

<b>Name of Policy</b>	<b>Research Awards for Women Academic Staff Policy</b>	
<b>Description of Policy</b>	<i>This policy informs staff of the purpose of the Research Awards for Women Academic Staff as well as the selection criteria, eligibility requirements and application process for the awards.</i>	
<b>New Policy</b>	<input checked="" type="checkbox"/> <b>Revision</b>	
<b>Description of Revision</b>	<i>This Policy has been updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement, 2010 - 2013</i>	

### Human Resources Directorate

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## **1. Background Information**

As an Equal Advancement for Women in the Workplaces strategy, the University is committed to the ongoing support of women academic staff members who resume work at ACU following a period of approved leave in association with the birth of an infant or adoption of a pre-school age child. These Awards are designed to assist women academic staff to re-establish their research profile consistent with the strategic directions of the University and the individual staff member's career.

## **2. Policy Statement**

The University will make available up to three Research Awards per annum (valued at \$12,500 each) to women academic staff who return to the University following a period of approved leave in association with the birth of an infant or adoption of a pre-school age child. Eligible staff can apply for a Research Award within the period of two (2) years from the date of their return to work at ACU from such leave.

## **3. Policy Purpose**

This policy informs staff of the conditions and procedures for applying for the Research Awards Program for Women Academic Staff.

## **4. Application of Policy**

### **4.1 Scope of the Awards**

**4.1.1** Up to three research awards, valued at \$12,500 each may be granted annually to women academic staff members who meet the eligibility criteria under this Policy.

**4.1.2** The grant may be used for activities which include, but are not limited to:

- associated relevant travel within Australia (or, in exceptional circumstances, overseas);
- attendance at a conference directly relevant to the objectives of the research project;
- buyout of some teaching time to enable time to pursue the research; or,
- hiring of research assistance support.

**4.1.3** Awards will not be granted for a staff member to complete doctoral or other post-graduate studies.

### **4.2 Eligibility**

Women academic staff who return to work on a full-time or part-time basis following a period of approved leave in association with the birth of an infant or adoption of an under school-age child may apply for a Research Award within the two-year period following resumption of duty.

The granting of the Research Award will be directed towards establishing/re-establishing a staff member's research profile, and thus facilitate continued advancement of the staff member's academic professional career.

The research proposal will normally be consistent with the research profile of the School/Faculty within which the staff member is located and be supported by the staff member's Head of School and Dean.

## **5. Procedures**

### **5.1 Application Process**

Applications for a Research Award for Women Academic Staff must be submitted on the relevant application form. The Application Form, Guidelines and Procedures documents are available from the Research Office or may be downloaded from the Human Resources website.

Applications must fully outline the nature of the proposed project, an indicative budget and the time required to pursue the project, including any time required away from the University to be contributed by the applicant.

Applications must reach the Deputy-Vice-Chancellor (Research) by close of business on the designated date which will be advertised in HR Matters. Applications will be acknowledged in writing.

### **5.2 Selection Process**

Applications will be assessed on a competitive basis by a Committee to be chaired by the Deputy-Vice Chancellor (Research).

In discussing and application, the Committee may, on a confidential basis, consult with the relevant Executive Dean, Associate Dean (Research), or Head of School. The Committee will be assisted by the National Equity and Diversity Coordinator who will be present as an Observer.

### **5.3 Assessment Criteria**

In assessing applications, the Research Award Committee will take into account:

- The quality and relevance of the proposed project (including the relevance of the proposed outcomes to the University's strategic direction and to the staff member's professional career).
- The relevance of the proposed project in strengthening the research directions of the School or Faculty in which the applicant works.
- Evidence of the capacity of the School or Faculty in which the applicant works to tangibly support the proposed project.
- Track record and expertise of the applicant (including conference papers, presentations, publications etc).
- Endorsement of the proposed research project by the Head of School and Executive Dean to whom the applicant reports that:
  - the applicant has the capacity, at that stage of her professional development, to undertake the project; and,
  - completion of the project is of demonstrated career advantage to the applicant; and,
  - completion of the project is of clear advantage to the School or Faculty in furthering research objectives of the Revised Strategic Plan.

### **5.4 Management of the Award Grant**

The \$12,500 Award granted to a recipient will be placed in a special account under the direction of the Executive Dean or Associate Dean (Research). A recipient of an Award will normally be able to access funds on provision of documentation endorsed by their Executive Dean.

### **5.5 Obligations of Award Recipients**

Successful recipients of a Research Award are required to:

- Liaise with an assigned senior female academic mentor

- complete the research project within the agreed time frame;
- complete the research project to agreed standards; and
- provide the Executive Dean with a comprehensive report on the research and its findings within three months of the completion of the project, including advice on where it will be published.

## **6 Policy Review**

The University will develop a process for reviewing the effectiveness of the Research Awards for Women Academic Staff established by this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. Any staff member wishing to suggest improvements to this Policy and Procedures is invited to forward their suggestions to the Director, Human Resources.

## **7 Further Assistance**

Any staff member who requires assistance in understanding the Research Awards for Women Academic Staff Policy and Procedures should first consult their nominated supervisor. Should further policy advice be needed, staff should contact their local Human Resources Consultant for their campus, or the Research Services Office.