

OUTSIDE STUDY PROGRAM (OSP) PROCEDURE

SCOPE

This procedure applies to all fixed term and continuing academic staff of the University who meet the eligibility criteria and herein collectively referred to as 'you' for the purpose of this procedure.

This procedure does not apply to casual, sessional, adjunct and conjoint appointees.

For the purpose of this procedure, references to 'the University' includes staff at Monash University Australia, Monash University Malaysia and Monash Suzhou unless indicated otherwise and hereinafter referred to as 'us', 'our' or 'we'.

PROCEDURE STATEMENT

The [Outside Study Program](#) (OSP) provides you with a period of release from normal academic duties to undertake research, education and engagement, while being paid your substantive salary. It is a planned program of work which is intended to align with the strategic direction of the University, Faculty and Unit, in order for you to make a significant contribution to that strategic direction.

It is also intended to:

- enhance personal scholarly development, knowledge, skills and experience in your academic discipline;
- provide access to resources;
- build deep and extensive engagement in international and domestic partnerships and collaborations with industry, government, non-government organisations and/or other universities;
- contribute to excellence in research and education;
- enhance the standing of the Faculty (School in Malaysia or Centre/Institute in Suzhou), the Unit and yourself; and
- increase the international and domestic standing of the University.

OSP may be undertaken internationally and/or domestically and is normally up to a six (6) month uninterrupted period.

It is an approved program of work which is unable to be undertaken during the course of your regular University duties. OSP is not leave and you are still employed by the University whilst on OSP. As you remain an employee of the University during your OSP, you are required to continue to comply with University policies, procedures and related documents.

Participation in OSP is via a competitive application process and approval is not automatic, even if you meet the eligibility criteria. The number of applications approved in a calendar year may be limited by the funds available, and depend upon the nature/quality of the applications received.

1. Eligibility

1.1 You are eligible to apply for OSP if you are a fixed term or continuing academic staff member and:

Type of Application	Conditions	
First OSP Application	You have completed three (3) years of continuous service at the time of your first OSP period commencing, unless otherwise agreed in accordance with your contract of employment. Note: two (2) years' continuous service where prior service has been formally recognised – refer clause 1.5 below.	You are meeting the minimum requirements of the academic performance framework and you have a current and approved myPlan/PDP in place.
Second or subsequent application	At the time of your proposed OSP commencing, you have completed three (3) years of continuous service since concluding your last period of OSP.	

1.2 You may not be eligible if you:

- are under a formal performance management/improvement plan;
- have breached our [Responsible Conduct of Research Policy](#) and associated policies;
- have breached our [Ethics Statement](#) policy; or
- are under formal investigation.

1.3 Staff who are in the probation phase of their employment are ineligible to apply or be awarded OSP.

1.4 Deans, Deputy Deans, Associate Deans, Heads of Unit and Deputy Heads of Unit (incl Heads of School and Deputy Heads of School in Malaysia, or Directors and Deputy Directors of Research Institutes/Centres in Suzhou) would not normally participate in OSP during the term of their office, except under special circumstances.

Note: Special consideration for OSP applications will be given following the completion of the term of office.

1.5 The University will consider your OSP application if you are a grant-supported staff member where the funding rules of the research grant permit and the department or administrative unit approves the required funding.

Prior service recognition

1.6 For staff in Australia, as specified in the Enterprise Agreement, the University will recognise continuous previous paid full-time or part-time prior service with other Australian higher education institutions as qualifying service when considering an application for OSP. Eligibility for recognition of service will depend on continuity of employment between the other institution and Monash, and does not apply if you were paid from external funds.

Note: Further details about prior service recognition and OSP can be found in the [Monash University Enterprise Agreement](#).

PhD work

1.7 OSP cannot be used to undertake study for fulfilment of a University degree.

2. Application process

2.1 Applications can be submitted during the annual designated period (as communicated by the University) for OSP commencing in the following calendar year.

2.2 Consult with your performance supervisor and Head of Unit (Head of School in Malaysia or Director of Centre/Institute in Suzhou) to discuss your intention to apply for OSP and make a record of this conversation in your performance development plan.

2.3 Your application for OSP should comprise:

- a completed [OSP application form \(Australia and Malaysia\)](#) / OSP application form (Suzhou);
- a copy of your report (including outcomes) from any previous OSP (where relevant);
- research activity detail report (generated by your Faculty or School research office);
- a summary of your SETUs and peer review of teaching (if applicable) (min one [1] year - max three [3] years);
- any Faculty or School or Centre specific required documents (if applicable); and
- up to five (5) pages of supporting evidence (if applicable). For example, but is not limited to: invitation letters, appropriate contract, collaborative agreements/plans.

Note: Your CV is not required

2.4 In special circumstances, applications for a maximum period of 12 months (including other periods of approved leave) may be considered, however they would need to demonstrate a significant benefit to the University.

2.5 Your application should also address, where applicable:

<p>Achievement(s) relative to opportunity</p>	<p>The framework that supports a fair and equitable assessment of career progression and achievements over a period of time given the opportunities available to staff.</p> <p>This framework assists to ensure that the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements relative to their personal, professional and other circumstances. More specifically, this provides for the appropriate evaluation of achievements in relation to:</p> <ul style="list-style-type: none"> • the quantum or rate of productivity, • the opportunity to participate in certain types of activities, and • the consistency of activities or output over the period of consideration. <p>Achievement relative to opportunity is a positive acknowledgement of what a staff member can and has achieved given the opportunities available to them and results in a more calibrated assessment of their performance. It is not about providing “special consideration” or expecting lesser standards of performance.</p> <p>In response to COVID-19 the education, research and engagement contributions of many academic staff have been affected. The University will ensure COVID-19 related impacts, relative to opportunity, will be understood and recognised for the purposes of OSP applications.</p>
<p>Relevant circumstances</p>	<p>Relevant circumstances may include (but are not limited to):</p> <ul style="list-style-type: none"> • Personal Circumstances - A career disruption caused by personal circumstances that involves a prolonged interruption or poses a significant impact to your capacity to work. This includes, but not limited to; disruptions caused by parental leave, major illness/injury, carer responsibilities, disability, and personal trauma. • Professional Circumstances - Your track record and associated productivity relative to stage of career, including consideration as to whether productivity and contribution are commensurate with the opportunities available to you. This includes, but not limited to; periods of part-time work, country relocation, late or non-linear entry in academia, cultural expectations, varied workload or relocation of a research laboratory or clinical practice setting or other similar circumstances that impact upon productivity. • Other – Provide a brief summary of the circumstances. ‘Other’ may include elements outside the control of a staff member such as, but not limited to: <ul style="list-style-type: none"> ○ natural disasters such as flooding, bushfires, storms and earthquakes; ○ global health issues such as the COVID-19 pandemic; and ○ other emergency situations. <p>The University provides an opportunity for staff to include details of their relevant personal, professional or other circumstances for consideration.</p>
<p>Annual leave</p>	<p>You are required to include your proposed annual leave during the OSP period.</p> <p>This should include a minimum of 10 days of annual leave (or pro rata for part-time), which is normally accrued in a six (6) month period (pro rata for part-time staff).</p> <p>If your OSP application is approved staff must submit their annual leave request for the agreed dates via ESS in Australia and Malaysia or via Enterprise WeChat in Suzhou.</p> <p>For staff in Australia with annual leave balances nearing 30 days (or pro rata for part time staff) you must either take annual leave prior to commencing OSP and/or incorporate annual leave into your OSP period prior to returning to your normal duties. Please refer to the Annual leave procedure for further information.</p>

Travel grants

You can apply for a travel grant to support your OSP in the following circumstances:

- up to AUD 5,500 for international OSP components (excluding New Zealand); or
- up to AUD 2,500 for OSP wholly undertaken within New Zealand/Australia but outside of Melbourne; or
- up to RM 15,000 for international OSP (Malaysia); or
- up to RM 10,000 for local OSP (Malaysia); or
- up to RMB 10,000 for international OSP (China); or
- up to RMB 3,000 for local OSP (China); or
- as otherwise determined by your Dean or Head of School (in Malaysia) or Vice President – Operation (in Suzhou) (or authorised budget approver).

You are required to include an estimate of travel expenses in your application.

The OSP Committee will consider your likely reasonable expenses and estimate of expenditure to determine the amount of each individual grant.

Travel grants are normally paid through the University's payroll system in Australia or via Finance in Malaysia or Suzhou in the pay period before OSP commences, however your Dean or Head of School (in Malaysia) and Vice President - Operations (in Suzhou) may approve to release the funds earlier upon request.

Should the OSP be cancelled/delayed, the University may require you to return the travel grant.

Note: You must obtain your own independent financial advice to determine any tax implications.

All University funded travel must comply with the relevant University travel policies and procedures.

Supervisor and Head of Unit Recommendation

2.6 Your performance supervisor and Head of Unit (Head of School in Malaysia or Director of Centre/Institute in Suzhou) will make a recommendation to the OSP Committee as to whether OSP should be granted as part of the competitive process. In making their recommendation they will consider:

- whether the projected outcomes and academic content of the proposed program of work will benefit both yourself and the University, in terms of research and scholarly activity and provide significant benefit, including likely improvements in research and/or teaching;
- whether you have developed a workload plan that has included OSP for this period and you are meeting the required performance standards (relative to opportunity);
- the proposed program of work justifies the OSP period requested;
- whether your teaching and other duties (e.g. graduate research supervision) can be covered without unreasonable additional duties for other academic staff;
- timing of leave causes minimum disruption;
- appropriate annual leave is included during the period of OSP;
- that at the end of OSP, you will continue employment with the University for the equivalent period of OSP taken; and
- whether you meet the eligibility criteria.

2.7 In making a recommendation, the Head of Unit (Head of School in Malaysia or Director of Centre/Institute in Suzhou) will attest that:

- outcomes of any previous OSPs have been considered in recommending the current application;
- your workload can be covered; and
- the academic obligations of the Unit, including teaching and assessment and that supervision of research students can be satisfactorily met during your absence.

Submit your application

2.8 The following steps are to be undertaken:

- Complete the application form;
- Obtain your performance supervisor and Head of Unit's (Head of School in Malaysia or Director of Centre/Institute in Suzhou) recommendations and signatures; and
- Submit the OSP application form with other relevant attachments by the closing date:
 - [online](#) for staff in Australia and Malaysia; or
 - via email osp-suzhou@monash.edu

- 2.9 It is your responsibility to ensure that your application is complete, incomplete applications will not be considered.
- 2.10 Where there is a formal process underway, or there has been a prior adverse finding in accordance with item 1.2 your application will be withdrawn by the University.

Late or out of round applications

- 2.11 Late or out of round applications will only be considered in exceptional circumstances. Requests for late or out of round applications must be submitted to the Chair of the OSP Committee for a determination and detail your exceptional circumstances.

3. Application considered

- 3.1 When reviewing applications, the OSP Committee will consider the proposed program of work with reference to (but not limited to):
- alignment with the University, Faculty (School in Malaysia or Centre/Institute in Suzhou) and Unit strategy/objectives;
 - the opportunity to accelerate research;
 - the strength of the leadership component to advance the University;
 - the potential to elevate the performance of the individual;
 - the needs of the Faculty (School in Malaysia or Centre/Institute in Suzhou) or Unit (e.g. staffing and budgetary constraints);
 - your likely capacity to use the opportunity effectively;
 - if any proposed travel is appropriate to the OSP goals;
 - if you have a proven and sustained record of productivity, impact and excellence in research, education and engagement (as relevant), and are meeting the relevant academic performance standards for your current level; and
 - any relevant personal circumstances.

Committee constitution

- 3.2 The Dean (Australia) or Head of School (Malaysia) or Vice President – Operations (Suzhou) will appoint the OSP Committee with a minimum of three (3) members (including the Chair) and may appoint members external to the Faculty/School as deemed appropriate.
- 3.3 Non-Faculty applications – the Director of Institute or Centre in Suzhou is equivalent to the Dean or Head of School (in Malaysia) for the purposes of forming the 'OSP Committee' (Institute or Centre Committee).
- 3.4 Non-Faculty or School committees will include:
- the Director or equivalent (or nominee) as Chair; and
 - at least one invited senior academic staff member from a Faculty or School, or SEU-Monash Joint Graduate School or Research Institute in Suzhou.
- 3.5 The University commits to aspiring for a minimum representation of 40% women and 40% men required. The University should strive for a membership that has a broad representation of staff from culturally and linguistically diverse backgrounds. In exceptional circumstances the Chair may request the Provost and Senior Vice-President or Pro Vice Chancellor (in Malaysia or Suzhou) vary or waive the requirement.

4. Decision-making authority

- 4.1 The OSP Committee Chair (Australia) or Pro Vice Chancellor (in Malaysia or Suzhou) is the final decision maker for the outcomes of OSP applications, taking into consideration the recommendations of OSP Committee members. Should this decision maker delegate responsibility for chairing the OSP Committee, they remain responsible for the decision of the nominee and any committee that they chair within the parameters of this procedure.

5. Conflict of interest

- 5.1 Potential, perceived or actual conflicts of interest must be declared to the Chair at the time of constituting the Committee. If a committee member is uncertain, advice should be sought from the Chair prior to the meeting.
- 5.2 The Chair is responsible for ensuring that no declared conflict of interest can influence or be perceived to influence the outcome of the application. The Chair shall require the committee member to withdraw from the committee's deliberations on any matter where a conflict of interest cannot be resolved.
- 5.3 Examples of conflicts of interest may include (but are not limited to):
- a supervisory postgraduate studies relationship (past or present);
 - a direct supervisory working relationship with the applicant;
 - co-publishing or collaborating with the applicant;
 - a mentoring or personal relationship with the applicant; and/or

- a material interest that may impact their ability to objectively perform in the role.

6. Application Outcome

- 6.1 The OSP Committee Chair will notify you, your supervisor and Head of Unit of the outcome of your OSP application in writing.
- 6.2 Monash HR is responsible for issuing outcomes for successful applications.

Successful outcome

- 6.3 Where your application is successful, you are required to adhere to your approved program of work as outlined in your outcome letter.

Unsuccessful outcome

- 6.4 Where your application is unsuccessful, you should seek feedback from the Chair before lodging a future application. This feedback should be taken into account when developing your performance development plan.

Review of Unsuccessful Outcome

- 6.5 A review of an unsuccessful outcome may be requested only on the grounds of a procedural irregularity substantial enough to result in material disadvantage to you.
- 6.6 Prior to requesting a review you should seek advice from your Dean (Australia), Head of School (in Malaysia) or Director of Institute/Centre (in Suzhou).
- 6.7 To request a review, you must write to the Chair within seven (7) days of notification of the outcome. Your submission must demonstrate a procedural irregularity resulting in material disadvantage in the OSP decision. The OSP Committee Chair will consider your request and provide a response within 21 days of receipt.

7. Conditions during your OSP period

- 7.1 During your OSP period the following apply:

Performance development plan	Record your OSP objectives, supporting documentation and the outcomes in your performance development plan (myPlan/PDP).
Salary and superannuation	Your salary (and normal superannuation/statutory [Malaysia] and [Suzhou] contributions) will continue to be paid during the period of OSP. If you received payment from an organisation other than the University, you are required to adhere to the Paid Outside Work Procedure (or equivalent procedure at Malaysia and Suzhou).
Travel grants and tax	<p>Income tax is not deducted from the travel grant however, in Australia, we will record the grant as an allowance on your Australian annual payment summary as this is considered taxable income by the Australian Tax Office (ATO). In most cases OSP is deemed by the ATO to be work related and deductions for airfares, accommodation and incidental costs will offset against the taxable grant.</p> <p>You should maintain a travel diary and collect receipts for expenditure during the period of travel for your personal tax records in addition, to provide this information as part of your OSP report submission.</p> <p>Chinese Tax Authorities has the legal position to levy income tax depending on Chinese Tax's Law.</p> <p>Travel grants in Malaysia or Suzhou are reimbursed through the Finance claim process.</p> <p>Note: the University does not provide financial or taxation advice and you are strongly encouraged to obtain independent advice.</p>

<p>WorkCover & personal accident insurance</p>	<p>Australian staff are covered by WorkCover insurance while on OSP.</p> <p>Under the Accident Compensation Act 1985 ("the Act"), you are entitled to claim compensation for an injury or illness arising out of or in the course of employment, whether in Victoria or outside Victoria.</p> <p>The University maintains a Travel Insurance policy for short term business trips with a maximum duration of six (6) months. The cover is in effect whilst you are travelling and residing outside Australia or Malaysia on authorised University business and includes associated holiday travel undertaken during the OSP. The policy is in force 24 hours a day until you return to your normal residence or place of employment.</p> <p>If you intend on staying in one (1) country for a period exceeding six (6) months, you should contact the Insurance Services Office.</p> <p>A Certificate of Insurance as evidence of personal accident insurance for visa or other purposes can be obtained online by completing the insurance travel request form on the insurance website.</p> <p>Suzhou staff are covered by Labor insurance while on OSP.</p> <p>Under <i>Social Insurance Law of the People's Republic of China</i>, you are entitled to claim compensation for an injury or illness arising in the course of employment but are not entitled to claim out. The cover is in effect whilst you are travelling and residing outside China on authorized University business during the OSP. The policy is in force 24 hours a day until you return to your normal residence or place of employment.</p> <p>The validity of Labor Insurance in China is not limited by six (6) months, but you should keep evidence about your injuries or illnesses raised by University businesses or working related tasks during OSP period to the Department of Labor Injury Identification in China.</p>
<p>International OSP</p>	<p>You are required to meet the entry and visa requirements of all countries you are visiting, transiting through or working in. Australian staff must ensure that they have a valid passport which is not due to expire within six (6) months of the last day of planned travel. Refer to the International travel procedure for more information.</p>

8. Obligations following OSP

- 8.1 You are required to submit a written report, which will be provided to your performance supervisor for review and comments. This will then be provided to the OSP Committee.
- [OSP Report - Australia](#)
 - [OSP Report - Malaysia](#)
 - [OSP Report - Suzhou](#)
- 8.2 An acceptable report must outline:
- how any financial support provided was spent (including receipts/invoices);
 - whether and how the intent of participation in OSP, as detailed in your application, was achieved;
 - how the program of work aligned with the Monash strategic plan and/or enhanced the standing of the University, the Faculty or School, the Unit and yourself; and
 - other achievements during the program of work.
- 8.3 The report must be submitted within two (2) months of returning from OSP. Your performance supervisor will review the report and confirm whether the objectives of the OSP have been achieved and the report is acceptable. Staff in Australia and Malaysia can lodge [online](#) and staff in Suzhou to send via email to osp-suzhou@monash.edu
- 8.4 If you fail to submit an acceptable report within two (2) months of return:
- you may be required to reimburse funds received from the University in relation to the OSP;
 - unless extenuating circumstances deemed acceptable by the University can be demonstrated you will be ineligible to apply for a future OSP period; and
 - unless extenuating circumstances deemed acceptable by the University can be demonstrated you will be ineligible to apply for a future promotion.
- 8.5 Reports will be used in considering future applications for OSP.
- 8.6 You may be required to meet specific Faculty/School or Centre obligations following a period of OSP. For example, deliver a presentation or speak at a seminar.

8.7 Evidence of a successful period of OSP may include:

- high-quality research outputs;
- success in attaining a competitive grant or other forms of research income;
- development of sustained research partnerships/collaborations as evidenced by activities such as joint publications, joint research income and/or joint PhD supervision; or
- development of strategic learning or teaching initiatives that lead to significant and sustained programs of enhanced course viability and reputation.

Return to service requirement

8.8 Following a period of OSP you are required to continue in the employment of the University for a minimum period equivalent to the period of the OSP.

8.9 If you fail to return to employment or do not comply with the provisions of this procedure, you may be required to reimburse any salary or grant paid in association with the OSP. The amount to be repaid will be pro rata of the stipulated shortfall in service.

9. Amendment and deferral

Changes to OSP post approval

9.1 To make changes to your approved OSP, you must submit an [OSP Alteration Request](#) (Australia and Malaysia) or in Suzhou via email to osp-suzhou@monash.edu

9.2 Your performance supervisor or Head of Unit (Head of School in Malaysia or Director of Centre/Institute in Suzhou) may approve minor changes such as travel date variances of up to two (2) weeks. You must obtain written approval prior to the change coming into effect.

9.3 The relevant OSP Committee Chair (or nominee) will consider major changes as appropriate. You are required to allow sufficient time for the consideration and determination of your request.

Major changes may include (but are not limited to):

- deferment of OSP for a period of up to 12 months;
- reduction of the international component of OSP (and consequent reduction on the travel grant);
- substantial changes in location for part of the period of OSP;
- introduction of new initiatives (with new proposed outcomes) into the OSP;
- omission of previous proposed elements of the OSP;
- major variations to travel and accommodation arrangements (particularly those that are supported by OSP travel grants); or
- receipt of additional income from the staff member's home school/department to support travel to conferences whilst on OSP.

9.4 Alterations to OSP dates or financial grants are to be submitted [online](#) to Monash HR in Australia and Malaysia or via email to osp-suzhou@monash.edu in Suzhou, at the earliest known time in order that accurate records and payroll can be maintained.

Deferment of OSP

9.5 In special circumstances, you can apply to defer the timing of your OSP period for up to 12 months by submitting an [OSP Alteration Request](#).

9.6 The OSP Committee Chair may approve a deferral of up to 12 months in consultation with you, your supervisor and the Head of Unit (where applicable). Deferrals of longer than 12 months will require a reapplication in a future OSP.

9.7 Where you have been requested by the University to withdraw or defer your OSP, and you have suffered financial loss as a result, please raise this with your faculty OSP Chair for consideration. If there is a dispute over a financial claim, the matter will be submitted to the OSP Committee Chair for a decision.

9.8 Where your OSP has been deferred or cancelled, you may be required to return any travel grant monies paid to you by the University. Where your OSP has been deferred, payment will then occur at an appropriate time in accordance with this procedure.

Confidentiality and privacy

- 9.9 All deliberations of the committee are confidential. The privacy of personal information in the applications otherwise obtained must be respected throughout the process. These obligations will be emphasised by the Chair at the commencement of the meeting.
- 9.10 All materials are restricted to those directly involved in the assessment process. Following the final meeting, access to materials will be removed (and any hard copies must be returned).
- 9.11 Information contained within the application is used for the purpose of assessing applications. Further detail is available in the [Monash Employee Data and Privacy Collection Statement](#) and on the [Privacy at Monash](#) website.

10. Breach of procedure

- 10.1 The University treats any breach of policies or procedures seriously. The University encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

DEFINITIONS

Academic Performance Framework	A framework that articulates high level expectations for academic performance adopting a consistent approach across the three categories of Research, Education and Engagement, against which all academic performance will be measured. The Framework identifies criteria for each category and examples of evidence that help address achievement of each criteria. It encourages a focus on developing and demonstrating outcomes and/or impact across all categories and includes evidence of both quantifiable metrics and qualitative material. Faculty or discipline specific performance research standards include minimum and aspirational performance standards.
Conflict of interest	a situation where a conflict arises for an individual between two competing interests. These are often, but not exclusively, interests of public duty versus private interests. Referring to a reasonably perceived, potential or actual conflict of interest. Conflicts of interest can involve financial or non-financial interests of the staff member, and the interests of a business partner or associate, family member, friend or person in a close personal relationship with the staff member. Refer to the Conflict of Interest procedure.
Dean or Director	The Dean (including a Director of Institute or Centre) or, where applicable, a person acting as his or her nominee. Even when responsibilities are delegated, the person remains responsible for the decision of the delegate and any committee chaired by the nominee under this procedure.
Enterprise Agreement	The Enterprise Agreement means the Monash University Enterprise Agreement (Academic and Professional Staff) 2019 .
Faculty OSP Committee Chair or School OSP Committee Chair	Is the Dean or Head of School (in Malaysia) or Vice President - Operations (in Suzhou), however the Dean or Head of School (in Malaysia) and Vice President - Operations (in Suzhou) may delegate responsibility. The Chair is the final decision maker for OSP applications, taking into consideration the recommendations of the OSP Committee members.
Head of Unit	Head of an academic or administrative work unit, for example Head of School, Head of Department, or equivalent (incl Heads of School and Deputy Heads of School in Malaysia, or Director of Centre/Institute in Suzhou) or where applicable, a person acting as their nominee.
Institute or Centre	For the purposes of this procedure, reference to an Institute or Centre as those which are centrally reporting, such as MSDI, MUARC or VBDI.
myPlan/PDP	An online performance planning tool that supports academic staff and supervisors to manage the performance development cycle myPlan for Australian staff and PDP for Malaysian or Suzhou staff.
OSP Committee	The OSP Committee is responsible for receiving and considering applications for OSP as relevant to the staff member: <ul style="list-style-type: none"> Faculty OSP Committees (Australia) are normally chaired by the Dean or Director or nominee School OSP Committee (Malaysia) are normally chaired by the Head of School or nominee. School OSP Committee (Suzhou) are normally chaired by Vice President – Operations or nominee.

Performance development portfolio	Evidence or material that supports the staff member's claims of progress made and goals achieved, such as awards received, articles published, teaching evaluation results, books or chapters written and any other relevant evidence. These documents may be stored electronically within the Portfolio Attachments section of the staff member's performance plan in myPlan/PDP.
Procedural irregularity	The University has not followed a process that is articulated in this procedure.
Pure (Australia only)	The University's research management software which provides information for Monash staff on their research grants, research agreements, research outputs and research achievements.
Relevant personal circumstances	May include family responsibilities (for example, child rearing, elder-care, illness of a partner or dependent), a temporary or permanent disability, relevant cultural expectations or circumstances, periods of part-time working and/or absences due to ill-health or injury.

GOVERNANCE

Parent policy	Probation, Performance and Promotion
Supporting procedures	N/A
Supporting schedules	N/A
Associated procedures	<ul style="list-style-type: none"> • Conflict of Interest • Paid Outside Work • Performance Development Process: Academic Staff • International travel (Australian-based staff) • Domestic Travel (Australian-Based Staff)
Related legislation	N/A
Category	Operational
Approval	Chief Operating Officer 9 May 2022
Endorsement	Provost & Senior Vice-President 12 April 2022 Vice-Provost (Academic Affairs) 8 April 2022 Chief Human Resources Officer 28 April 2022
Procedure owner	Director, Workplace Relations 28 April 2022
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