

## Academic Studies Program Policy

<b>Approving authority</b>	Executive Group
<b>Approval date</b>	3 September 2007
<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>   Human Resources
<b>Next scheduled review</b>	2018
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/ASP Policy.pdf">http://policies.griffith.edu.au/pdf/ASP Policy.pdf</a>
<b>TRIM document</b>	2017/0000388
<b>Description</b>	Academic Studies Program (ASP) provides eligible academic staff with an opportunity to apply for time away from normal duties to conduct sustained activities to further their development as scholars, researchers, teachers and/or practitioners.

### Related documents

[Academic Studies Program Procedures](#)

[Academic Studies Program Variation Form](#)

[Academic Studies Program Website](#)

[Travel Policy](#)

[Absence on Official University Business Policy](#)

[Consultancy and Commercial Research Policy](#)

[General Claim](#)

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## 1. INTRODUCTION

Academic Studies Program (ASP) provides eligible academic staff with an opportunity to apply for time away from normal duties to engage in scholarly activity. ASP is not an entitlement. Staff are eligible to apply for ASP in accordance with this policy. Eligibility to apply does not entitle the staff member to any period of absence from their normal duties.

## 2. SCOPE

This policy applies to all continuing academic staff in full and part-time positions and in exceptional circumstances, academic staff appointed on fixed term appointments. It does not apply to staff on probation, research only academic appointments, clinical title holders, casual academic staff, adjunct, visiting and honorary appointees of the University.

Definitions of terms used in this policy are set out in Appendix A of the Academic Studies Program Procedures document.

## 3. APPLICATION

The decision to grant a period of ASP to an eligible staff member will be made in the light of the quality of the proposed program of activities, the relevance of the program to the strategic priorities of the University, and the staff member's record of achievement (including outcomes from any previous ASP). In particular, an applicant for an ASP must demonstrate that the program will enhance the

professional and academic standing of the staff member, as well as making specific contributions to the advancement of the University's strategic objectives in research, and/or learning and teaching.

In light of the University's financial commitment, there is a strong expectation that the ASP will result in commensurate academic benefit to the individual, the work of the School and the University.

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## **4. DELEGATED AUTHORITIES**

### **Head of School**

- Responsible for operational planning for ASPs, including consultation with other Schools/Centres
- Recommend ASPs to Dean
- Recommend financial assistance to Dean
- Recommend the taking of leave in conjunction with an ASP to Dean
- Recommend changes to ASP

### **Relevant Dean**

- Approval of ASPs of 6 months or less duration for eligible staff
- Approval of financial assistance
- Approval of the taking of leave in conjunction with an ASP
- Approval of changes to ASP
- Approval of ASP Report

### **Group Pro Vice Chancellor**

- Resolving appeals against ASP decisions by relevant Deans
- Recommend approval of ASP for periods of greater than 6 months
- Approval of ASP for academic managers during their period of office
- Approval of ASPs for fixed term contract staff in exceptional circumstances

### **Deputy Vice Chancellor (Academic)**

- Approval of all ASP applications for periods greater than 6 months

### **Director, Human Resources**

- Responsible for administering and coordinating annual ASP rounds.