



University of
South Australia

Academic Reorientation Program (ARP) Leave Guidelines

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APPLICATION

These guidelines apply to Heads of Schools and Deans employed in accordance with:

1. The University of South Australia Senior Staff Collective Agreement 2006
2. An Australian Workplace Agreement (AWA), where a reference to these guidelines are specifically referred to in the AWA.

OVERVIEW

ARP leave has been established to provide Heads of School and Deans with the opportunity to reorientate themselves to their substantive position after the appointment ceases. Reorientation is achieved through the completion of an agreed program.

PRINCIPLES

1. The Head of School/Dean and the relevant Pro-Vice Chancellor will, through discussion, agree on and document the focus of the program of activity and work to be undertaken during ARP leave. The program will support the updating of academic skills to assist the transition process into the substantive position and meet the needs of the staff and the University.
2. The Head of School/Dean will provide a written report of the program to the relevant Divisional Pro Vice Chancellor on return to the University.
3. A Head of School/Dean who completes a three year term and is not continuing in the Head of School/Dean role, may elect to undertake six months ARP leave.
4. A Head of School/Dean who completes a six year term (two consecutive three year terms) or completes a five year term and is not continuing in the Head of School/Dean role, may elect to undertake twelve months ARP leave.
5. An appropriate period of ARP leave may be negotiated for contracts that vary from the above.
6. If a Head of School/Dean completes more than two consecutive three year terms a maximum ARP leave of twelve months will apply. However, the maximum period may be varied if consideration of the academic re-orientation program determines that a period longer than twelve months is required to complete an effective program.
7. Leave to undertake the ARP will normally be on a pro-rata basis for staff appointed to the Head of School/Dean role on a fractional basis.

8. Any recognised period of acting in the Head of School/Dean role immediately prior to being offered the role will be counted for the purpose of ARP leave.
9. All periods of ARP leave will count as professional leave for the purposes of determining future Professional Experience Program (PEP) entitlements.
10. The University may reduce ARP leave if PEP leave has been taken within the current term as Head of School/Dean.
11. The period of ARP leave will count towards service and leave entitlements (excepting PEP).
12. Two weeks annual recreation leave is included in each six month period of ARP leave. Annual recreation leave will be automatically adjusted to reflect this.
13. Whilst on ARP leave the staff member may be authorised to receive reimbursement for expenses incurred relating to the ARP leave. If the staff member terminates employment within one year of completion of ARP leave the University reserves the right to recover these expenses.
14. On approval from the Vice Chancellor, the Pro Vice Chancellor may implement any variation in these guidelines for academic reorientation.
15. During the period of ARP leave the staff member will be remunerated on the same basis as during the term of the Head of School/Dean appointment.
16. At completion of the Head of School/Dean appointment, the staff member's terms and conditions of employment will be covered by the relevant industrial instrument that applies to the substantive classification level.
17. When the staff member reverts to their substantive level, recognition of service will apply to increments that relate to the substantive classification level in the relevant industrial instrument.
18. A staff member is not entitled to ARP leave if terminating from the University at the end of the appointment in the Head of School/Dean role.

RESPONSIBILITIES AND/OR AUTHORITIES

Responsibility for the application of these guidelines rests with the relevant Divisional Pro Vice Chancellor.

CROSS REFERENCES

- Applicable University Industrial Instrument
- Professional Experience Program Policy and Guidelines
- Recreation Leave Guidelines
- Recruitment and Selection Policy and Guidelines
- Senior Staff Remuneration Guidelines
- University Travel Procedures

FURTHER ASSISTANCE

Managers and staff may seek further advice regarding ARP leave from the Manager: Remuneration and Workforce Strategy.

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