PROPEL – Program for Preparing Early Leaders

PARTICIPANT SELECTION GUIDELINES

Contents

1 The intent of the PROPEL Program ................................................................. 2
2 Definitions ................................................................................................. 2
3 Participant numbers and sources ............................................................... 2
4 Eligibility guidelines ............................................................................... 3
5 Selection criteria .................................................................................... 3
6 Application process ............................................................................... 3
7 Participants from outside UOW ............................................................. 4
1 The intent of the PROPEL Program

1.1 PROPEL aims to develop leadership skills in pre-leadership academic staff which will prepare them for possible leadership roles throughout their career.

1.2 PROPEL aims to enhance participants’ skills and broaden their understanding of leadership in three areas – generic leadership ability, leadership in teaching, and leadership in research.

1.3 PROPEL will not train participants for any particular leadership role, such as Head of School, but rather will lay the foundations of their ability to lead others in the university environment. This leadership ability can be applied in many contexts, not only in formal leadership roles.

1.4 It is the intention of PROPEL to target staff who are not yet in institutional leadership roles but who have already demonstrated characteristics of leadership in the way they work, and who have shown they are open to new ideas and fresh approaches to working with others and with their university.

2 Definitions

2.1 PROPEL – Program for Preparing Early Leaders. A pilot 12-month development program for UOW academic staff.

2.2 PROPEL Coordinators – The group consisting of the three PROPEL Project Leaders and the PROPEL Project Manager will be referred to as the PROPEL Coordinators.

2.3 Pre-Leadership Academic – For the purposes of PROPEL a pre-leadership academic is defined as a member of academic staff who has not held an institutional leadership role (see 2.4)

2.4 Institutional Leadership Role – For the purpose of selecting participants for PROPEL, leadership roles are divided into two groups:

<table>
<thead>
<tr>
<th>Institutional Leadership Roles (NOT eligible)</th>
<th>Head of School or Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Associate Dean or above</td>
</tr>
<tr>
<td></td>
<td>Director of University Research Strength or Strategic Research Initiative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Leadership Roles (Eligible to apply)</th>
<th>Chief Investigator on grant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Subject Coordinator</td>
</tr>
<tr>
<td></td>
<td>Committee Chair</td>
</tr>
<tr>
<td></td>
<td>Director of Faculty Research Centre</td>
</tr>
<tr>
<td></td>
<td>Period of acting in an ‘Institutional Leadership Role’</td>
</tr>
</tbody>
</table>

3 Participant numbers and sources

3.1 Training future academic leaders requires a lot of personal face-to-face opportunity for discussion and reflection that cannot be offered in a “mass teaching” or “distance learning” format. For this reason, the maximum number of pre-leadership academic staff that can be accepted into PROPEL is limited to 15 per annum.

3.2 Twelve (12) participants will be selected from University of Wollongong staff. One participant will be sought from each of the nine Faculties at UOW plus the Graduate
School of Medicine, the Sydney Business School and the Woolyungah Indigenous Centre.

3.3 The three (3) remaining places will be filled by applicants from other Australian universities. The value of mixing participants from different universities is two-fold: UOW participants will gain from the wider perspective brought to PROPEL by academics from outside UOW; participants from other universities will become PROPEL ambassadors, helping to disseminate information about the program and possibly even instigating uptake of PROPEL at other Australian universities.

4 Eligibility guidelines

4.1 All applicants for PROPEL must be pre-leadership academic staff who have not held an institutional leadership role (see definition at 2.3 and 2.4).

4.2 Applicants must be members of academic staff employed at level A, B or C (staff at level D and E may apply but will be considered only if they meet the definition of a pre-leadership academic).

4.3 Applicants must be employed on a permanent or fixed-term basis. Fixed-term staff must be on a contract of at least three (3) years with at least two (2) years of their contract remaining as at the close-off date for applications (see 6.6).

4.4 Applications from sessional teaching staff (including postgraduate students) will be considered on a case-by-case basis.

5 Selection criteria

5.1 Applicants for PROPEL will be assessed in four areas:
- Characteristics of leadership (see 5.3);
- Energy and enthusiasm for new ideas and ways of working;
- Interest in collaborative and interdisciplinary work;
- Strong research and teaching performance (relative to opportunity, but not necessarily in equal measure).

5.2 Applicants will also be expected to describe how participation in PROPEL will be of benefit to:
- themselves at this current point in their career; AND
- their Faculty and UOW as a whole.

5.3 Characteristics of leadership include, but are not limited to:
- Direction, vision, originality;
- Role model who demonstrates a quality of excellence and is passionate about their discipline (in either teaching, research or both);
- Genuine interest in people and the ability to connect with staff on a personal level;
- Genuine regard for diversity and seeing difference as positive.
- Personal traits including drive, energy, enthusiasm, positive attitude, conviction, cooperativeness, patience, consideration;
- Maturity, self-understanding, self-motivation, being true to own personal values;
- Comfortable working in complex situations of ambiguity and incomplete information.

5.4 Applicants who are currently studying towards a HDR qualification will need to clearly demonstrate how they will manage their time to allow them to commit the required time and energy to PROPEL to make the most of their inclusion as a participant.

6 Application process

6.1 UOW Senior Executive and Deans will be given information on PROPEL in May 2010 and will be requested to nominate staff they feel would most benefit from participation.
in the program. Nominated staff will be contacted by the PROPEL Coordinators and invited to submit an application. A ‘Participant Information Pack’ will be sent to all interested staff.

6.2 Nominated staff who express an interest in applying will be invited to attend a PROPEL Applicant Information Session to be held on 15 June 2010.

6.3 Staff wishing to apply for PROPEL will need to submit an application on the form provided.

6.4 Applicants will need to provide the following details with their applications:
   • Employment details to establish their eligibility;
   • A current CV;
   • A statement related to the selection criteria (see Section 5);
   • Names and contact details of three referees, including their current Head of School and/or Dean. (The selection committee will have the freedom to contact any additional UOW staff for further information if required to assist the selection process.)

6.5 Applications will close on 30 July 2010. Applications received after this date will only be accepted at the discretion of the PROPEL Coordinators.

6.6 Applications will be assessed by a selection committee consisting of the DV-C Academic, the DV-C Operations and the PROPEL Coordinators. The selection committee will meet in early August 2010.

6.7 The selection committee may wish to interview some or all applicants to discuss their applications in further detail. Applicants who know they will not be available for interview in early August should advise the PROPEL Coordinators.

6.8 Applicants will be advised of the committee’s decision as soon as possible following the meeting.

7 Participants from outside UOW

7.1 Applicants for PROPEL from other Australian universities will need to meet the eligibility criteria outlined at Section 3 and follow the application process outlined at Section 6.

7.2 All applications must be forwarded to UOW by the closing date and will be considered by the selection committee alongside applications from within UOW.