



Roxanne Missingham and Heather Jenks Scholarly Information Services Professional Development Prize

Purpose

1. The Scholarly Information Services Professional Development Prize has been established to support the professional development and professional wellbeing of ANU Scholarly Information Services staff, with the goal of supporting staff to pursue their professional passions, and to help foster a culture of lifelong learning. Professional wellbeing is not strictly associated with the development of the applicants current professional role but contributes to overall career fulfilment and satisfaction and may include conferences, training, study tours and workshops.
2. The fund is used to contribute towards costs associated with professional development, including but not limited to workshops, conferences, short courses and associated travel and accommodation costs.
3. The program will fund one prize per annum of \$3,500 which can be awarded to one staff member or divided between multiple staff members.

Eligibility

4. The Scholarly Information Services Professional Development Prize is open to all professional staff in the Scholarly Information Services Division (excluding casuals) who have been continuously employed at the University in the Division for at least one year, providing that:
 - a. Professional staff on a fixed term appointment, provided they are employed for a minimum of a two-year contract, and have at least 12 months remaining on their contract; or
 - b. Professional staff on a continuing (contingent funded) appointment, provided that the position is funded for a minimum of two years, and there is at least 12 months of that funding remaining. Applications may still be considered for cases where the staff member's position has less than 12 months funding remaining, provided that the delegate endorses that an extension is expected which will extend the position funding to at least 12 months.
 - c. Professional staff are not on an extended period of Leave Without Pay
5. Applications from indigenous staff should also be considered in the light of the [Career Development policy](#) and the objectives and targets contained in the [Reconciliation Action Plan](#) which aim to improve the attraction and retention of Indigenous staff.
6. The staff member's Performance Development Review (PDR) or local area performance review identifies that the:
 - a. eligible staff member's performance is at least satisfactory or better (in the most recent completed PDR or as indicated by the supervisor on the PSDEF Application form); and
 - b. program is directly relevant to the staff member's current Performance Development Review (PDR) and is recorded in the Career Development Plan section of their PDR or is identified to be relevant in the staff member's local area performance review.
7. Applications are submitted by individual professional staff to the Selection Committee
8. Funds are not used to:
 - a. maintain job related operational accreditation or membership (e.g. professional association membership fees), unless the accreditation/membership contains a component of training;
 - b. fund ongoing courses of study (for example, undergraduate and post-graduate degrees/diplomas) which may be supported through study leave;
 - c. fund development opportunities which have been supported by other formal ANU scholarship schemes;

- d. fund staff development in operational/day-to-day matters which are the responsibility of the local area;
- e. provide development which has been identified as a result of a staff member's unsatisfactory performance.

Selection and level of support

9. Successful applicants receive a contribution towards the cost of an approved development program up to a maximum amount of \$3,500, subject to availability of funds.

10. The value of each prize is at the discretion of the selection committee, who take into consideration:

- a. The total value of the Identified career development Initiative; and
- b. The total contribution already provided to the staff member by the University (e.g. access to paid study leave, Professional Staff Scholarship Scheme, or previous/current financial contributions paid by the local area)

11. Where the value of the development initiative exceeds the value of the prize, nothing within this procedure prevents the applicant from seeking additional assistance via appropriate funding sources (e.g. ANU Travel Grants).

12. Priority is provided to applicants demonstrating continuous engagement with the PDR process.

Preparation and submission of scheme applications

13. There is one round annually for prize applications.

14. Each prize round will be advertised to all staff via email, the University Library newsletter and SIS activities.

15. Applications must be submitted during an open prize round by the published deadline, and written on the current, approved proforma, comprising of:

- a. Staff members details, details of the development Initiative, and funding requested;
- b. Applicant case: how does the development Initiative align with the staff member's professional development or professional wellbeing;
- c. Documentation on the development initiative demonstrating program content and costs.

16. The development activity should have commenced after the closing date of the previous prize round.

Selection committee composition

17. Selection of recipients is made by the committee comprised of Business Partner, Divisional HR Services, Associate Director Archives & Records and Senior Manager, Client Services to select recipients of the Scholarly Information Services Professional Development Prize.

Communication of outcome

18. Applicants receive written notification of the outcome of their application within 10 business days of committee endorsement.

19. A copy of the notification is provided to the applicant's supervisor.

Funds Distribution

20. Funds are disbursed to the successful applicant upon acceptance of the Prize.

Reporting requirements

21. The staff member is required to provide a written report to director.sis@anu.edu.au on the outcomes of the development initiative within three months of the initiative being completed. The report outlines how the participation in the initiative has impacted their work.

- a. Reports are placed on the staff member's personnel file. Any future applications for funding under this scheme are dependent on reports having been completed.

22. The staff member and supervisor must also evaluate the impact of the development activity on their work performance at the next stage of their PDR.

Recovery of costs on termination of employment

23. Where a staff member resigns within 12 months from the date the prize, the University may seek a refund up to the total awarded value of the prize.