

## Guidelines for SSP Committees

The following guidelines are to be applied in conjunction with the Special Studies Program (SSP) Procedure document.

The following list is in alphabetical order by subject area.

### Administration and record keeping

The Convenor will nominate either a committee member or someone from within the faculty to minute the meeting. Any print materials will be collected at the conclusion of the meeting and filed. A record of the minutes and any template used by the committee will be retained.

All documents relating to the applicant, including any variations must be sent to the HR Service Centre to filing in Content Manager in accordance with the [Information Management Policy](#).

### Committee Composition

Committees will comprise at least 4 members in addition to the Convenor. The committee will have equal representation of men and women where possible from a range of disciplines and academic roles, including research and teaching, and who have undertaken the University's unconscious bias training.

### Conflicts of Interest

Committee members must disclose any [conflict of interest](#) prior to the meeting. The Convenor will remind the committee of their responsibilities to disclose conflicts at the commencement of a meeting. Where a conflict of interest is identified, the Convenor shall manage the conflict which may include asking the committee member to stand down from voting; replace the committee member from the committee; or other steps as considered appropriate.

### Consideration of applications from Education Specialists

Education Specialists should be encouraged to apply for SSP for the purpose of participating in new learning and teaching initiatives.

### Data capture for reporting purposes

The SSP Committee Review and Recommendation table should be completed/updated at the conclusion of each meeting of the committee. The table may be used in preparation for reporting to Human Resources and the Vice-Chancellor.

### Faculty Budget

The costs of SSP will be funded out of the Faculty budget. Allocation of funds for SSP to successful applicants is at the discretion of the Executive Dean including variations.

### Faculty Specific Criteria

Faculties may introduce specific assessment criteria for SSP assessment prior to the commencement of the SSP applications round. Faculty SSP Committees may apply the pre-grading template to assess applications against the criteria.

Head of School


