

## ACADEMIC BOARD

**Report title** COMMITTEE ON OUTSIDE STUDIES PROGRAMS  
Proposed Amendments to the *Human Resources Manual*  
Section 8.2, Outside Studies Program for Academic Staff.

**Prepared by** Helen Panagidis, Secretary to the Central Committee on Outside Studies Programs

**Reviewed by** Professor Belinda Probert, Deputy Vice-Chancellor

**Date** 11 August 2010

### I. EXECUTIVE SUMMARY

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#### I.1 Background

The University's Strategic Plan identifies, as a specific objective, the need to:  
*review and, where appropriate, restructure all academic, administrative and committee structures [organisational objective (ii), p.20].*

As part of this review process, the policy and procedures for the *Outside Studies Program for Academic Staff*, Section 8.3 of the *Human Resources Manual*. (HRM), will be reviewed.

#### I.2 Summary

The central purpose of an outside studies program is to promote research and scholarship.

Currently the membership of the Committee comprises the Deputy Vice-Chancellor (as Chair), and two representatives from among the professors, readers/associate professors and senior lecturers of each faculty, normally one male and one female, nominated by the Faculty Board.

Given that the Outside Studies Program (OSP) is a critical element in research performance development, it has been recommended that OSP be assigned to the portfolio of the Deputy Vice-Chancellor (Research).

#### I.3 Issues (including any financial, legal or compliance issues)

none identified;

#### I.4 RECOMMENDATIONS

The Academic Board is invited to approve the following proposed amendments, that :

1. the Chair of the Central Committee on OSP no longer be the Deputy Vice-Chancellor;
2. the Deputy Vice-Chancellor (Research) be appointed Chair of the Central Committee on OSP and
3. that the *HRM*, Section 8.3, be amended accordingly.

### 2. LIST OF DOCUMENTS ATTACHED

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Amended section of the HRM

# Outside Studies Program for Academic Staff

8.2

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## PURPOSE

- The central purpose of an outside studies program is to promote research and scholarship. The period free from the full range of university duties provides an opportunity for uninterrupted effort on research activities which normally cannot be undertaken during the course of regular duties.
- Whilst maintaining this focus on research and scholarly activity, the program may also provide an opportunity to advance the quality and scope of teaching and supervision. In pursuing these ends, an applicant for an outside studies program may seek approval to devote time to keep abreast of recent developments in the subject and improvements in research techniques through contacts with colleagues from overseas in particular.
- Applicants normally should pursue their Outside Studies Programs at major centres of learning overseas. However, it is recognised that some Outside Studies Programs will be more appropriately carried out in Australia. Where an Outside Studies Program is to be taken in Australia a special case must be made to pursue the program at La Trobe.

## POLICY

### 1. Outside Studies Program Committees

#### Central Committee

There will be a Central Committee on Outside Studies Programs appointed by Academic Board and reporting to Academic Board. Membership of the committee will comprise the Deputy Vice-Chancellor (~~Academic~~)([Research](#))(as Chair), and two representatives from among the professors, readers/associate professors and senior lecturers of each faculty, normally one male and one female, nominated by the Faculty Board. The role of the central committee will be:

- to set and review the policy covering outside studies programs and to approve any variations between faculties;
- to receive and consider reports from the faculties providing details of programs approved or not approved. For applications not approved by the faculties, reasons for such non approval will be provided;
- to consider appeals from unsuccessful applicants. Any such appeals will be on procedural grounds only;
- to receive copies of reports on completed outside studies programs from the faculties;
- to report to Academic Board annually.