



THE UNIVERSITY OF
SYDNEY

Dr Michael Spence

Vice-Chancellor and Principal

11 November 2015

Professor Anne Kelso
Chief Executive Officer
National Health and Medical Research Council
GPO Box 1421
Canberra ACT 2601

By email: nhmrc@nhmrc.gov.au

Dear Professor Kelso

Development and submission of gender equity policies

I write in response to your letters of March and October 2015, inviting a submission from the University of Sydney outlining our policies and procedures that support the progression and retention of women in health and medical research.

The University of Sydney is committed to creating a diverse and inclusive workplace, and improving the diversity of our leadership in all areas, including research. Our Senior Executive Group has recently set a series of targets to increase the representation of women at the University, which include ensuring that women make up 40 percent of our senior leaders by 2020 and 40 percent of our level E academic staff by the same date.

We are also in the midst of developing the University's 2016-2020 strategic plan, which will see us continue to invest in, and support the research careers of women across the University.

In that context, I am pleased to provide you with the attached summary statement of the University's gender equity policies and programs.

If you require any further information or would like to discuss any aspect of our submission, please contact Ms Penny Oxford, Manager, Researcher Development Strategy, Research Development and Collaboration, Research Portfolio:
penny.oxford@sydney.edu.au , 02 8627 0261.

Yours sincerely,

Signature removed for electronic distribution

Dr Michael Spence

Vice-Chancellor and Principal

Attachment University of Sydney gender equity policies and programs, response to NHMRC call for submissions, 2015



THE UNIVERSITY OF
SYDNEY

University of Sydney gender equity policies and programs

Response to NHMRC call for submissions, 2015



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University of Sydney gender equity policies and programs

The University of Sydney is proud of its tradition of research excellence in health and medicine. We believe our future successes will rely upon our ability to bring together diverse teams of remarkable researchers and to ensure that they are provided with the best possible environment in which to do their work. As part of this, we have reviewed our existing gender equity programs and have developed additional initiatives to attract, retain and develop high-performing female staff as both researchers and research leaders.

We are pleased to submit our gender equity policies and programs to the NHMRC for review.

Administering Institution Policy requirements

1. An institutional strategy that addresses the underrepresentation of women in senior positions in relevant strategic/corporate plans. This strategy should be reviewed frequently to ensure that it is effective and relevant.

The University of Sydney's Strategic Plan for 2011–2015 aims 'to create and sustain a university in which, for the benefit of both Australia and the wider world, the brightest researchers and the most promising students, whatever their social or cultural background, can thrive and realise their full potential' (The University of Sydney 2011–2015 Strategic Plan, p.5). This aim is also enshrined in the University's Enterprise Agreement 2013–2017 (Appendix A), which outlines the University's 'commitment to...ensuring gender equity in all work practices, including in relation to the allocation of work, and the implementation of policies to promote gender pay equity'.

The University is currently developing its 2016–2020 strategic plan, which continues to focus on the importance of supporting and developing research careers. The recent research strategy discussion paper on researcher development included Proposition 11: "That the University continue to invest in and support recent initiatives to support gender equity and the research careers of women across the University". (The University of Sydney Strategic Planning for 2016–2020 Discussion Paper no. 4, August 2015: Building a Culture of Research Excellence, p.20).

Sydney's major management decisions are overseen by the Senior Executive Group, SEG. SEG is chaired by the Vice-Chancellor and includes the Deputy Vice-Chancellors, Vice-Principals and Deans. SEG is itself responsible to the University's Senate, the governing body chaired by the Chancellor and responsible to the Parliament of New South Wales.

There are fifteen SEG committees that focus on key university-wide themes, of which the **Human Resources and Equity Committee** is one. This committee is charged with developing strategies and policies that support the University to achieve its goals for staff development and gender equity, as well as measuring our progress against these goals.

In September 2015, SEG approved a series of targets to increase the representation of women at the University. These targets include a commitment that, by March 2020, we aim to

have women occupying 40% of our senior leadership roles, 45% of professorial appointments and 50% of senior professional staff roles (Appendix B).

A suite of initiatives has been developed in order to support the achievement of these goals. They form the Women's Career Acceleration and Leadership Strategy, the key pillars of which are:

- Inclusive leadership training for all senior leaders
- Gender targets and measures to track progress and outcomes
- Significant events, visible communications and staff networks
- Career development programs targeted to create a level playing field for women
- Investigating and addressing gender pay equity
- Implementing and managing flexible working arrangements
- Expansion of relevant policies, systems and practices to increase gender inclusion.

The University has also developed an overarching diversity and inclusion framework to allow our staff to achieve their full potential, and help make Sydney a welcoming place for staff, students, alumni and the wider community. This will be formalised as an element of the 2016–2020 Strategic Plan.

We are working closely with the Science and Gender Equity (SAGE) Forum, hosted by the Australian Academy of Sciences and co-chaired by our colleague Professor Nalini Joshi. Our application to participate in the SAGE pilot of the Athena Swan charter scheme has been successful and we look forward to this opportunity to collect more data on our gender equity practices and to reflect on areas in which we can continue to improve.

Sydney reports annually to the [**Workplace Gender Equality Agency**](#) (WGEA) and was recognised by the agency's predecessor as an Employer of Choice for Women.

2. Mentoring and skills training strategies that promote and seek to increase women's participation.

Career development opportunities for women are provided at the University level and also within faculties, schools and departments.

In 2014 the University's Vice-Chancellor, Dr Michael Spence, was the first representative from the higher education sector to be recognised as a [**Male Champion of Change**](#). Dr Spence has led a renewed focus on the importance of developing and supporting women to take on more senior roles within the University. In September 2015 he launched a sponsorship program to match women from culturally and linguistically diverse backgrounds with senior leaders at the University, to support and encourage these women to develop their leadership skills and to bring greater diversity and new perspectives to Sydney's leadership team.

The inaugural Women at Sydney symposium (Appendix C) was held in November 2014 and will become an annual event. The symposium is a forum for female staff to share their career experiences, personal stories and advice for advancing women's careers at Sydney. In response to feedback from this event, the Talent and Organisational Development team is working with the Equity and Diversity Strategy group to review and refresh the suite of programs targeted at career development for women. These initiatives will include a formal mentoring program, supported by self-service web tools and available to staff via the University intranet. This will be complemented by a career development scheme for high-performing and/or high-potential female staff, to be launched at the 2015 Women at Sydney event in November.

A women's research network, hosted by the Research Portfolio, is to be launched in Semester 2 2015, and will connect women from all faculties to offer development and networking events.

It also aims to bring together female academics with senior women leaders from other organisations in the public and private sectors to gain new perspectives on career development strategies.

Female researchers in health and medical sciences also benefit from a number of Faculty programs.

Sydney Medical School (SMS) has a strong program of **staff development**, available to all researchers via the SMS website. There is a particular focus on **Early Career Researcher (ECR) development**, with mentoring and networks dedicated to assisting ECRs to build their academic careers. The Medical School also displays its workload policy and minimum standards on its website and has established a Gender Equity Committee (GEC). The purpose of the SMS GEC is to provide advice to the Dean on policies and priorities for ensuring and promoting gender equity in SMS. The Committee's deliberations encompass all research and teaching activities of SMS and extend to academic and professional staff across all SMS schools, centres and affiliated Medical Research Institutes (Appendix D).

The Faculty of Science has a number of career development and support programs that aim to support and promote women's academic careers (Appendix E). These include:

- Additional support to cover childcare expenses for staff members to travel to and attend conferences
- A Visiting Scholar Scheme for women, to bring senior female researchers from Australia and overseas to the University
- The **WiSci** (Women in Science) Project, which offers public lectures, networking events and promotion support.

The SPAM (Strategic Promotions Advice and Mentoring) scheme began in the Division of Natural Sciences in 2013 and targets women at Level D in the Faculties of Science, Veterinary Science and Agriculture and Environment, and the School of Medical Sciences, to support them in their applications for promotion to Level E. The Sydney Medical School launched their SPAM scheme in late 2015, with the goal of increasing the number of female applicants for Level E in the 2016 and 2017 promotion rounds.

The Faculty of Engineering and Information Technologies is preparing to launch a Carer Travel Assistance Scheme by the end of 2015. This scheme offers funding for additional care-related costs related to travel for research activities such as conferences. Female ECRs are also strongly encouraged to attend the faculty's annual ECR Development Program, which offers strategic and instructional guidance on key professional development areas such as career planning, optimising grant success, project management and mentoring.

Other faculties, including Health Sciences and Pharmacy, offer targeted mentoring and grant writing support to their staff.

3. The provision of parental/maternity leave and carers' leave, as well as transitional support to encourage return to work.

The University of Sydney's Enterprise Agreement provides parental leave options to assist staff to balance their work and family responsibilities at the time of the birth or placement of a child, for a period of up to 52 weeks (or 104 weeks, if approval has been given for extended leave). At the end of their parental leave, a staff member may apply to vary their working arrangements for a set period, for example to work part time. A staff member may also apply to work on a full-time, part-time or casual basis within the period of parental leave to assist with the transition back to work.

The University of Sydney's Equity Fellowships are an annual program, launched in 2009 and designed to promote equity and diversity at Sydney. These include the [Brown Fellowships](#) (Appendix F), which support researchers whose careers have been interrupted by a sustained period of caring duties.

The Faculty of Science has a number of career development and support programs available to academics with significant caring responsibilities, including the Re-entry Fellowships, which offer funding for teaching relief or research assistance for academics returning from parental leave.

The Faculty of Engineering and Information Technologies is currently finalising the Carer Re-Engagement Scheme for launch in late 2015. This scheme provides academics who have recently undertaken substantial periods of carer's leave with funding for research support, teaching administration relief and professional development.

4. Working arrangements that cater for individuals with caring responsibilities.

The University's Enterprise Agreement specifies that staff may use a portion of their sick leave each year to care for a member of their immediate family or household who is ill or incapacitated and requires care and support, or who requires care due to an unexpected emergency.

Staff members with family responsibilities may also negotiate one or more of the following arrangements with their supervisor:

- Taking up to two weeks' annual leave in single days
- Taking accrued time off in lieu of overtime
- Taking unpaid leave or undertaking additional work to make up for time taken to care for a family member who is ill or incapacitated
- Entering into a flexible working arrangement.

The University's [Flexible Working Arrangements Policy](#) provides a range of options to allow staff to manage their work and personal responsibilities. Other flexible working arrangements available to researchers include:

- Changing to part-time hours
- Reduced Working Weeks Scheme (RWWS)
- [Working from home](#)
- Arrangements for [children to be brought into the workplace](#).

Staff experiencing domestic/family violence have access to support that includes additional leave and changes to work locations and contact details. This is defined in the University's Enterprise Agreement 2013–2017 and in the [Domestic Violence Support Procedures](#). Staff and their supervisors can find this information via the intranet (Appendix G).

In May 2015, Sydney was awarded [accreditation](#) as a Breastfeeding Friendly Workplace from the Australian Breastfeeding Association (Appendix H). Staff and students can access a list of parents' facilities at the Darlington, Camperdown and Cumberland campuses on the University's [website](#).

Sydney's Parents Network (Appendix I) is a group of staff and students with caring responsibilities that meet regularly for presentations on topics of interest to parents. There is also a Parents Network group on Yammer, the University's social media platform.

5. Remuneration equity between men and women with the same responsibilities.

Remuneration at the University of Sydney and other conditions of employment are defined by the current Enterprise Agreement (2013–2017), a copy of which is available to all staff via the University's intranet (Appendix A). Further scrutiny of remuneration equity is part of the Women's Career Acceleration Strategy, and as such the Remuneration Strategy team initiated a review of gender pay equity and participation across the University during 2015.

6. Employment strategies that encourage the recruitment, retention and progression of women in health and medical research.

Sydney's **Recruitment and Selection Policy** (Appendix J) reflects the University's commitment to equity and diversity and requires that all candidates are assessed in relation to clearly defined position-related selection criteria. Gender balance is considered at all stages of the recruitment and selection process and selection committees must incorporate a minimum of 30% of women and men respectively.

All recruitment data for senior academic and professional roles will be analysed by gender and provided to SEG's Human Resources and Equity Committee. Data on Level E appointments are also presented to every meeting of the Chair Appointments Committee.

The Academic Board, in conjunction with Sydney Recruitment and the Office of the Provost, has refined the recruitment and selection process with particular regard to Level E academic appointments. It is now standard practice for the Chair of the Academic Board and Sydney Recruitment to challenge any selection process at this level where there are no female applicants or no shortlisted female applicants. In many cases the hiring faculty or unit will be instructed to extend the recruitment process to identify eligible female applicants.

The University's **Academic Promotions Policy** (Appendix K) states that promotion committees must ensure that applicants' achievements are assessed relative to opportunity, which includes consideration of factors such as part-time employment and/or significant caring responsibilities. The policy is currently being updated to state explicitly that disability should be considered as an impact factor when assessing achievement relative to opportunity. This change has been endorsed by SEG and will take effect in January 2016, for the 2016 promotion rounds.

The **Guidelines for Applicants** (Appendix L) advises applicants to mention any special circumstances that may have affected their opportunities to meet the requirements for promotion and this is reinforced in the **Promotions Procedures** (Appendix M). To facilitate this, the Academic Promotions online application system has been enhanced to include an option for every applicant to flag that the application contains special circumstances for consideration. If the special circumstances are confidential, the applicant may disclose the details in confidence to a representative of the Equity and Diversity Strategy group or the Academic Promotions Unit. In these circumstances, the information would only be disclosed to the Local Promotions Committee and, where applicable, the Chair of the Central Promotions Committee, who is then expected to guide the committee accordingly (without revealing the confidential details) during the assessment of the application. The annual **applicant information sessions** include presentations from the Equity and Diversity Strategy Centre on the topic of equal opportunity principles.

To encourage more suitably qualified women to apply for promotion, the Provost and the Director of Equity and Diversity Strategy write to Deans asking them to consider gender patterns in their faculty and to identify and support those women who are ready to prepare for promotion. The Academic Promotions Unit regularly provides statistics and data to faculties

and the Equity and Diversity Strategy Centre to allow them to identify gender patterns in promotion application and success rates.

The University of Sydney's Equity Fellowships include the **Thompson Fellowships**, (Appendix N) which were created to promote and enhance women's academic careers. They are offered to female academics at Levels C and D with the aim of supporting them to apply for senior roles in the near future.

The School of Physics has created the Messel Fellowship, a postdoctoral fellowship for female researchers, available as either full-time or part-time role.

In addition to programs targeted at women's career development, all researchers at Sydney are supported by university schemes that include:


- Bridging support grants for NHMRC proposals that were highly ranked but not funded
- International collaboration awards designed to bring high-performing overseas researchers to visit the University
- Funding to support industry engagement projects
- Equipment grant schemes
- Postdoctoral research fellowships.

7. Strategies to address the need for the provision of support for childcare.

The University of Sydney's Childcare Advisory Group surveyed staff and students in August 2014 to determine the current and future childcare needs of the University community. The group is working with the Campus Infrastructure Services team to incorporate planning for childcare services into the University's Campus Improvement Plan for 2014–2020.




Details of childcare centres at the Darlington/Camperdown and Cumberland campuses are available to staff via the University's intranet (Appendix O) and [website](#).

Appendix A: Enterprise Agreement 2013 – 2017

 THE UNIVERSITY OF SYDNEY

Staff Intranet

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Pay & benefits | Leave | Hours & flexible work | Policies | New & departing staff | Casuals | Individual contracts | **Enterprise Agreement** | Support | Job design, hiring

Welcome Penny, you are here: Home / HR & employment / Enterprise Agreement / EA 2013-17: Parts / Part A: Operation of Agreement

Enterprise Agreement

- > What's new in EA 2013-17
- > Glossary
- > **EA 2013-17: Parts**
 - > **Part A: Operation of Agreement**
 - > Part B: Employment arrangements
 - > Part C: Probation & confirmation
 - > Part D: Classifications, salaries & allowances
 - > Part E: Hours of work & working arrangements
 - > Part F: Public holidays, concessional days & leave
 - > Part G: Management of work & performance
 - > Part H: Planning & development
 - > Part I: Managing change
 - > Part J: Redeployment & redundancy
 - > Part K: Managing ill health & injury
 - > Part L: Cessation of employment - Academic and professional staff
 - > Part M: Health, safety & personal property
 - > Part N: Consultation, dispute resolution & union representation
 - > Part O: Miscellaneous
- > Schedule 1: Salaries, loadings and casual rates of pay
- > Schedule 2: Classification descriptors

Part A: Operation of agreement

- [Title](#)
- [Objectives](#)
- [Definitions](#)
- [Interpretation](#)
- [Term of agreement](#)
- [Application of agreement](#)
- [Individual flexibility arrangements](#)
- [Availability of agreement](#)
- [Relationship to other agreements, awards and policies](#)
- [No extra claims](#)

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Camperdown Campus
T 1300 850 484
T +61 2 8627 1300 (ext. 71300)
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hr.servicecentre@sydney.edu.au

TITLE

This Agreement is called the *University of Sydney Enterprise Agreement 2013-2017*


OBJECTIVES

2. The initiatives in this Agreement have been negotiated to reflect the University's core values and to give effect to the Parties' commitment to:


- ensuring that staff of outstanding quality and international standing are attracted, rewarded fairly and reasonably, developed, retained and supported to contribute to our reputation nationally, regionally and internationally;
- ensuring quality and sustainability in meeting the needs of our stakeholders;
- providing a rewarding, fair, flexible and inclusive working environment for staff;
- integrity, professionalism and collegiality in our staff;
- ensuring gender equity in all work practices, including in relation to the allocation of work, and the implementation of policies to promote gender pay equity;**
- maintaining a healthy and safe working environment that is free from bullying and harassment** including by ensuring compliance with all relevant work health and safety legislation and University policies; and
- ensuring that the University is in a strong position to face the challenges in the Higher Education sector and continue to achieve its strategic goals and priorities.

Appendix B: Women's Career Acceleration and Leadership Strategy

Staff intranet information – gender equity targets

 THE UNIVERSITY OF SYDNEY

Staff Intranet

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Latest news | **All news** | Staff News e-newsletter

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All news

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> August

> **September**

> October

> 2014

> 2013

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> 2011

Creating a diverse and inclusive Sydney

29 September 2015

One of the core values identified in the current 2016–20 strategic plan discussion paper, [A culture built on our values](#), is inclusion and diversity.

"Our ideal is to be a place in which every person is valued for the contribution they make, rather than for who they are, or their position in the organisation," explains Vice-Chancellor and Principal Dr Michael Spence.

"But our work in this area has already started, and in September we've made further strong progress."

A major step forward in the area of gender equity came earlier this month when SEG approved a series of targets to increase the representation of women at the University. By 31 March 2020 we aim to see women make up:


- 40 percent of our Senior Leaders (currently 33 percent)
- 40 percent of our Level E academic staff (including Exempt) (currently 28 percent)
- 45 percent of our Level D academic staff (currently 39 percent)
- 50 percent of our senior professional staff (SGS5 and above and Exempt) (currently 47 percent)
- 50 percent of our graduate professional staff (which we don't currently measure)

Targets for level C academic staff and professional staff at SGS levels 1 to 4 will be announced on 18 November at the Women at Sydney Symposium.

"These are demanding targets and we will need to collaborate right across the University to achieve them," said Dr Spence. "But they are important, not just as a way of showing our commitment to inclusion and diversity, but because they will have a positive impact on our work: a more inclusive and diverse University of Sydney will without doubt be a stronger one."

To achieve these targets, the University will implement a number of initiatives which are collectively referred to as the [Women's Career Acceleration and Leadership Strategy](#).

"As organisations increasingly recognise the benefits associated with diversity, setting gender targets demonstrates a commitment to delivering equal opportunity for academic and professional staff at the University," said Vice-Principal (Operations) Sara Watts.



Women at Sydney Symposium, November 2014

Related links

- [Staff honoured in Women of Influence list](#)
- [Diversity and inclusion](#)
- [Gender equity](#)
- [Ally Network](#)


Related articles

- > [SharePoint maintenance – 30 October to 2 November 2015](#)
- > [20 researchers raise the bar](#)
- > [Staff scholarships for Business School programs](#)
- > [Women at Sydney event: Accelerating my career, making it happen](#)
- > [Probation Performance Planning and Development](#)




Contact

- [Equity and Diversity Strategy](#)

Staff intranet information – Women's Career Acceleration and Leadership Strategy

 THE UNIVERSITY OF SYDNEY

Staff Intranet

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Strategy 2016–20 | Education | Research initiatives | Indigenous | Operations | **Diversity and inclusion** | Student experience

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Diversity and inclusion

- > Gender equity

Gender equity

"Women don't just want a seat at the table. They want to be able to contribute their diverse perspectives to solve the complex problems of today's world."

Professor Robyn Alders AM, Principal Research Fellow, Faculty of Veterinary Science

Gender balance is a key component of our University-wide Diversity and Inclusion Strategy. To help us deliver our [2020 diversity and inclusion goals](#), the Women's Career Acceleration and Leadership Strategy has been developed.

The strategy has been designed to help us increase female representation at leadership levels across the University. Through targeted initiatives that increase the contribution and inclusion of our 55% female workforce, we will shift our culture to create a level playing field for all staff.

Through our Women's Career Acceleration and Leadership Strategy, we will:

1. [set our leaders up for success through increasing capability to lead inclusively](#)
2. [set gender targets and key measures to track progress and outcomes](#)
3. [establish targeted events, visible communications and staff networks](#)
4. [establish targeted career development programs to create a level playing field for women](#)
5. [investigate and develop appropriate actions to address pay equity](#)
6. [consistently implement and manage flexible working arrangements](#)
7. [expand relevant policies, systems and practices to increase gender inclusion.](#)

Benefits

"Legal barriers to participation for women may have fallen in many ways, yet other barriers remain that are deep and cultural – that affect our community as a whole."

Dr Michael Spence, Vice-Chancellor and Principal

This strategy will deliver a number of benefits – not only to women but across the University as a whole. These include:

- accessing and utilising the full pool of available female talent in faculties and professional service units
- attracting and retaining the best staff to ensure we can continue to lead the way in student learning

Related links

- [Women at Sydney symposium](#)

Contact

- [Equity and Diversity Strategy](#)

Latest news

- [Five minutes with Kate Gunn](#) (10 June 2015)
- [Celebrating diversity at the University and the inclusion journey ahead](#) (9 March 2015)
- [Five minutes with Robyn Alders](#) (13 February 2015)

Appendix C: Women at Sydney symposium 2014

Women at Sydney

SHARE. CONNECT. CHANGE.

SATURDAY 1 NOVEMBER 2014
1-5PM



THE UNIVERSITY OF
SYDNEY



WELCOME



We are delighted to welcome you to *Women at Sydney: Share. Connect. Change.*

The University of Sydney is committed to nurturing the talents of all our staff, and, although we already have some excellent policies and practices in place, we are particularly determined to do everything in our power to attract, retain and promote women leaders. To that end, we are in the process of developing the new Women's Career Acceleration and Leadership Strategy.

Today's symposium contributes to that process. It features a series of dynamic talks and panel discussions that we believe will stimulate debate, crystallise ideas and enable all participants to build and extend their networks.



Our speakers this afternoon embody the University's ideal of leadership and vision. We are proud to welcome them, and we know you will appreciate and benefit from their expertise, experience and generosity.

Thank you for your interest in today's symposium and for your dedication to this University. We look forward to an exciting afternoon and to working with you all in future. Together, we will celebrate women's leadership within the University and beyond.

Belinda Hutchinson AM
Chancellor

Dr Michael Spence
Vice-Chancellor and Principal

WOMEN AT SYDNEY
SYMPOSIUM PROGRAM

PROGRAM

1-1.30pm	REGISTRATION
1.30-2pm	<p>WELCOME TO COUNTRY Ms Donna Ingram</p> <p>WELCOME FROM MASTER OF CEREMONIES Professor Marian Baird</p> <p>WIKIBOMBING PROFILE LAUNCH Belinda Hutchinson AM, Chancellor; Dr Michael Spence, Vice-Chancellor and Principal; Kathy Belov, Professor of Comparative Genomics and Dr Frances Di Lauro</p>
2-2.55pm	<p>PANEL SESSIONS</p> <p>Session 1: Female Science, Technology, Engineering, Medicine and Mathematics leaders in action Recruiting and retaining women in these fields</p> <p>Session 2: Young female leaders in action Women leaders of the future – creating a better world</p> <p>Session 3: Female business leaders in action Women leaders building better businesses</p> <p>Session 4: Female professional leaders in action Growing careers, growing lives</p>
3-4pm	<p>PLENARY SESSION</p> <p>Critical factors for creating a gender-balanced University</p>
4.15-5 pm	COCKTAIL RECEPTION
5-7pm	<p>2014 HONORARY DEGREE CEREMONY</p> <p>Celebrating women's leadership</p>

WELCOME TO COUNTRY

**MS DONNA INGRAM**

Cultural Representative
Donna's Aboriginal family connections are the Wiradjuri of Central West New South Wales. She was born and raised in Sydney, and has four adult children.

Donna is proud to be a Cultural Representative for the local Aboriginal community in Sydney. She has worked in Aboriginal affairs and community organisations in Sydney for 30 years (mostly in education). She was also elected to represent her community as a councillor on the former Sydney Regional Council of the Aboriginal and Torres Strait Islander Council (ATSIC).

Donna has a Diploma in Aboriginal Community Development and is a graduate of the Indigenous Women's Leadership Development Program. She is involved in several community consultation groups, especially in regard to women's issues and NAIDOC week in the Redfern/inner city area.

Donna has presented Welcome to Country at many conferences and major events including at Government House, Kirribilli House, Parliament House, the Entertainment Centre and Sydney Convention Centre.

MASTER OF CEREMONIES

**PROFESSOR MARIAN BAIRD**

Discipline of Work and Organisational Studies, University of Sydney Business School

Marian Baird is Professor of Employment Relations and Director of the Women and Work Research Group in the University of Sydney Business School. She is co-editor of the *Journal of Industrial Relations* and is recognised as one of Australia's leading researchers in the fields of women, work and family.

Her research brings together academics, practitioners and policymakers from private, public and not-for-profit organisations to inform policymaking. She is very well known for her work on parental leave policies and gender equity in organisations.

Marian is a Fellow of the University of Sydney Senate and has served on advisory panels for the Defence Forces Review, the inquiry into parental leave discrimination and the changes to the *Workplace Gender Equality Act*.

She has a number of PhD students, teaches in both the undergraduate and graduate programs of the Business School, and is widely published in Australia and internationally.

Appendix D: Sydney Medical School Gender Equity Committee Terms of Reference



8th May 2015

SMS Gender Equity Committee Terms of Reference

The purpose of the Committee is to provide advice to the Dean on policies and priorities for ensuring gender equity at Sydney Medical School (SMS). The Committee's deliberations will encompass all research and teaching activities of SMS and extend to all academic and professional staff.

Name

The Committee will be known as the 'Sydney Medical School Gender Equity Committee'.

Scope

The Committee's purview extends across all Sydney Medical School schools, centres and affiliated MRIs.

Reporting

The Committee reports to the Dean, Sydney Medical School.

Objectives

1. Provide advice to the Dean on opportunities to promote gender equity.
2. Produce an annual report on gender diversity in Sydney Medical School.
3. Monitor changes in SMS profile over time.
4. Provide gender equity information to SMS staff.
5. Develop program(s) that enhance career opportunities for female staff.
6. Make recommendations to SMS on initiatives to enhance gender equity.
7. Promulgate information on SMS and University policies and priorities in gender equity to staff at SMS's numerous operational sites, and promote their appropriate implementation.
8. Liaise with University committees and those from other Faculties on issues related to gender equity.


Membership

There will be ~12 members with representation from major faculty committees and affiliated MRIs. The Chair will be appointed by the Dean for a period of 3 years. The Chair's appointment may also be extended at the Dean's discretion. Members will be appointed for a period of 2 years. Appointments may be extended at the Dean's discretion.




Representative group	Member
ECR Network	A/Prof Renae Ryan (Chair)
Research & Research Training Committee	Prof Jillian Kril
Learning & Teaching Committee	Dr Annette Katelaris
Medical Program	Prof Inam Huq
Medical Research Institutes	Prof Phil Robinson
Faculty Administration	Ms Amanda Croft or Ms Ria Deamer
	Ms Rhonda Willis
Human Resources	Ms Jill Macfie
Faculty Members	Prof Bruce Robinson (Dean)
	Prof Jane Latimer
	Prof Elizabeth Elliott
	Dr Lilon Bandler
	A/Prof Kirsten Black
	Prof Arthur Conigrave (Deputy Dean)
	A/Prof Joel Negin

Appendix E: Faculty of Science funding and fellowships

Science intranet information

 THE UNIVERSITY OF SYDNEY

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Careers & training

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Contacts & campuses

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Teaching & research

News

Faculty of Science

About the faculty

Committees

Teaching support

Research support

Operations & general support

Training, development & initiatives

News & events

SoLES

Welcome Penny, you are here: Home / Science / Training, development & initiatives / Funding, fellowships and prizes

Training, development & initiatives

> Academic staff

> Professional staff

> Funding, fellowships and prizes

> Women in Science

Funding, fellowships and prizes

Below is a list of funding opportunities available to staff in the Faculty of Science.

Fund/Fellowship	Description/conditions	Available to	Application procedure/dates	Funded by
Start-Up Funds for New Staff	<p>The Faculty has established a policy to provide support funds for new staff to assist them to set up their research program. The conditions for Start-Up Funds are as follows:</p> <ul style="list-style-type: none">Heads of Schools will need to negotiate with the Dean, Faculty of Science, on the total amount to be offered prior to finalising the offer of appointment with HRThe amount of funding available will be made clear to staff at the time of appointmentThe Faculty will provide matching funds with the School in which the appointment is madeFunds are not to be used for office set up. Costs for office set up should be provided by Schools in the normal course of an appointmentItems which can be covered by these funds include but are not limited to, laboratory set up, research assistance, travel to overseas collaborating institute on research, specialist research equipmentFunds can carry over up to 3 years	Newly appointed Learning and Teaching continuing academic staff or staff appointed to a continuing position.	The new appointee must provide a brief (half page) summary outlining the planned use of these funds within 1 month of appointment. This will assist the Faculty/School finance personnel to budget appropriately.	Approved by the Dean, January 2015
Faculty of Science Special Studies Program (SSP) / Sabbatical	<ul style="list-style-type: none">SSP periods of greater than 6 months will be granted in exceptional circumstances only (as per the University policy).SSP cannot be taken at the University of Sydney except where the time at Sydney is required to obtain maximum benefit from a period spent at another institution as part of the same SSP period. The location	All staff	Applications for Semester 1 of the following year should be called for in March each year. Expressions of interest for SSP in Semester 2 of the following year should be called for at the same time so that combined impacts on the teaching program can be assessed. Applications for	Dean's Office

.....

	<p>It is recognised that family commitments may limit the ability to move beyond the Sydney region.</p> <ul style="list-style-type: none"> Where two members of the same family are taking SSP together, they will be provided with two allocations of the support usually provided for accompanying dependent children. 		Committee will be scheduled for April and October each year to consider cases that fall outside the guidelines.	
Childcare Assistance Travel Scheme 2015	<p>Faculty Fellowships to assist staff members with continuing appointments at Levels B-D, who have substantial childcare responsibilities, to travel to and attend conferences in their field of research. Support of up to \$1000 may be available per staff member/family.</p> <p>Please note this 'travel' Fellowship is to provide additional funds for child care arrangements to allow a staff member to travel to a conference, not to cover the travel costs <i>per se</i>. For example, some applicants have required additional childcare in Australia to allow them to travel, while others have used the money to provide childcare at the conference venue – and that could include providing funds for a partner (or other person) to travel with the staff member, and/or the cost of the child's travel.</p> <p>Limited funds are available, and will be paid as reimbursements of receipt-supported costs for pre-approved activities.</p>	Teaching and Research Academic staff	<p>Applications should include the title of the conference, a description of how attending the conference will benefit the applicant's career (including details of any paper to be delivered), the sum of money requested and a justification of the budget. A supporting letter from the applicant's Head of School should be attached.</p> <p>More information and application details</p>	Dean's Office
Re-entry fellowship	<p>Re-entry Fellowships for women in their first year back at work from maternity leave. Male candidates may also be considered if they can provide evidence that they have taken substantial (at least 6 months) parental leave in the preceding 12 months, to support a new baby. Up to \$20,000 to provide either teaching relief or research funds.</p>	Available only to teaching and research academic staff with a contract of three years or longer. This fellowship is not available to persons who have been successful in their application for the University's Brown or Thompson Equity Fellowships.	<p>Applications must be made to the Dean, through the Head of School, by 30th November for use in the following year. The application should detail the leave taken, a research plan, and a budget.</p>	Dean's Office
Visiting scholar scheme for women	<p>A Faculty of Science Visiting Fellowship scheme for women only. The Fellowship is aimed at attracting visits of at least two months to the Faculty by senior women researchers from another national or international institution. One Fellowship will be awarded annually.</p>	Senior women researchers from another national or international institution	<p>Applications should be made by the host academic staff member, through the relevant Head of School to the Dean, by 31 October for take up in the following year. Applications must include a research plan, a CV of the proposed visitor, a CV of the USYD host, and a recommendation by the Head of School, as well as a budget for up to \$5,000.</p>	Dean's Office
Early Career Researcher support: Funding support for PhD	<p>The Faculty of Science, through its Compact with the DVC (Research), has secured funding to support the PhD projects of students who are supervised by newly-appointed staff. The program is aimed at teaching and research academics in the first four years of their</p>	Teaching and research academics in the first four years of their appointments.	<p>More information and application details</p>	<p>Faculty and DVC(R) partnership.</p> <p>Back to top</p>

Appendix F: The Brown Fellowships



THE UNIVERSITY OF
SYDNEY

GUIDELINES

BROWN FELLOWSHIPS 2016

CLOSING DATE: 8 May 2015

Background

The University of Sydney Brown Fellowships are named after Mary Elizabeth Brown, one of the first two women graduates of the University of Sydney who shouldered significant family caring responsibilities by raising a niece.

The aim of the Brown Fellowships is to assist university researchers whose careers have been interrupted and/or disrupted by the undertaking of sustained primary caring duties. These fellowships provide academic staff with up to two semesters of relief from routine teaching and administrative responsibilities, and research only staff with funding to hire technical assistance for up to two semesters, in order to allow them to focus on their research while re-establishing or enhancing their academic research careers.

While caring responsibilities are most often associated with women, there are also men who carry significant and sustained caring responsibilities. Men who have had recent periods of significant interruption to their careers due to caring responsibilities are strongly encouraged to consider applying. These Fellowships are a vehicle for the university to support carers, irrespective of gender.

Eligibility

Previous holders of Brown Fellowships may not reapply until at least 5 years has elapsed since the completion of their previous fellowships. The review Panel may consider if extenuating circumstances warrant an exception, though exceptions are likely to be rare. Part time staff are eligible to apply.

Applicants must:

- be academic or research only staff employed either within a faculty of the University or within an entity which is affiliated with the University (including but not limited to medical research institutes) and which has contributed to the funding of the DVCR programs through payment of the DVCR levy, and have an on-going appointment with a termination date after the end of the proposed fellowship;
- be able to demonstrate in their application that their research career has been significantly interrupted by child rearing or other family responsibilities such as primary responsibility for the sustained care of a dependent family member (who may, for example, be elderly, sick or a person with disabilities) that commenced within the last 5 years;
- have completed a PhD or equivalent qualification or experience in their field at least three years prior to application; and
- be Australian citizens or permanent residents.

Fellowships may be hosted by any of the University's faculties, schools or departments. Equity Fellows are not campus-bound during their fellowship, except to the extent required to participate in the dedicated support and feedback activities scheduled for fellows, and to fulfill commitments to duties made in writing with the Head of School (or equivalent), and may travel and work on or off-campus

Prospective applicants must discuss their application with their Head of School or equivalent, and with (if different) the designate "host" Head of School or equivalent. Applications will only be considered where there is clear evidence of strong support from the Head of School or equivalent.

Please note that Special Studies Program (SSP) leave cannot be taken concurrently with a Brown fellowship.

Selection Criteria

- the track record of the applicant, relative to opportunity;
- the demonstrated nature and extent of the career interruption or retardation, in the context of the objectives of this fellowship program (see "Confidential applications" below);
- the likelihood that the Fellowship would enable the applicant to re-establish or enhance their career and improve their research track record in order to compete more effectively for academic employment;
- the level of support for the application from the Head of School (or equivalent) including the capacity of the applicant to make a significant contribution to the academic life of the host department and Faculty;
- Transformational Potential, that is the capacity of the fellowship to significantly "change" the circumstances of the applicant, to "impact" positively and substantively on their careers, and "enable"

them to achieve in a way that could not otherwise be so. Strong applications will clearly articulate how the fellowship would enable this achievement, and, how they would seek to build on that achievement.

Period of Fellowship

The Brown Fellows are expected to take up their appointment at the beginning of Semester 1, of the year of candidature.

Funding:

The Brown Fellowship provides up to \$60,000 per fellow, at up to \$30,000 per semester (\$25,000 in teaching relief/technical assistance and \$5,000 in research support). Pro rata for part-time fellows. The exact amount of funding will depend on the extent of the teaching and administrative load being relieved/technical assistance awarded.

Funding will be transferred by the Research Portfolio at the beginning of each semester for the duration of the fellowship. Funding must be used as follows:

Academic Staff

- (i) the teaching relief component is provided to the Head of School for the purpose of hiring teaching relief.
- (ii) the research support component is provided to the Fellow as a contribution toward costs directly related to the project specified in the application.

Research Only Staff

- (i) the full amount is provided to the Fellow as a contribution toward costs directly related to the project specified in the application.

Responsibilities:

Brown Fellows report to the Head of Department (or nominee).

Fellows are expected to participate in the academic life of the host department and faculty. Fellows are expected to conduct research diligently, and to the best of their ability, in the field proposed in their application and approved by the Fellowships Panel.

Brown Fellows will participate in the University's Academic Planning and Development (AP&D) process and in career development, networking and other activities required by the Equity Fellowships program. Fellows are also requested to participate in any assessment and evaluation processes that assist the University to develop the Equity Fellowships.

Responsibilities to other Equity Fellows:

The Research Portfolio and Equity and Diversity Strategy (EDS) intend to establish an ongoing body of past and present Equity Fellows as a network offering advice, support and mentoring, and as a mechanism to consolidate and build upon the advances made during the fellowship period and continue research momentum into the future.

Equity Fellows will be encouraged to promote the network and expected to share their experience with future cohorts of Equity Fellows, and to participate in networking and mentoring activities with past and present fellows.

Reporting:

At the end of their term Brown Fellows are required to provide a one page final report of no more than two pages on activities, research outcomes and achievements to the Deputy Vice-Chancellor (Research) and copied to Equity and Diversity Strategy.

Heads of School are required to provide the following reporting to the Deputy Vice-Chancellor (Research): (i) financial statement verifying that funding was used for teaching relief/research assistance and (ii) a brief evaluative comment on the Fellow's final report. Any funds not acquitted will be returned.

HOW TO APPLY:

Applications must be submitted through our Online Application System. Please visit sydney.edu.au/positions and search for Brown Fellowships. Incomplete applications will not be accepted.

Applicants are required to:

- Contact the Head of the School/Department ASAP to establish support for the application in this round. Please be aware that it is the responsibility of the applicant to obtain a signed letter of support, e signature is acceptable. Unsigned letters of support will not be considered.

- Complete the **Online Application** and attach required supporting documents. Attachments should be clearly typed on **A4 pages with a 2cm margin on all sides in 12 point font**.

Confidential Applications:

Applicants for Brown Fellowships may select an option on the application form to indicate that the section of their application detailing personal circumstances should be made available only to the Chair and the EDS member of the fellowships panel for the purpose of establishing the fellow's eligibility for the scheme.

Advice to applicants:

Applicants are advised to read the document, "What makes a strong Brown application", which is available on the Brown Fellowships homepage http://sydney.edu.au/research_support/funding/sydney/brown.shtml

Further Information:

If applicants require support in completing their application or for general advice about the fellowship program or the application process, please contact:

For strategic advice


Dr Maree Murray
Equity and Diversity Strategy (EDS)
Direct phone: +61 2 9036 4753
For Appointments: +61 2 9036 4758
email: maree.murray@sydney.edu.au

For matters relating to process and procedures:




Ziyad Hosenbux
Level 6, Jane Foss Russell (G02)
University of Sydney 2006
Phone: +61 2 8627 8126
Fax: +61 2 8627 8145
email: ziyad.hosenbux@sydney.edu.au

Appendix G: Domestic/family violence support

Staff intranet information

 THE UNIVERSITY OF SYDNEY

Staff Intranet






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Pay & benefits | Leave | Hours & flexible work | Policies | New & departing staff | Casuals | Individual contracts | Enterprise Agreement | **Support** | Job design, hiring


Welcome Penny, you are here: Home / HR & employment / Support / Domestic violence support

Support

- > Employee assistance program 
- > Safety, health & wellbeing 
- > Bullying prevention 
- > Harassment and discrimination prevention
- > Managing injuries
- > Equity & diversity 
- > Staff with disabilities 
- > **Domestic violence support**
- > Redeployment

Support for domestic (family) violence

The University is committed to supporting staff affected by domestic (family) violence. We provide support measures to assist staff and their managers to provide a safe and supportive workplace for those experiencing domestic (family) violence.

As reflected in our Enterprise Agreement 2013–2017 ([clauses 189-193](#)), the provisions outlined in the [Domestic Violence Support Procedures 2014](#)  provide guidance to staff about the support available to them and to assist managers to provide a supportive workplace for staff who are experiencing domestic (family) violence.

Domestic violence leave

Staff (excluding casual staff) are entitled to up to 20 days paid leave each year (pro rata for part-time staff) if, as a result of domestic (family) violence, they require leave for reasons such as:

- medical or counselling appointments
- organising alternative accommodation
- care and/or education arrangements
- attending court hearings
- police appointments
- accessing legal advice

Support measures

All staff, including casual staff members, may apply for supporting measures such as:


- flexible working arrangements (subject to clause 155 of the Agreement)
- changes to work location
- changes to email address
- changes to work telephone
- blocking of particular email contacts or telephone callers
- changes to the staff member's contact details on the University website
- assistance from University Security

Further advice and support

For further advice and support for victims of domestic (family) violence, please contact:

- [Case Management](#), Human Resources, Phone: +61 2 9351 5885
- [Employee Assistance Program](#)

Related links

For detailed support and procedures refer to the [Domestic Violence Support Procedures 2014](#) 

Contact

- [Case Management](#), Human Resources, +61 2 9351 5885
- [Employee Assistance Program](#)

Enterprise Agreement 2013 - 2017

DOMESTIC VIOLENCE LEAVE


189. Staff (other than Casual staff) are entitled to up to twenty days paid leave each year if as a result of Domestic Violence they require leave for reasons such as medical or counselling appointments, organising alternative accommodation, care and/or education arrangements, attending court hearings, police appointments and accessing legal advice. Leave does not accrue from year to year, and unused leave is not paid out on termination of employment.
190. Within three months of the commencement of this Agreement, and following consultation through the Management & Staff Consultative Committee, the University will introduce a policy to provide guidance to staff about the support available to them and to assist managers to provide a supportive workplace for staff who are experiencing domestic violence.
191. Staff affected by Domestic Violence may also apply for flexible working arrangements under **clause 155** (such as changes to working hours or to part-time employment) and other supporting measures (such as changes to work location where possible and changes to email address and work telephone number) as provided for in the policy referred to in **clause 190**.



Note: Domestic Violence is defined in clause 3.


NOTIFICATION AND SUPPORTING EVIDENCE FOR PERSONAL, COMPASSIONATE AND DOMESTIC VIOLENCE LEAVE

192. A staff member who is unable to attend work must:
- notify their Supervisor of their intended absence and its estimated duration as early as practicable on the first day of their absence (or as soon as practicable thereafter where due to exceptional circumstances notification cannot be provided on the first day of the staff member's absence); and
 - provide a medical certificate (or in the case of an absence due to an unexpected emergency or Domestic Violence, other documentation that is acceptable to the University):
 - for any single period of absence of five working days or more; and
 - if requested to do so, for any absence after taking five separate periods of sick, carer's and/or Domestic Violence leave in any 12 month period without providing a medical certificate or other acceptable documentation, provided that the staff member must have first been notified that they have taken five such periods of leave and that a certificate or other documentation is required for future absences.
193. Acceptable documentation for the purposes of **clause 192** will include a statutory declaration in relation to unexpected emergencies and a letter from the staff member's lawyer, doctor or other relevant agency in the case of staff affected by Domestic Violence.

Appendix H: Australian Breastfeeding Association website

**Australian Breastfeeding Association**

**Breastfeeding Friendly Workplace**

Search 

ABA HOME
LOGIN


Employers ▾ Accredited Workplaces ▾ Working Mothers ▾ BFW Resources ▾ Contact Us

[Home](#) » [Accredited Workplaces](#) » [Accredited Workplaces: Education](#)

Accredited Workplaces: Education

The following education organisations and departments are currently Accredited Breastfeeding Friendly Workplaces.

- Bruce Ridge Early Childhood Centre & Preschool
- Department Education & Early Childhood Development - Grampians (Ballarat Office)
- Flinders University
- LaTrobe University
- Macquarie University
- St Paul's Grammar School
- University of Canberra
- University of Newcastle
- **University of NSW**
- **University of Sydney**
- University of Tasmania
- Victoria University (St Albans Campus, Footscray Nicholson Campus, City Flinders Campus)
- Wellington Education Network
- Woodleigh School
- Construction Training Centre
- Campus Life Macquarie University

 Like 0

▪ Accredited workplaces: government

▪ Accredited workplaces: health

▪ Accredited workplaces: financial

▪ Accredited workplaces: education


▪ Accredited workplaces: energy & mining

▪ Accredited workplaces: legal & consulting

▪ Accredited workplaces: community


▪ Accredited workplaces: other

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Make your return to work easier



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Appendix I: Parents' network

Staff intranet information

 THE UNIVERSITY OF SYDNEY

Staff Intranet

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Professional services | Governance & leadership | Campus information | **Networks**

Welcome Penny, you are here: Home / Contacts & campuses / Networks / Parents Network

Networks

Parents Network

Healthy Sydney University

Aboriginal & Torres Strait Islander Staff Network

Yammer

Disability at Work Network

Parents Network

Do you have young children or teenagers? Are you looking for some helpful ideas on juggling work and family responsibilities? Would you like to join a group of staff and PhD students who have caring roles, who meet regularly to share information and support in a friendly, informal environment?

Please join us for the next Parents Network meeting.

Topics covered at Parents Network meetings:

- parental leave
- child care
- negotiating flexible working conditions
- supportive networking with other parents of young children at the University.

For more information: email [Equity and Diversity Strategy](#)

Join the Parents Network mailing list to be notified of future events: [enter your details](#)

Upcoming events

Date	Presenter/s	Topic	Downloads
4 November 2015	Rosina McAlpine	Win-Win Parenting program	

Related links


- [Join the Parents Network group on Yammer](#)
- [Join the Parents Network mailing list to be notified of future events](#)

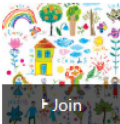
.....

View past presentations			
Date	Presenter/s	Topic	Downloads
30 July 2015	Professor Robyn Ewing	Reading and the reluctant reader	audio recording (MP3, 139.8 MB) presentation slides (PDF, 239.4 KB)
4 May 2015	Amanda Volpatti Nicole Elliott Ruth Gordon	Launch of Breastfeeding Friendly Workplace Accreditation	
4 August 2014	Professor Kate Steinbeck	Puberty coming sooner in boys and girls	presentation slides (PDF, 4.49MB)
29 May 2014	Russell Fowler and Melissa Idato	School Readiness	audio recording (MP3, 43.1MB) presentation slides (PDF, 972KB)
20 March 2014	Dr Helen Proctor	School Choice	audio recording (MP3, 51MB)
28 October 2013	Professor Jennie Brand-Miller	The glycemic index and health – What diets work?	presentation slides (PDF, 8MB)
17 September 2013	Professor Charles Areni	Fathers - the Other Glass Ceiling	
24 July 2013	Dr Marc de Rosnay	Development of Emotional Understanding in Children	presentation slides (PDF, 10.9MB)
4 June 2013	Professor Richard Walker	Homework – where are we now?	presentation slides (PDF, 79KB)
26 July 2012	Professor Marian Baird and Professor Bryan Gaensler	Pathways to a more Family Friendly workplace	watch video
17 May 2012	Associate Professor Rosina Mladenovic -	Turning the science of child development into the art of parenting	presentation slides (PDF, 30KB)
20 March 2012	Dr Jen Scott Curwood	Literacy and Literature in a Digital Age - how digital tools and online spaces shape young people's experiences with literature	presentation slides (PDF, 15.2MB)
13 May 2011	Dr Dianna Kenny	Out of school hours academic coaching for school students	presentation slides (PDF, 578KB)
3 September 2010	Associate Professor Caroline Hunt	Bullying and the Role of Anxiety in School Children	presentation slides (PDF, 297KB)

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Parents' Network on Yammer

 THE UNIVERSITY OF SYDNEY








Parents Network

Public Group

A group for parents or carers working at the University who have young children or teenagers.




[Join](#)

Members 213


Admin     


CONVERSATIONS FILES 18 NOTES

Search this group


 Update  Post  Praise


Share something with this group...


**Jannine Cradick**
2 hours ago
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**Jannine Cradick**
In All Company
The Parents Network would like to invite you to an exciting Lunch 'n Learn event presented by Dr Rosina McAlpine. Rosina McAlpine has developed The Win Win Parenting Program – a practical approach that doesn't rely on disciplining, rewarding or punishing children but empowers parents with an innovative approach based on empathy and life skills education. As a mother and a researcher, she decided to find evidence based parenting practices compiled from interviewing experts and engaging with [expand »](#)
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October 22 at 12:26pm
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In Disability at Work Interest Group

PINNED
 Professor Marc de Rosna...
Published June 27, 2013
 Reading and the reluctan...
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Online

Appendix J: Recruitment and Selection Policy



Recruitment and Selection Policy

Last updated: 27 August 2014 (administrative changes only)

Policy Assigned to: Director, Human Resources

Overview

The University aims to recruit and select the best possible candidates in a timely and cost effective manner. This contributes to the University's strategic aims and helps to ensure continuous improvement in standards and capability. The Recruitment and Selection Policy (**Policy**) provides a framework and structure for all University staff engaged in the recruitment and selection process.

Scope

The Policy applies to recruitment of continuing and fixed term positions. It also applies to the engagement of individuals through external recruitment or labour hire agencies.

Recruitment for casual staff positions is covered by the Casual Employment Policy.

Policy

The University's aim is to attract and employ staff of outstanding quality and potential, who will contribute to our global reputation and build on our position as Australia's premier university.

All recruitment including the use of external recruitment agencies or labour hire agencies must be managed through SydneyRecruitment.

Related Documents

- [University of Sydney \(Delegations of Authority - Administrative Functions\) Rule 2010 \(as amended\)](#)
- [Code of Conduct - Staff and Affiliates](#)
- [External Interests Policy 2010](#)
- [The University of Sydney Enterprise Agreement 2013-2017](#)
- [Appointment on Nomination Policy and Procedures](#)
- [Equity and Diversity Plans](#)
- [Working with Children Policy](#)
- [Visa and Work Rights Policy](#)
- [Redeployment Policy 2014](#)
- [Redeployment Procedures 2014](#)

Guidelines

- The University is committed to recruitment and selection practices that are open, competitive and based on merit.
- Recruitment and selection practices will reflect the University's strategic and operational objectives and its

commitment to equity and diversity in employment practices, including achievement of [Wingara Mura](#) recruitment objectives and the implementation of the University's [Disability Action Plan 2013-2018](#).

- All candidates, including staff seeking redeployment, will be assessed in relation to clearly defined position-related selection criteria.
- The University treats all candidates equitably. This ensures diversity in its workforce and that there is no unlawful discrimination at any stage of the recruitment and selection process.
- The impact on equity and diversity - for example, gender balance; representation of people with disabilities and of cultural, racial and ethnic groups - will be taken into consideration at all stages of recruitment and selection at the University.
- Fixed term staff are eligible to apply for continuing positions and will not be treated less favourably than other categories of applicants on account of their fixed term status.

Appendix K: Academic Promotions Policy



ACADEMIC PROMOTIONS POLICY 2014

With the approval of the Academic Board, the Vice-Chancellor and Principal, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 10 December 2014

Last amended: 10 December 2014

Signature:

Name: Dr Michael Spence

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1 Name of policy

This is the Academic Promotions Policy 2014.

2 Commencement

This policy commences on 1 January 2014.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) sets out the principles upon which, and the process by which, the University promotes its academic staff; and
- (b) provides for the fair and consistent application of absolute indicators of academic performance, benchmarked across disciplines and against institutions of similar international standing.

5 Application

This policy applies to:

- (a) all academic staff employed by the University on a continuing or eligible fixed term contract basis who wish to apply for promotion to a higher grade of employment; and
- (b) holders of conjoint titles who wish to apply for a higher conjoint title.

Note: See [Honorary Titles Policy 2013](#).

6 Definitions

Academic Board nominee means an individual selected from the list of Academic Board nominees published by the Academic Board on the University website.

Note: As at the date of this policy, this list is available at <http://sydney.edu.au/provost/promotions.shtml>

additional member means a member of a committee appointed as such in accordance with the committee's terms of reference.

Note: See Schedules 2 & 3 of this policy.

assessor means an expert in an applicant's field of expertise, external to the University and of high international standing, who is requested to provide an expert assessment of the work of an applicant for promotion to Level E, in accordance with clause 14 of this policy.

CPC means Central Promotions Committee.

day means calendar day.

delegate	means a person or persons holding delegated authority from the Senate to undertake a particular action, as set out in the University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended) .
Director	means, as appropriate, a director of a University centre or institute.
effective date	means 1 January each year in the case of annual promotions rounds, and from the first pay period after the contract is signed for “out of round” promotions.
Head of School	includes, where there is no Head of School, a person nominated by the relevant Dean to undertake the role and responsibilities of a Head of School under this policy.
LPC	means Local Promotions Committee.
“out of round” promotion	means a promotion resulting from the process specified in clause 17 of this policy.
promotion	means movement from one grade of academic employment to another, higher grade. It does not refer to role changes within a single grading.
reserve member	means any member of a committee appointed as such in accordance with the committee’s terms of reference.

Note: See Schedules 2 and 3 of this policy.

7 Promotion generally

- (1) The University is committed to equal employment opportunity, and promotion opportunity, for all staff. It does not discriminate against employees (including in promotion) on the grounds of:
 - (a) sex;
 - (b) pregnancy;
 - (c) race (including colour, ethnic background or national identity);
 - (d) marital status;
 - (e) disability;
 - (f) sexual preference;
 - (g) transgender status;
 - (h) political or religious belief; or
 - (i) age.
- (2) The University expects that, during their careers, all academic staff will:
 - (a) be active in research and scholarship; and
 - (b) be committed to and participate in research-enriched teaching.
- (3) Each academic staff member is appointed to a position at a particular level, classified from Level A to Level E. Within these levels staff undertake particular roles, which may vary over time and over the course of a career.

- (4) There are three streams for promotion:
 - (a) teaching and research;
 - (b) education-focussed; and
 - (c) research-focussed.
- (5) Promotion committees must ensure that each applicant's achievements are assessed relative to their opportunities to undertake tasks as compared to other members of staff at an equivalent level. This will include consideration of the impact of factors such as:
 - (a) part-time or fractional employment;
 - (b) significant parenting or other caring responsibilities; or
 - (c) clinical responsibilities.
- (6) Promotions commence as from the next effective date.
- (7) A promotion approval does not constitute an extension of employment in circumstances where the staff member's employment does not extend beyond the next effective date.
- (8) The level of remuneration consequent upon a promotion will be determined by the relevant delegate, and will generally be at the first level of the payment scale applicable to the new appointment. An LPC or CPC may make recommendations in relation to remuneration.
- (9) The academic promotion process will be administered by the Academic Promotions Unit.

8 Eligibility for promotion

- (1) Academic staff at Levels A to D may apply for promotion if:
 - (a) their appointment is continuing; or
 - (b) their fixed term contract extends to the end of the year in which application is being made; and
 - (c) they have completed an academic planning and development or performance management and development review in the past fifteen months.

Note: See [Performance Planning and Development Policy 2012](#).

- (2) Fractional and conjoint appointees may apply for promotion, and their applications will be assessed against the requirements expected for the relevant level, adjusted in terms of opportunities.
- (3) Where a position is funded by a grant, eligibility for promotion will depend on the grant conditions governing the funding of employment. Staff holding such positions may only apply for promotion under this policy if the applicable grant does not:
 - (a) specify the classification or salary level; or
 - (b) prohibit personal promotion.

Appendix L: Academic Promotions – Guidelines for Applicants



Academic Promotions 2015 Guidelines for Applicants

The Guidelines for Applicants should be read in conjunction with the [Academic Promotions Policy](#), [Academic Promotions Procedures](#), [External Interests Policy 2010](#) and the [University's Code of Conduct](#).

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2. Application requirements - general guidelines

- Select your stream carefully, if you are unsure you should seek advice from your Head of School (and supervisor if appropriate), or where there is no head of school, a person nominated by the Dean.
- Familiarize yourself with the minimum standards and rankings required for promotion within the stream you are applying. You must demonstrate achievement of at least the minimum standards in the stream you are applying as set out in Schedule 1 of the [Academic Promotions Policy](#).
- You must provide evidence of the capacity to perform at the level to which you are seeking promotion and demonstrate an upward trajectory in performance that would justify promotion to that level. You should consult the [Academic Promotions Procedures](#) document Section 4, *Normative criteria for performance at each academic level*.
- You should rank your performance in each of your Teaching, Research/Scholarship/Creative/Professional work and Service cases taking into account the minimum standards and rankings required to be successful in the stream you have applied (see [Academic Promotions Policy](#), Schedule 1).
- Your application should be clear, concise and well-structured, explaining the particular strengths and achievements that warrant your promotion. Please bear in mind that committee members rely on your application, the Head of School's, and referees' reports as their main sources of information.
- Focus on your achievements and publications since your last appointment or promotion at this University, but refer in the application to your whole career to date.
- Make mention in your application of any known special circumstances that have affected your opportunity to meet the requirements for promotion. This information should be included in your Summary of Case for promotion, and if applicable cross referenced to the relevant statement/s i.e. Teaching statement, Research/ Scholarship/ Creative/ Professional Work statement or Service statement.
- The same material must not be listed under more than one category (cross referencing should be used where necessary, e.g. where teaching materials are also creative work or teaching publications). Word limits for each section must not be exceeded.
- Provide any information that will allow the LPC and CPC to assess the significance and impact of your work, such as citation rates, impact factors, journal rankings, prizes or other awards, or other external measures of quality that are recognised in your discipline. It is also helpful to provide explanation of any relevant school/discipline specific conventions.

3. Application requirements - detailed specifications

Applications are submitted online at sydney.edu.au/provost/academic_promotions.

NB If you are preparing your case in MS Word, please do not apply any Heading styles to your text as this will cause major formatting problems in the PDF generated by the online system. Minimal formatting is advisable i.e. bold, italics etc).

a) Academic Promotions Application Details

Promotion sought - Eligibility check

You will be required to declare whether you have completed a formal performance review in the previous 15 months, as this is a prerequisite for promotion (see [Performance Planning and Development Policy 2012](#), Section 10 (3)).

Promotion sought - Stream selection

Select your stream carefully taking into account the minimum standards required for promotion within the stream you are applying (see Schedule 1 of the [Academic Promotions Policy](#)). If you are unsure of which stream to select, seek advice from your Head of School (and Supervisor if appropriate) or where there is no head of school, a person nominated by the Dean.

Promotion sought – Noting special circumstances

You may request that special circumstances be considered in your application. Relevant information should be included in the Summary of Case for promotion and, if applicable, cross referenced in any of the relevant cases i.e. Teaching, Research/Scholarship/Creative/Professional Works and Service cases. Applicants may be required to provide supporting documentation. If your special circumstances are confidential please contact the Equity and Diversity Strategy Centre or the Academic Promotions Unit for advice.

Employee details

This section captures your personal, faculty/school and contact details. It is imperative that the email address you provide for yourself in this section is monitored regularly during the promotion year, as this will be the main point of contact used by the APU.

Degrees held

This section captures the details of your qualifications and degrees held.

Current appointments

This section captures your current appointment details i.e. stream of current appointment, level and step, commencement date, end date if fixed term, faculty/school details and full time equivalent.

Previous appointments

This section captures details about your employment history at this University and other relevant institutions.

Referees

You must nominate 5 referees including one referee that is familiar with and can comment specifically on your teaching. This does not apply to research-focused applicants. This section captures the contact information for your referees i.e. title, name, email address, position and institution. You will also be asked to declare your relationship to your nominated referees. Please ensure that your referees are available and willing to complete a report in the stipulated time frame (see [Important dates for promotion](#)). It is important that you check the email addresses you provide for your referees, as all requests for reports will be emailed.

Area of research interest

In this section you should provide a concise statement regarding your area of research interest (maximum of 50 words).

Appendix M: Academic Promotions - Procedures



- (n) may, where appropriate, be involved in translational research with a view to external collaboration and establishing strong partnerships with outputs such as commercialisation, improved practice and policy;
- (o) will, where appropriate mentor and provide opportunities for other researchers to develop skills and engage in translational research.

5 Applications for annual promotion rounds

- (1) Applications must be submitted electronically to the Academic Promotions Unit using the form specified in the announcement of the opening of applications.
- (2) Applications must comply with all maximum word limits.
- (3) Applications must provide:
 - (a) information about the applicant's whole career;
 - (b) a clear account of achievements and publications since the applicant's last employment or promotion at the University;
 - (c) evidence of appropriate upward career trajectory; and
 - (d) the names of five referees and a statement of the applicant's relationship to each.
- (4) Applications for promotion by two levels must:
 - (a) set out a strong case for such a promotion;
 - (b) be supported by the applicant's Head of School;
 - (c) be approved by the relevant Dean and the Provost; and
 - (d) be provided to the Academic Promotions Unit at least 14 days before the advertised closing date for promotions for the level to which they are applying.
- (5) Applications should:
 - (a) provide information sufficient to allow the promotion committees to assess the significance and impact of the applicant's publications or creative works; and
 - (b) provide an explanation, if necessary, of any known special circumstances that have affected the applicant's opportunity to meet the requirements for promotion

6 Submissions for "out of round" promotion

- (1) Submissions for "out of round" promotion must be prepared by the relevant Head of School, endorsed by the relevant Dean, and submitted to the Academic Promotions Unit.
- (2) Submissions must contain:
 - (a) the application for employment originally made by the subject staff member to the other institution offering the staff member employment;
 - (b) the referee details which were part of that application;
 - (c) a clear statement of the case for:
 - (i) retaining the staff member;

Appendix N: The Thompson Fellowships

GUIDELINES

THOMPSON FELLOWSHIPS 2016

CLOSING DATE: 8 May 2015

Background

The University of Sydney, Thompson Fellowships (to Promote and Enhance the Career of Academic Women) are named after Isola Florence Thompson, one of the first women graduates of this University.

The Thompson Fellowships recognize that women are significantly under-represented at senior academic levels and aim to specifically offer women, presently at Levels C and D, opportunities to develop and strengthen their research, preparing them to apply for, and assume, roles at Levels D and E in the near future. The Thompson Fellowships provide academic staff with relief from routine teaching and administrative responsibilities, and research only staff with funding to hire technical assistance, for up to two semesters.

Eligibility

Previous holders of Thompson Fellowships may not reapply. Part time staff are eligible to apply.

Applicants must:

- be academic or research only staff at Level C or D employed either within a faculty of the University or within an entity which is affiliated with the University (including but not limited to medical research institutes) and which has contributed to the funding of the DVCR programs through payment of the DVCR levy, and have an on-going appointment with a termination date after the end of the proposed fellowship, have completed a PhD or equivalent qualification or experience in their field at least three years prior to application; and
- be Australian citizens or permanent residents.
- ***Individuals who have been promoted within the last 2 years are ineligible to apply.***

Fellowships may be hosted by any of the University's faculties, schools or departments. Equity Fellows are not campus-bound during their fellowship, except to the extent required to participate in the dedicated support and feedback activities scheduled for fellows, and to fulfill commitments to duties made in writing with the Head of School (or equivalent), and may travel and work on or off-campus

Prospective applicants must discuss their application with their Head of School or equivalent, and with (if different) the designate "host" Head of School or equivalent. Applications will only be considered where there is clear evidence of strong support from the Head of School/equivalent.

Please note that Special Studies Program (SSP) leave cannot be taken concurrently with a Thompson fellowship.

Selection Criteria

- the track record of the applicant, relative to opportunity;
- the likelihood that the Fellowship would enable the applicant to enhance their career and improve their research track record in order to compete more effectively for academic employment at Levels D and E;
- the quality of the aims, significance, approach and expected outcomes of the project application, including the feasibility of the project, given the research timetable, the length of the Fellowship, and available facilities and infrastructure;
- the level of support for the application from the Head of School (or equivalent) including the capacity of the applicant to make a significant contribution to the academic life of the host department and Faculty;
- Transformational Potential, that is, the capacity of the fellowship to significantly "change" the circumstances of the applicant, to "impact" positively and substantively on their careers, and "enable" them to achieve in a way that could not otherwise be possible. Strong applications clearly articulate how the fellowship would enable this achievement, and, how they would seek to build on that achievement; and
- Referees Reports.

Period of Fellowship:

The Thompson Fellowships are 12 months in duration. Thompson Fellows are expected to take up their appointment at the beginning of Semester 1 of the year of candidature.

Funding:

The Thompson Fellowship provides up to \$60,000 per fellow at up to \$30,000 per semester (\$25,000 teaching relief and \$5,000 research support). Pro rata for part-time fellows. The exact amount of funding will depend on the extent of the teaching and administrative load being relieved.

Funding will be transferred by the Research Portfolio at the beginning of each semester for the duration of the fellowship. Funding must be used as follows:

Academic Staff:

- (i) the teaching relief component is provided to the Head of School for the purpose of hiring teaching relief.
- (ii) the research support component is provided to the Fellow as a contribution toward costs directly related to the project specified in the application.

Research Only Staff:

- (i) The full amount is provided to the Fellow as a contribution towards costs directly related to the project specified in the application.

Responsibilities:

Thompson Fellows report to the Head of Department (or nominee).

Fellows are expected to participate in the academic life of the host department and faculty. Fellows are expected to conduct research diligently, and to the best of their ability, in the field proposed in their application and approved by the Fellowships Panel.

Teaching, research supervision or other academic duties may be undertaken with the agreement of the Head of School but must enhance, rather than detract from, the Fellow's research focus and the Program Objective.

Thompson Fellows will participate in the University's Academic Planning and Development (AP&D) process and in career development, networking and other activities required by the Equity Fellowships program.

Fellows are also requested to participate in any assessment and evaluation processes that assist the University to develop the Equity Fellowships.

Responsibilities to other Equity Fellows:

The Research Portfolio and Equity and Diversity Strategy (EDS) intend to establish an ongoing body of past and present Equity Fellows as a network offering advice, support and mentoring, and as a mechanism to consolidate and build upon the advances made during the fellowship period and continue research momentum into the future.

Equity Fellows will be encouraged to promote the network and expected to share their experience with future cohorts of Equity Fellows, and to participate in networking and mentoring activities with past and present fellows.

Reporting:

At the end of their term Brown Fellows are required to provide a one page final report of no more than two pages on activities, research outcomes and achievements to the Deputy Vice-Chancellor (Research) and copied to Equity and Diversity Strategy.

Heads of School are required to provide the following reporting to the Deputy Vice-Chancellor (Research): (i) financial statement verifying that funding was used for teaching relief and (ii) a brief evaluative comment on the Fellow's final report. Any funds not acquitted will be returned.

HOW TO APPLY:

Applications must be submitted through our Online Application System. Please visit sydney.edu.au/positions and search for Thompson Fellowships. Incomplete applications will not be accepted.

Applicants are required to:

- Contact the Head of the School/Department ASAP to establish support for the application in this round. Please be aware that it is the responsibility of the applicant to obtain a signed letter of support, e signature is acceptable. Unsigned letters of support will not be considered.
- Complete the **Online Application** and attach required supporting documents. Attachments should be clearly typed on **A4 pages with a 2cm margin on all sides in 12 point font**.
- Two confidential referee reports must be sent must be sent to j.small@sydney.edu.au by the closing date. Referees should be chosen for their capacity to constructively comment on the candidate's fit

with the academic selection criteria and the likelihood that the Fellowship would enable the applicant to enhance their career and improve their research track record in order to compete more effectively for academic employment at Levels D or E. The applicant should provide the referees with a copy of the application. **It is the applicant's responsibility to ensure referee reports are submitted.** Late reports will not be considered.

Advice to applicants:

Applicants are advised to read the document, "What makes a strong Thompson application", which is available on the Thompson Fellowship homepage
http://sydney.edu.au/research_support/funding/sydney/thompson.shtml

Further Information:

For general advice about the Fellowships or the application process, please contact:

For strategic advice

Dr Maree Murray
Equity and Diversity Strategy (EDS)
Direct phone: +61 2 9036 4753
For Appointments: +61 2 9036 4758
email: maree.murray@sydney.edu.au

For matters relating to process and procedures:

Ziyad Hosenbux
Level 6, Jane Foss Russell (G02)
University of Sydney 2006
Phone: +61 2 8627 8126
Fax: +61 2 8627 8145
email: ziyad.hosenbux@sydney.edu.au

Sydney University Union Child Care Centre

Hours	Monday to Friday, 8am to 6pm
Number of children per day	41
Weeks open	50
Fees: Child 0 to 2 years	\$113.75 day
Fees: Child 3 to 5 years	\$108.25 day
Physical address	72 Lander Street, Darlington (near the University Sports & Aquatic Centre)
Website	www.ku.com.au/ku.union

The centre's primary aim is to create an environment which is caring and family-like, and which focuses on children's individual strengths and interests.

To apply for a place, fill out the [Waiting List Form](#), and send it directly to the centre. **You also need to pay a non-refundable \$10 application fee.** For more information about the centre, contact:

Kristina Krajisnik, Director
 KU Union Child Care Centre
 72 Lander Street
 Darlington NSW 2006
 T +61 2 9351 7878
 F +61 2 9351 7879
 E ku.union@ku.com.au

Laurel Tree House

Hours	Monday to Friday, 8am to 6pm
Number of children per day	40
Weeks open	50
Fees: Child 0 to 3 years	\$113 day
Fees: Child 3 to 5 years	\$107.50 day
Physical address	61 Arundel Street, Glebe (near the footbridge over Parramatta Road)
Website	www.ku.com.au/ku.laureltreehouse

Laurel Tree House is located in Glebe, right opposite the main campus. The staff and community of Laurel Tree House are committed to providing a caring, educational and nurturing environment which will meet the diverse educational and developmental needs of all children. We strive to enhance children's strengths and abilities to learn and assist the families to support their child's wellbeing and development. The Centre is proudly managed by KU Children's Services.

To apply for a place, fill out the [Waiting List Form](#), and send it directly to the Centre. **You also need to pay a non-refundable \$10 application fee.**

For waiting list enquiries, email ku.laureltreehouse@ku.com.au.

For more information about the centre, contact:

Laura Yench, Director
 Laurel Tree House
 61 Arundel Street
 Glebe NSW 2037
 T +61 2 9660 8857
 F +61 2 9660 8826
 E ku.laureltreehouse@ku.com.au

Carillon Avenue Child Care Centre

Hours	Monday to Friday, 7.30am to 6pm
Number of children per day	41
Weeks open	50
Fees: Child 0 to 2 years	\$113.75 day
Fees: Child 3 to 5 years	\$108.25 day
Physical address	Carillon Avenue, Newtown (next to Newtown North Primary School)
Website	www.ku.com.au/ku.carillonavenue

Carillon Avenue Child Care Centre's primary aim is to create a loving, stable, secure and responsive environment that allows each child to grow and develop to their fullest potential. The centre is managed by KU Children's Services.

To apply for a place, fill out the [Waiting List Form](#) , and send it directly to the centre. You also need to pay a non-refundable \$10 application fee.


For waiting list enquiries, email ku.union@ku.com.au

For more information about the centre, contact:

Kellie Andrews, Director
Carillon Avenue Child Care Centre
Carillon Avenue
Newtown NSW 2042
T +61 2 9557 2344
F +61 2 9557 6306
E ku.carillon@ku.com.au

Occasional child care


There are three occasional child care centres close to the Camperdown/Darlington Campus. These centres provide intermittent care for children aged 0 to 5 years. Unlike long day care, where children must be enrolled for particular days each week, this service provides flexible care for one-off and short-term needs.

Occasional centres are subject to licensing regulations, including health and safety requirements. Parents using this service for work or study purposes may be eligible for the Child Care Benefit. Visit the [Family Assistance Office](#)  website for more information.

These centres are not connected to the University of Sydney or University of Sydney Union. Please contact the centres directly for more information.

Redfern Occasional Care	55 Pitt Street, Redfern T +61 2 9288 5620
SDN Glebe Children's Education and Care Centre	112a Glebe St, Glebe T +61 2 9552 3747
Marrickville Occasional Care	356 Victoria Rd, Marrickville T +61 2 9558 1591

Other child care options

For information about child care centres located in the City of Sydney council area (encompassing the CBD and most inner city suburbs), check the [City of Sydney Child Care Services Directory](#) .

To find child care services elsewhere, phone the Australian government's [child care access hotline](#)  on 1800 670 305.

 [SHARE ON YAMMER](#)