Chancellor’s Postdoctoral Research Fellowships 2020

Scheme Guidelines and Information for Candidates
## CPDRF2020 Key Dates

<table>
<thead>
<tr>
<th>Stage</th>
<th>Date &amp; Time</th>
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</thead>
<tbody>
<tr>
<td>Expressions of Interest (EOI) open</td>
<td>Thursday, 18 April 2019</td>
</tr>
<tr>
<td>EOI Submissions close</td>
<td>Friday, 17 May 2019 5pm AEST</td>
</tr>
<tr>
<td>EOI outcome and Full applications open (by invitation only)</td>
<td>Thursday, 6 June 2019</td>
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<tr>
<td>Full applications close (by invitation only)</td>
<td>Friday, 21 June 2019 5pm AEST</td>
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<tr>
<td>Full applications outcome (tentative)</td>
<td>Wednesday, 10 July 2019</td>
</tr>
<tr>
<td>Interview Dates</td>
<td></td>
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<tr>
<td>Note: The shortlisted candidates must be available on those dates, otherwise they won’t be able to proceed.</td>
<td>Tuesday 16 – Thursday 18 July 2019</td>
</tr>
<tr>
<td>PhD census date for eligibility (PhD awarded)</td>
<td>On or after 1 July 2014</td>
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<tr>
<td>PhD submission date for eligibility (not yet awarded)</td>
<td>On or before 1 July 2019</td>
</tr>
<tr>
<td>Fellowship must commence on or before</td>
<td>Friday, 31 January 2020</td>
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</table>
1. Preamble

The UTS vision is to be a ‘world leading university of technology’ – and research plays a central role in this. UTS is committed to increasing the scale and capacity of its research through its Research Strategic Plan and Research Strategy which aims to have real impact on society, environment and industry; to benefit the community by being effective and relevant; and deliver practical solutions to current national and international challenges.

The UTS Chancellor’s Postdoctoral Research Fellowship (CPDRF) Scheme aims to support the UTS Research Strategic Plan and Research Strategy by attracting outstanding early career researchers.

For 2020, the Chancellor’s Postdoctoral Research Fellowship Scheme will award Fellowships with the aim of building research capacity in disciplines of strategic importance to UTS, faculties, centres and institutes. In particular, growing research excellence across the UTS Research Focus Areas (Health, Data Science, Sustainability, Future Work and Industry and Social Futures) is a key priority. Details on the five UTS Focus Areas are available at: https://www.uts.edu.au/research-and-teaching/our-research.

Many of UTS’s faculties are seeking to attract candidates in various research priority areas (full details available at http://www.cpdrf.uts.edu.au). Prior to submitting an EOI, candidates should discuss how their research aligns with specific areas of importance to their nominated host faculty/institute: refer to clause 3.2 and Appendix 2 for contacts.

The number of Fellowships awarded will depend on the quality of the Fellowship candidates and the funding available. Fellowship candidates must have a highly competitive research track record, commensurate with expectations for nationally competitive early career fellowships. A candidate must gain support for their application from the prospective Academic Research Supervisor and from the faculty/institute in which they are proposing to work. Refer to Appendix 2 for contacts that can provide assistance in identifying potential Supervisors.

The Scheme is strongly supported by the University’s Chancellor.

2. Objectives and Outcomes

The Scheme has the following objectives:

- To attract talented and outstanding early career researchers who are within five years of the award of their PhD and show evidence of research excellence and the potential of becoming the next generation of research leaders;
- To provide a high-quality research environment for early career researchers, allowing them to increase their competitive edge in securing research funding from non-University sources including industry;
- To enhance the research capabilities of existing and emerging areas of research concentration and excellence within UTS;
- To develop a broad range of research, teaching & learning, management and communication skills in the Fellows that will equip them to become the next generation of excellent early career and mid-career academics at UTS;
- Provide opportunities for researchers at postdoctoral level to undertake research of national and international significance and impact; and
- Provide opportunities for early career researchers to collaborate and engage with a diverse range of external partners and funders, including industry.

3. Eligibility

3.1 PhD Qualification

Candidates must meet one of the following eligibility conditions:

a) Have been awarded a research doctoral degree (equivalent to an Australian PhD degree) on or after the Census Date (see cover page), based on the date on which the PhD testamur was issued.

b) A research doctoral degree Candidate whose thesis is under examination or who is awaiting conferral as of the closing date for Full Applications may also apply. The Candidate must agree that UTS will request a statement from the issuing university as evidence of their status. If the Candidate is successfully appointed, the Fellowship cannot commence until UTS receives formal advice that the PhD has been awarded. If these conditions have not been satisfied, UTS may withdraw the offer of funding for the Fellowship.

3.2 Fellowship Supervision and Research Environment

Each Fellowship Candidate must nominate one Academic Research Supervisor from within the UTS host faculty/institute (referred to as “Supervisor” in this document). The Supervisor must hold a paid, substantive academic position at UTS (preferably full-time), i.e. honorary UTS staff members are not eligible. The Supervisor must have agreed with the Candidate to support his/her application to the CPDRF scheme and ensure the alignment of the proposed project with the faculty/institute’s research priorities. Candidates and their Supervisor must consult closely with one another in developing an Expression of Interest and, if invited, a Full Application.
The Supervisor must possess the demonstrated capacity to provide mentoring commensurate with the high research performance expectations of a Chancellor’s Postdoctoral Research Fellow. The Supervisor must have a research profile closely aligned with the proposed Fellowship project and must remain the Fellow’s formal Supervisor for the entire duration of the Fellowship, unless the Supervisor ceases to be a UTS employee, or the Deputy Vice-Chancellor (Research) or Fellow appoints a new Supervisor.

The successful Candidate will need to be supported by a research environment aligned with an area of recognised or emerging research strength of the University and the host faculty/institution. Before applying, Candidates are therefore advised to inquire with the following contacts about current research priorities and their potential competitiveness for the scheme:

- Prospective Supervisor and
- Centre or Institute Director and
- Faculty/Institute contact listed in Appendix 2.

At Full Application stage, the Supervisor must obtain the support of the relevant Head of School or Research Centre/Institute Director (or equivalent) for the Candidate’s proposal and all required resources, such as access to research infrastructure and support staff, if applicable. A ‘Supervisor Statement’ using the prescribed form must be included with each Full Application.

Supervisors of successful applications will be responsible for basic administrative and infrastructure support required by the Fellow, and will be expected to provide the necessary intellectual leadership.

3.3 Other

Successful Candidates must reside primarily in the Sydney Metropolitan Area for the full term of the Fellowship, and the proposed research project must be carried out predominantly at UTS (excluding approved field work and IRD – see Section 5.2).

Current UTS employees who hold a continuing, academic appointment are not eligible to apply for the CPD Fellowship unless they apply with a different faculty/institute.

3.4 Eligibility Exemptions due to Career Disruptions

The assessment of a Candidate’s “Research record relative to opportunity” recognises that certain career disruptions may have affected a researcher’s output and performance over certain periods. Reasons for career disruptions may include:

- Serious ill health
- Maternity or parental leave
- Pregnancy
- Carer responsibilities
- Non-research employment (full-time only) or unemployment
• Other issues outside a candidate’s reasonable control that have significantly impacted their research career

Candidates are therefore advised to clearly mention any such disruption in the relevant section of the EOI, particularly the impact on their early research career. In addition, part-time research employment (e.g. due to additional administrative or teaching duties) or periods of unemployment may also be included here.

Researchers who have been awarded their PhD within 4 years before the Census Date and who have experienced a significant disruption to their early research career may apply for an eligibility exemption. The period of the career disruption must be equal or greater than the eligibility extension sought, and each disruption must be 1 month or longer.

Note: Only Candidates with a PhD award date before the Census Date will need to apply for an eligibility exemption during the EOI registration process.

Non-research employment on a part-time basis (e.g. due to additional administrative or teaching duties along with research activities) will not qualify for an extension of the eligibility period.

UTS eligibility exemption principles closely align with those of the “Discovery Early Career Researcher Award” (DECRA) scheme of the Australian Research Council (ARC) for the same funding year. The Australian Government’s GrantConnect website provides centralised publication of forecast and current Australian Government grant opportunities, including for the DECRA scheme. The DVCR (or Nominee) will consider valid exemption requests in consultation with the relevant faculty/institute, based on the information provided.

Candidates are therefore advised to discuss the nature of the disruption with their nominated Supervisor, the relevant faculty/institute contact person (see Appendix 2) and the Research Office.
4. Appointment Details and Conditions

4.1 Appointment Duration

Full-time Fellowships are offered on a fixed-term basis for four years and will consist of a research component (75%) and a teaching component (25%) of the total appointment time. The teaching component will be financially supported by the host faculty/institute to the value of 25% of the annual salary and on-costs. Candidates and their supervisors must ensure host faculty/institute support for the teaching component of the Fellowship. Any exception to the 4-year Fellowship duration will be personally reviewed by the DVCR.

Applications for Fellowships on a part-time basis will be considered. The proportion of part-time and the resulting duration of appointment will be negotiated with a successful Candidate.

4.2 Consideration for Continuing Employment

Fellows are encouraged to consider an academic career with UTS. Where performance expectations are assessed as “Exceeded Expectations” during the Fellowship term, as evident from annual performance evaluation and any other relevant indications of performance excellence, Fellows may be eligible for continuing (ongoing) employment as an academic staff member at UTS. This is subject to research priority areas identified by the faculty/institute and the University.

Discussions between the Fellow and the faculty/institute should commence early in the appointment, by the end of Year 2, to ensure that performance expectations are clearly articulated. Alongside the annual performance evaluation, a formal progress review should be completed at the mid-point of the Fellowship, to assess the likelihood of conversion to a continuing appointment. Upon successful conversion, the ongoing employment would normally commence from the conclusion of the fixed-term appointment.

4.3 Salary

Fellows will initially be appointed at Academic Salary Level B, Step 2. The annual full-time salary for Level B Step 2 will be $102,952 as of 1 November 2018 and will increase in line with the UTS Academic Staff Agreement. In addition, the University offers 17% employer-provided superannuation contribution.

A higher salary (above Level B Step 2 but within the Level B salary range) is subject to negotiation between the Candidate, Supervisor and the host faculty/institute and must be approved by the respective Dean prior to the interviews. A higher remuneration may be considered appropriate where a Fellow is currently occupying a position above an equivalent level, or where their track record is such that a higher level of salary is deemed appropriate. If a higher salary is negotiated, the host faculty/institute will provide the additional funding above salary Level B Step 2.
4.4 Appointment Conditions and Commencement Date

The terms and conditions applicable to the Fellowship will be set out within a contract of employment and in the UTS Academic Staff Agreement 2018 (or any industrial agreement which replaces it). The Agreement sets out conditions of employment which include periodic salary increases, probation, progression, leave, superannuation, etc. The probationary period will comprise 25% of the term of the Fellowship.

During their appointments, Fellows will become eligible for progression or promotion to a higher academic level in accordance with the Vice-Chancellor’s Directive for Academic Promotion. For further information on UTS conditions of employment, visit http://www.uts.edu.au/staff/working-uts/our-workplace.

Notwithstanding clause 3.1b) above, appointees would be required to commence the Fellowship as soon as practical after accepting the offer of employment, and must commence by 31 January 2020 at the latest.

Successful applicants must accept their Fellowship in writing within seven days of receiving the offer. UTS has the discretion to withdraw any offer that has not been accepted within this period.

5. Researcher Development Opportunities

5.1 Project Funding

For the duration of the Fellowship, a research grant will be provided to support the proposed research program. A structured, annualised budget request must be submitted as part of the Full Application, accompanied with appropriate justifications for each expenditure item.

All expenses listed in the budget must be essential to the proposed Fellowship project only and may include categories such as salaries for staff employed on the project (e.g. research assistants), minor equipment/software purchases, reasonable conference travel and expenses for the dissemination of results, access to technical and professional services, consumables, maintenance etc. The budget must be appropriate to the scale and nature of the proposed project and must not rely on additional investments or external contributions. Up to $30,000 in total project funding will be available for each successful Candidate, according to the approved budget.

Where the proposed project substantially relies on the extensive use of laboratory facilities or on extensive field research, Candidates may apply for up to $50,000 in total project funding to assist with additional expenses for equipment, maintenance, consumables and/or field work sustenance, where appropriate; however, CPD project funds cannot be used to fund major laboratory equipment purchases or infrastructure. If the higher amount is requested, the Full Application must clearly justify the need for additional funding and demonstrate substantial benefits to the expected project outcomes.
Candidates considered for appointment may be required to submit a revised budget, if requested by the Selection Committee at any stage. During the Fellowship term, part funding will be allocated annually in accordance with the approved budget. CPD Project funding will not duplicate existing funding from external sources, such as from Australian Commonwealth or State Government schemes.

5.2 International Researcher Development (IRD) Scheme

During their Fellowship term, all Fellows will have the opportunity to travel to and to conduct research at a recognised world-class research institute (International or in Australia) for a period of normally 3-6 months, with the objective of building long-lasting connections and experiencing world’s best practice in their research area. The details of this scheme are included in the International Researcher Development Guidelines, available from UTS on request.

5.3 Graduate Certificate in Higher Education Teaching and Learning

In preparation for an academic career, Fellows will be expected to complete at least the Foundation Subjects of the Graduate Certificate in Higher Education Teaching and Learning (GradCertHEd) during the Fellowship term; please refer to the Position Statement in Appendix 1. Access to this course will be provided through the relevant faculty/institute at no cost to the Fellow.

5.4 Early Career Researcher Connect Program

The UTS ‘ECR Connect’ Program is a structured series of activities to assist early career academics in the development of knowledge and skills which are central to a successful research career. ECR Connect is a series of offerings selected from the broader Research Development Program to specifically meet the needs of ECRs. Fellows are welcome to enrol and participate in ECR Connect, as well as other workshops and mentoring opportunities that run within the Research Development Program and RES Hub.

6. Other Benefits

6.1 Relocation Expenses

Requests for the payment of relocation expenses from outside the Sydney Metropolitan Area will be considered on a case-by-case basis, by reimbursement, and must be incurred after the acceptance of the offer of employment.

Any payments will be as approved by the Deputy Vice-Chancellor (Research) or Nominee, but will not exceed the following maximum relocation allowances:
6.2 Temporary Residence Visa

Candidates can be Australian or non-Australian citizens. The appointment of Fellows who do not hold Australian citizenship or permanent residency status will be subject to UTS receiving approval for sponsorship from the Australian Department of Home Affairs, and the recipient being granted an appropriate visa.

UTS will cover the temporary visa application fee; however, the appointee will be responsible for any additional expenses associated with obtaining required documentation, if required for the visa application.

Visa applicants will be required to meet a minimum standard of English language proficiency and may be required to undertake a language test. They will also need to meet character requirements evidenced by submission of criminal history checks which may lengthen the visa application process.

UTS will discuss visa requirements with successful candidates at the time of offer. If sponsorship or visa cannot be obtained the offer of employment will not proceed.

Further information regarding migration to Australia can be found on the Department of Home Affairs website at https://immi.homeaffairs.gov.au/.

7. Application Process

7.1 Stage One – Expression of Interest (EOI)

Candidates must consult their proposed Supervisor and obtain in-principle endorsement from the relevant host faculty or institute prior to submitting an EOI. Candidates who are found not to have Supervisor and in-principle faculty/institute support prior to submitting an EOI may be excluded from the process.

Candidates must specify whether they are applying under the CPDRF main round or the Indigenous stream — Chancellor’s Postdoctoral Indigenous Research Fellowship (CPDIRF). Indigenous researchers who are eligible for either stream must nominate one, either CPDRF or CPDIRF. Please refer to CPDIRF Guidelines at (www.cpdirf.uts.edu.au).

All EOI information and documents must be submitted through the UTS system only – documents sent by any other means such as email or post will not be accepted. Candidates are advised to contact the University if they have concerns regarding accessibility. EOI submission instructions are available from www.cpdrf.uts.edu.au.
EOI documents that do not comply with the prescribed EOI instructions will not be considered. All EOIs received are final; subsequent corrections, re-submissions or applications will not be accepted.

7.2 Stage Two – Full Application

Candidates invited to submit a Full Application will individually receive detailed submission instructions and application documents from UTS.

Prospective Supervisors will need to complete a ‘Statement of Support’ and obtain approval at several faculty/institute levels on behalf of the Candidate, including the Dean or equivalent, before invitations are sent to applicants to submit a Full Application. It is the joint responsibility of the Candidate and Supervisor to ensure that required information is made available to the relevant approvers before the closing date for Full Applications through the process specified in the Instructions.

Candidates must also provide the contact details (email and telephone) of three referees as part of their Full Application. Full Application Instructions will be provided to shortlisted Candidates.

7.3 Stage Three – Interview

Shortlisted Candidates will be invited to a face-to-face interview with the Selection Committee at UTS. Where attendance in person is not practical, a video conference (e.g. Skype) will be arranged. Candidates are advised to take note of the interview period (see ‘Key Dates’).

If candidates are not able to attend the interview during the defined interview period, they will not be able to proceed further within the selection process.

8. Assessment

8.1 Selection Criteria

Please refer to Appendix 1 for the Selection Criteria.

8.2 Stage One – Expression of Interest

EOIs will be reviewed to confirm compliance and eligibility requirements. Those deemed ineligible or non-compliant will be excluded from the process and advised accordingly.

The relevant host faculty/institute will assess and rank EOIs according to the Scheme’s selection criteria and shortlist a limited number of EOI applications. Non-shortlisted candidates will be advised that they will not proceed to the Full Application stage.

Only shortlisted candidates will be invited to submit a Full Application and will be forwarded the Full Application instructions and submission details.

1 In exceptional circumstances, such as where video conferencing technology is not available, a telephone interview may be conducted.
8.3 Stage Two – Full Application

A University Selection Committee will assess Full Applications against the Selection Criteria. The Committee will be constituted with the following representation, where possible in consideration of gender balance and UTS’s Equal Opportunity and Diversity Policy:

- Chair – Assistant Deputy Vice-Chancellor (Research): Development
- Members (6) – UTS academics who exemplify research excellence
- Members (3) – Current or past Chancellor’s Postdoctoral Research Fellows

For the purpose of Full Application assessment, the Committee reserves the right to solicit additional expert advice, where deemed appropriate. The Committee along with the Assistant Deputy Vice-Chancellor (Research): Development will recommend the shortlisted Full Applications for Stage Three (interviews). All Candidates will be advised of the outcome.

8.4 Stage Three – Interview

A University Interview Panel will assess candidates against the Selection Criteria. The Panel will comprise members of the Application Selection Committee (see section 8.3 above) and include:

- Chair – Deputy Vice-Chancellor (Research)
- Members (3) – UTS academics who exemplify research excellence
- Members (3) – Current or past Chancellor’s Postdoctoral Research Fellows

UTS will obtain up to three confidential, written referee reports for each of the shortlisted Candidates, according to the referee contact details provided in their Full Application. Only the DVC Research and Selection Committee will be provided access to the referee reports.

For candidates who are under consideration for appointment following interviews, members of the Selection Committee (or Nominee) will contact their nominated referees for verbal reference checks. The Selection Committee will then make final recommendations for Fellowship appointments to the University.

8.5 Acceptance and Commencement of Fellowship

Successful applicants must accept their Fellowship in writing within seven days of receiving the offer. UTS has the discretion to withdraw any offer that is not been accepted within this period.

Appointees must commence their Fellowship by no later than 31 January 2020.

9. Clearances

Fellowship research program activities are not permitted to proceed without appropriate ethical clearances from the relevant Committee (e.g. human/animal ethics, biosafety), where required. Fellows are strongly advised to apply for the necessary clearances as soon as possible after their confirmed appointment, prior to their commencement.
10. Obligations of Fellows

10.1 Conduct

Fellows will be expected to apply themselves diligently to the program of research identified in their application, subject to the guidance and advice of their Supervisor. They are expected to comply with the UTS Code of Conduct and other policies and instruments which UTS may adopt, from time to time, in relation to its operation and governance. Access to the present policies and other instruments is available through the UTS website (www.gsu.uts.edu.au/policies/index.html).

Changes to the circumstances under which the initial appointment was made, including (but not limited to) salary, approved budget, full-time/part-time employment, duration or interruption of the Fellowship, Supervisor etc., require support from the relevant faculty/institute and approval by the DVCR (or Nominee).

11. Further Information

Refer to Appendix 2 for faculty/institute contacts.

General inquiries about the UTS Chancellor’s Postdoctoral Research Fellowship Scheme should be addressed to the Research Office.

Email: cpdrf@uts.edu.au
Web: http://www.cpdrf.uts.edu.au
APPENDIX 2

FACULTY/INSTITUTE CONTACT LIST

Candidates who need assistance in identifying a prospective Fellowship Supervisor and/or who need specific information about research priorities in UTS faculties/institutes (see also [www.cpdrf.uts.edu.au](http://www.cpdrf.uts.edu.au)) should contact the relevant person listed below, to ensure that their application will be supported. Kindly include your resume and a brief abstract of your proposed CPDRF project in your email.

<table>
<thead>
<tr>
<th>Faculty/Institute</th>
<th>Associate Dean (Research) or Equivalent</th>
<th>Faculty or Institute Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTS Business School</td>
<td>Prof Ashish Sinha</td>
<td>Ms Elizabeth Ng</td>
<td><a href="mailto:BusinessResearchOffice@uts.edu.au">BusinessResearchOffice@uts.edu.au</a></td>
</tr>
<tr>
<td>Faculty of Design, Architecture and Building</td>
<td>Prof Charles Rice</td>
<td>Ms Bronwyn Clark-Coolee</td>
<td><a href="mailto:Bronwyn.Clark-coolee@uts.edu.au">Bronwyn.Clark-coolee@uts.edu.au</a> +61 02 9514 8081</td>
</tr>
<tr>
<td>Faculty of Arts and Social Sciences</td>
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<td>Faculty of Engineering and IT</td>
<td>Prof Michael Blumenstein</td>
<td>Ms Madeleine Barton</td>
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<td>Faculty of Law</td>
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<tr>
<td>Faculty of Health</td>
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<td>Faculty of Transdisciplinary Innovation</td>
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<td>Institute for Sustainable Futures</td>
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<td>Jumbunna Institute for Indigenous Education and Research</td>
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<td>Institute for Public Policy and Governance</td>
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