

Graduate Certificate in University Leadership and Management Guidelines

February 2022 - This document has been rescinded. It is replaced by the [Professional Development Policy](#) and information provided on the [Division of People and Culture webpage](#) or [Division of Learning and Teaching webpage](#).

Section 1 - Purpose

(1) These Guidelines describe how to apply for and select applicants for the Charles Sturt University (the University) Graduate Certificate in University Leadership and Management course.

(2) The Graduate Certificate in University Leadership and Management provides Charles Sturt University staff with the opportunity to broaden their scholarship and understanding of leadership and management and of the higher education context in which they work, and further develop their leadership and management practice.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

(4) Nil.

Section 4 - Procedures

(5) Nil.

Section 5 - Guidelines

Part A - Eligibility

(6) The Graduate Certificate in University Leadership and Management course is open to all employees of the University who meet the following criteria:

- a. they hold a Bachelor's Degree (or are able to demonstrate an equivalence gained through education, training and/or experience);
- b. they hold a full-time or fractional continuing appointment, or a full-time or fractional fixed term appointment of at least three years' duration;
- c. they are currently in a leadership or management position (or are able to demonstrate potential for leadership or management within their workplace). This will normally be considered to be employees at or above HEW Level 7 and Academic Level C;

- d. they are able to demonstrate that their participation in the program will be of benefit to the University and to their career. This will be evidenced by a written statement from the applicant, which will also be endorsed by the employee's immediate supervisor;
- e. they are supported in their application for entry into the program by their current Executive Director or Dean. This will be evidenced by a statement of support from the Executive Director or Dean, outlining how participation in the program will be of benefit to the University; and
- f. they have identified and gained agreement from a suitable mentor/supervisor to provide guidance and support during the workplace-based learning project.

Part B - Application Process

(7) In March of each year, the Division of People and Culture will place a "What's New" notice about the Graduate Certificate for the intake in Semester 2 each year, specifying the following details:

- a. opening date for applications in March;
- b. closing date for applications in April, and
- c. notification of application results in May.

(8) Applications are to be submitted on the prescribed [Application Form](#).

Part C - Advisory Committee

(9) The membership of the Advisory Committee shall comprise:

- a. a nominee of the Provost and Deputy Vice-Chancellor (Academic) - this person shall be the Presiding Officer of the Advisory Committee;
- b. a nominee from the Faculty of Business, Justice and Behavioural Sciences;
- c. a nominee of the Deputy Vice-Chancellor (Students); and
- d. a nominee of the Organisational Development Office - this person shall also act as the Executive Officer).

(10) If the committee does not contain a member of each gender, then the Provost and Deputy Vice-Chancellor (Academic) may add an academic staff member of the required gender.

(11) Nominated committee members shall serve for periods of two years.

(12) The Advisory Committee shall be responsible for:

- a. evaluating applications from across the University on a competitive basis and in accordance with the selection criteria;
- b. recommending applications to the Provost and Deputy Vice-Chancellor (Academic) and the Deputy Vice-Chancellor (Students) for approval;
- c. providing feedback, on request, to unsuccessful applicants after the public announcement of the successful applicants; and
- d. arranging for unsuccessful applicants to be counselled by their supervisor (if needed).

Part D - Selection Criteria

(13) Applications shall be evaluated in relation to the following selection criteria:

- a. meeting the eligibility requirements (see Part A of these Guidelines);

- b. endorsement from the applicant's Dean/Executive Director and support from his/her immediate supervisor;
- c. the quality of the application;
- d. ensuring a balance of general and academic staff at different levels as well as cross-campus representation;
and
- e. ensuring that a range of discipline and occupational areas are represented.

(14) A total of up to 15 applications will be recommended for entry per subject intake.

Part E - Approval Process

(15) When recommending applications to the Provost and Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (Students), the Advisory Committee shall verify that:

- a. applications have been submitted in the required format;
- b. applicants meet the eligibility requirements (as specified in Part A) and selection criteria (as specified in Part D);
and
- c. the scheme's total budget for the year will not be exceeded.

(16) The role of the Provost and Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (Students) in the approval process involves:

- a. determining approvals;
- b. advising successful and unsuccessful applicants; and
- c. arranging a public announcement of the successful applicants.

Status and Details

Status	Current
Effective Date	22nd May 2014
Review Date	30th September 2015
Approval Authority	Executive Director, Human Resources
Approval Date	13th April 2014
Expiry Date	Not Applicable
Unit Head	Maria Crisante Executive Director, People and Culture
Author	Karen Lenihan
Enquiries Contact	Division of People and Culture +61 2 63384884