable rates).
    - Include documentary evidence of Nutrip approval (ensuring that correct account codes are used; travel approval must always be coded to 'personal contribution' in the account code section) and Phil Hoffman quote / invoice if interstate or overseas travel is required as part of your PD funding application.
    - Include a PDF copy of your **endorsed** teaching scholarship or research plan, applications will not be considered if this is not included.
    - Your supervisor must be satisfied that the professional development is of value to your academic pursuits and in line with the College strategic plan to endorse the application.
    - Applications will be called for by the Dean People & Resources (February and July) with closing date specified on callout. Please submit completed package to che.deanpr@flinders.edu.au.
    - Applications will be reviewed within two weeks of the application closing date, and the staff member notified by email following a decision.

Travel Diary requirements

Employees undertaking University travel must maintain a travel diary:

- For all overseas travel regardless of the duration.
- Where the employee is away for travel inside Australia for more than 5 consecutive nights.
- For all travel within Australia when there is combined business and private travel.
- Staff must comply with the Combining Business and Private Travel Policy and Procedures to ensure that no fringe benefit tax (FBT) liability arises when a private component is added to travel on University business.
- The diary will be checked by Finance for correct account numbers, completeness and any private travel component that exceeds the University threshold.

For more information on how to complete the travel diary please visit https://nutrip.helpscoutdocs.com/article/174-travel-diaries.

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