# 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 ............................................................ 3
4. Eligibility guidelines ................................................................................... 3
5. Selection criteria ....................................................................................... 3
6. Application process ................................................................................... 4
1. THE INTENT OF THE PROPEL PROGRAM

1.1 PROPEL aims to develop leadership skills in pre-leadership academic staff to 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 12-month development program for academic staff.

2.2 PROPEL Coordinators — the university staff members responsible for administering and delivering the PROPEL Program.

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>Other Leadership Roles (Eligible to apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Head of School or Discipline</td>
<td>• Chief Investigator on grant</td>
</tr>
<tr>
<td>• Associate Dean or above</td>
<td>• Subject Coordinator</td>
</tr>
<tr>
<td>• Director of University Research Strength or Strategic Research Initiative</td>
<td>• Committee Chair</td>
</tr>
<tr>
<td></td>
<td>• Director of Faculty Research Centre</td>
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<tr>
<td></td>
<td>• Period of acting in an ‘Institutional Leadership Role’</td>
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</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 16 per annum.

3.2 Participants will be selected from across the University.

4. ELIGIBILITY GUIDELINES

4.1 All applicants for PROPEL must be pre-leadership academic staff who have not held an institutional leadership role (see definitions 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 three areas:

- Characteristics of leadership (see 5.3).
- Energy and enthusiasm for new ideas and ways of working.
- 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.
- Their Faculty and University 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 higher degree by research (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 Staff who are interested in taking part in the PROPEL Program should indicate this to their supervisor at their annual performance/planning discussion.

6.2 Prior to each intake of PROPEL participants, Deans of Faculties and the Senior Executive 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. An ‘Applicant Information Pack’ will be sent to all interested staff.

6.3 Nominated staff who express an interest in applying will be invited to attend a PROPEL Applicant Information Session.

6.4 Staff wishing to apply for PROPEL will need to submit an application on the form provided.
6.5 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 staff for further information if required to assist the selection process.)

6.6 An application closing date will be set for each intake of the Program. Applications received after this date will only be accepted at the discretion of the PROPEL Coordinators.

6.7 Applications will be assessed by a selection committee consisting of members of the Senior Executive and the PROPEL Coordinators.

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