

Indigenous Academic Staff Leadership Development Scheme Guidelines

February 2022 - This document has been rescinded. It is replaced by the [Professional Development Procedure - First Nations Employee Schemes](#).

Section 1 - Purpose

Aim of the Scheme

(1) The Indigenous Academic Staff Leadership Development Scheme is intended to provide financial support to Indigenous academic staff to undertake a professional activity that will foster development of leadership skills.

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

(3) Nil.

Section 4 - Procedures

(4) Nil.

Section 5 - Guidelines

Part A - What the Scheme will Cover

(5) An applicant must make a case demonstrating how the activity for which funding is sought will support their leadership development. Such an activity may include, but is not limited to, attending an external leadership development program, visits to other relevant organisations, or mentoring/coaching by internal or external facilitators.

(6) Funding will cover expenses associated with fees, travel, accommodation and/or meals.

Part B - Eligibility

(7) An applicant must be recorded on the human resource information system (Alesco) as fulfilling the following criteria:

- a. Indigenous Australian descent;
- b. academic classification; and

- c. at least one year of service with the Charles Sturt University (the University).

(8) Eligibility to participate in the Indigenous Academic Staff Leadership Development Scheme is subject to satisfactory performance as follows:

- a. for staff on probation, fulfilment of requirements for the most recent probation review; or
- b. for staff in confirmed appointments, satisfactorily meeting performance requirements as determined through the performance management process.

Part C - Amount of Funding Available

(9) Funding amounts will depend on the amount of Faculty supplementation available.

(10) Up to \$2,000 may be granted to any one applicant per annum, with no additional funding from the Faculty.

(11) Any additional amount required to cover the activity will be shared on a 50% basis between the Scheme and the Faculty.

Part D - How to Apply

(12) Applicants must demonstrate how the proposed activity will support the development of their leadership capability and how it will assist them to contribute to the achievement of the strategic objectives of the School/Centre/Faculty or University.

(13) An Indigenous Academic Staff Leadership Development Scheme Application Form should be completed, including a detailed budget of anticipated expenses, with any supporting documentation attached.

(14) Applicants must have the support of their Head of School, Centre Director or Executive Dean.

(15) Applications should be forwarded to the Indigenous Employment Coordinator.

Part E - Completion of the Activity

(16) Within one month of completion of the activity, the staff member must prepare a statement of expenditure that reconciles with the funding received and submit it (with receipts or tax invoices) to the Indigenous Employment Coordinator.

(17) Any unexpended or unsubstantiated portion of the funding must be reimbursed.

Status and Details

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