

SPECIAL STUDIES PROGRAM (SSP) HEAD OF SCHOOL STATEMENT (Confidential)

PLEASE COMPLETE AND FORWARD TO:

The Faculty HR Manager, for consideration of the Faculty's Special Studies Program Committee.		
Applicant Name:	School and Faculty:	

Applicant Name.	School and 1 acuity
Proposed SSP Begin Date: / /	Proposed SSP End Date: / / .

Note: If the Head of School is the applicant, the Executive Dean should complete and sign this form				
1. HEAD OF SCHOOL STATEMENT ON THE PROPOSED SPECIAL STUDIES				
Academic Justification				
Please comment on: the academic soundness of the proposed activities and their value in enhancing the applicant's capacity to contribute to scholarly				
work generally, research, teaching and professional practice;				
 the extent to which you consider the activity would further the achievement of the aims and priorities of the School/Branch, the Faculty and the University. 				
Arrangements with respect to applicant's School responsibilities.				

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I can confirm, that the School/Branch's responsibilities and commitments with respect to teaching can be sustained during the applicant's proposed absence on Special Studies.			
□ YES □ NO			
(Please provide details)			
The staff member will be in Adelaide for some or all of the period of Special Studies and will require administrative and technical			
support.			
□ YES □ NO			
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(If YES, please provide details)			
(If YES, please provide details)			
(If YES, please provide details)			
(If YES, please provide details)			
(If YES, please provide details)			
(If YES, please provide details)			
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(If YES, please provide details)			
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If remaining in Adelaide, the staff member will be fully released from departmental duties.
□ YES □ NO
(Please provide details)
Give details of arrangements that will be made in relation to the applicant's responsibilities for research, supervision, teaching
(postgraduate and undergraduate), examining and administrative duties:
2. PLANNING, DEVELOPMENT AND REVIEW - CONFIRMATION
All staff members are required to participate in the PDR process, under clause 5.2 of the University of Adelaide Enterprise Agreement (as amended).
The objectives of PDR, include enabling staff to align their individual short and longer-term work and development objectives with those of the University and the staff member's unit, and to determine appropriate training and development opportunities for the staff member in their position with the University.
I confirm that:
□ the applicant has participated in current annual PDR discussions;
□ the proposed SSP objectives closely align with the School/Faculty strategy; and
the applicant is not the subject of informal or formal performance management processes.
If unable to confirm, provide reason below

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