UWA Re-Entry Postdoctoral Research Fellowships Guidelines and Conditions

(Revised May 2005)

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Introduction:

The University of Western Australia is a high quality, medium-sized university with a broad and balanced coverage of disciplines in the arts, sciences and major professions. It is characterised by a strong research and postgraduate emphasis linked to a high quality undergraduate education, across the range of its disciplines; by selected areas of research concentration; and by an international focus for its activities and standards. (The University of Western Australia, Western Australia’s Flagship University: A report from the Vice-Chancellor: Mission Statement.) UWA has a vision that in the 21st Century it will be recognised internationally as an excellent, research-intensive university and a leading intellectual and creative resource to the communities it serves. With this in mind one of its objectives is to recruit, retain and develop high quality researchers.

*The University introduced the Re-Entry Postdoctoral Research Fellowship as a key affirmative action strategic initiative. The fellowship aims to facilitate re-entry to an academic career where family responsibilities including child bearing or child rearing has interrupted academic research. It offers researchers, whose excellent potential has not yet been fully realised due to family responsibilities, the opportunity to be part of the University’s vision by enabling them to work at UWA with established researchers, access to high quality research facilities and opportunities to develop in their research careers.*

Two three-year UWA Re-Entry Postdoctoral Research Fellowships will be supported at any one time. Thus this fellowship will be advertised twice in each three-year period (ie to commence in 2003, 2004, 2006).

1. Purpose

To support research, undertaken independently or in collaboration with a research team in any school of the University, by those who have had their careers interrupted or retarded by family responsibilities including child-bearing or child-rearing.

Re-entry is to be interpreted as attaining or regaining access to mainstream academic research and career paths by those who have already demonstrated their ability and research potential, but who because of family responsibilities including child-bearing or child-rearing have been unable to develop that potential.

"Interruption" and "retardation" will be broadly interpreted to include someone whose career had commenced later owing to family responsibilities.

Applications must be endorsed, as detailed under section 4 (i) below, by the head of the relevant School. Please note that schools may have their own closing date, possibly of several weeks prior to the closing date for submission to Human Resources for applications. Prospective applicants are therefore encouraged to contact the relevant school well before the closing date.

2. Eligibility

(i) A PhD or equivalent must have been classified as passed prior to making application to this scheme. The selection panel will have discretion to consider cases which do not fit this pattern precisely, but might still constitute re-entry. Applicants must be able to show that their research career has been significantly retarded or interrupted by family responsibilities including child-bearing or child-rearing.

(ii) Academic staff previously employed by the University are eligible to apply.
(iii) Applicants must have permanent resident status in Australia, or hold Australian citizenship.

3. Tenure/Support

(i) Subject to satisfactory progress, tenure shall be for three years full-time or part-time equivalent.

(ii) A successful applicant must normally take up the fellowship no later than six months after it is awarded.

(iii) The salary range for fellowships is the top three points of the Level A range ($54,163 - $58,140 p.a at September 2005).

(iv) The starting salary will be determined by the Research Committee in each case based on such factors as duration of the fellow’s postdoctoral research experience, the particular field, the outstanding quality, and other special circumstances. Heads of School should address these factors in an accompanying letter if recommending to the Committee a starting salary above the minimum of the range.

(v) Fellows are entitled to annual increments but there is no provision for promotion.

(vi) A Fellowship Support Grant of $6000 p.a will be awarded for expenditure associated with the fellowship. The funds will be held in the fellow’s school for use by the fellow during the period of the fellowship.

(vii) Relocation allowances for appointees are applicable and are in accordance with normal University policy for similar temporary appointments.

(viii) Fellows who are appointed for three years shall be required to join the Superannuation Scheme for Australian Universities (SSAU). Fellows may elect to be appointed for less than this in the first instance to avoid joining the SSAU, with an automatic renewal of appointment up to the full three-year term (subject to satisfactory progress).

(ix) Fellows may take part in school teaching programmes. However the teaching ability of the applicant is not taken into account in the awarding of the Fellowship. The maximum payment for any teaching/administrative work shall normally be restricted to 10% of the fellow’s time each year. Payment for teaching must come from part-time teaching or other reserves already available to the school concerned.

(x) In consultation with the awardee, a mentor will be arranged.

4. Conditions

(i) Applications must be endorsed by the Head of School. The Head of School must explain, via the cover sheet, the anticipated benefit from the appointment of a postdoctoral research fellow.

(ii) Schools must provide, via the cover sheet, specific details of the resources that will be available to the fellow and the context in which the fellow will be attached to the school.

(iii) Research may be conducted either independently or in collaboration with a research team of the applicant’s choice. Applicants are advised to discuss their proposed research with the head of school prior to lodging their applications.

(iv) Fellows will be required to submit a progress report to the Research Committee, at the end of the first year of the Fellowship. The progress report should outline progress to date on the project, any publications arising, and detail any steps taken towards career development. The proforma for this report can be downloaded. A Final Report is due within 6 months of completion of the fellowship.

(v) Female holders of this Fellowship will be automatically offered a place on the Leadership Development for Women Programme (LDW) at UWA.

5. Applications
It is important that potential applicants consult with UWA staff in the discipline area in which they wish to work. This is important to ensure that the research interests of both applicant and area can be matched. It is also important that the applicant has the support of staff working in the area at UWA.

Candidates should ensure that:

- they meet the eligibility criteria;
- they read and understand the Guidelines and Conditions of the scheme;
- they consult with staff in the discipline area in which they wish to work; and
- if they have any questions, they contact the Research Grants & Finance Office for clarification.

There is no specific application form or set format, but applications must include:

(A) The cover sheet (which can be downloaded [PDF] [RTF]) completed and signed by the Head of School.

(B) The Proposal:

(i) Project objectives (one A4 page maximum). State the broad long-term objectives and describe concisely and realistically what the specific research described in this application is intended to accomplish.

(ii) Critical assessment (three A4 pages maximum). Critically evaluate existing knowledge and specifically identify the gaps the present proposal is intended to fill.

(iii) Preliminary studies (one A4 page maximum). Briefly describe what (if any) preliminary studies have been undertaken for the proposed project.

(iv) Outline design/methodologies/methodologies (six A4 pages maximum). Outline the experimental design and/or the procedures to be used to accomplish the specific aims of the project. Where appropriate, describe any new methodology and its advantage over existing methodologies. Discuss potential difficulties and limitations of proposed procedures and alternative approaches, where feasible, to achieve the aims. Provide a tentative sequence or timetable for the investigation.

(v) The proposal must include one paragraph, indicating where the research proposed is likely to lead at the conclusion of the fellowship.

(C) Applicant’s curriculum vitae (five A4 pages maximum). Provide details of career history, awards, distinctions and research achievements.

Additionally, a full list of publications over the past five years (2001 to 2005), including page numbers, separated into: (a) refereed papers as sole author; (b) books; (c) refereed papers as joint author; (d) chapters; (e) conference papers; and (f) other publications (please put an asterisk against relevant publications) is to be provided. In the case of publications which are “accepted”, a letter from the publisher, confirming the acceptance must be submitted.

Applicants should comment on the ranking of the journals in which they have published and on the ISI indices as appropriate. (Please note that these indices will not be appropriate for all disciplines. If in doubt applicants should seek advice from the relevant School).

(D) Three referees’ reports should be either attached to the application or submitted direct to Human Resources (if the referees’ reports are not received by the closing date, the case for the nominee will be weakened considerably).

(E) Details of the University School in which applicant wishes to work, and senior staff member with whom collaboration is desired;

(vi) A description of the nature of career interruption or retardation due to family responsibilities...
including child-bearing or child-rearing. Details must be provided of the reason for the interruption/retardation and the impact that this has had on your career. (All applications are received in confidence.)

(viii) A statement demonstrating how the award of the Fellowship would enhance the applicant's career potential, and, in particular, how it would affect the applicant's capacity to attain or regain access to mainstream academic research and career paths.

6. Selection Criteria

The selection panel shall consist of a subcommittee of the Research Committee plus one nominee of the Equal Opportunity Advisory Committee and one current or past holder of the Fellowship to be selected by the Chair of the Research Committee. Applicants should ensure that their project proposal can be easily understood by academics from outside their discipline area.

The panel will consider:

1) The excellence of the proposal (40%)

2) The relevant experience taking into account the referees' reports and the track record (i.e., the publications, career history, awards, distinctions and research achievements) of the applicant in light of the career interruption (40%)

3) The extent of the career interruption (20%)

7. Advertisement

The fellowship shall be advertised on the web, The West Australian, The Australian and other relevant outlets. The closing date shall be at least two months after the date of advertisement.

8. Submitting the Application

An original and 6 copies of all parts of the application should be submitted through the relevant School to the Director, Human Resources, The University of Western Australia, M350, 35 Stirling Highway, Crawley WA 6009 or emailed to jobs@uwa.edu.au by 5pm on the closing date.
The University of Western Australia

Re-entry Postdoctoral Research Fellowship
Application Cover Sheet

Part A

Part A must be completed by the applicant and forwarded to the relevant Head of School/Director of Centre with a copy of the application.

1. Applicant Details:
   a. School/Centre: ____________________________
   b. Applicant's name: ____________________________
   c. University where PhD obtained ____________________________
   d. Date PhD awarded ____________________________
   e. If PhD not yet awarded, outline current stage and expected date of submission/award ____________________________
   f. Appointments since PhD completion: ____________________________

2. Project Details:
   a. Title: ____________________________
   b. Project summary: Provide a summary of the project that is no more than 100 words in length. The summary should be intelligible to a lay reader:

   ____________________________________________
c. Outline in dot form the aims and expected outcomes of the project. These should be in a form that can be used to evaluate the effectiveness of the research project and the research team.

3. Endorsement by Applicant:

Name  Signature  Date
PART B

Part B must be completed by the Head of School/Director of Centre. Parts A and B plus the application must be sent to Human Resources.

If the application is being supported by more than one School/Centre, a separate Part B must be completed for each.

Referees' Reports may be sent direct to Human Resources.

4. Anticipated Benefit

Please explain the anticipated benefit from the appointment of a postdoctoral research fellow.
5. **Details of Resources**

Please provide specific details of the resources that will be available to the fellow and the context in which the fellow will be attached to the School.
6. **Career Development**
Please provide details of the steps which will be taken to support the career development and research planning of the proposed appointee.

7. **Endorsement by Head of School/Director of Centre:**
I certify that adequate research support and facilities will be made available for the Fellow.

Name  Signature  Date