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|  | **2018 UNE Postdoctoral Research Fellowship Scheme** **Application Pack** |

**OVERVIEW**

The UNE Strategic Plan 2016-2020 sets out UNE’s commitment to increasing the scale and capability of its research through its research strategy, and to achieve international distinction in all its chosen fields of research, which will positively impact and strengthen our communities.

The University of New England Postdoctoral Research Fellowship Scheme (UNE-PDF) aims to support early career researchers who have an outstanding track record relative to opportunity, and commensurate with expectations for nationally competitive early career fellowships. Fellowships are offered on a three-year fixed term full-time basis and Fellows must be based at the University for the duration of the Fellowship.

The UNE Postdoctoral Research Fellowship applicant must gain support for the application from a prospective senior academic supervisor at UNE who will act as research mentor and line manager during the Fellowship.All Nominations must be submitted by the UNE nominating supervisor. Direct applications from candidates will not be accepted.

The 2018 UNE-PDF Scheme is a targeted round with the selection criteria reflecting two priorities; firstly, for nominees working alongside UNE ARC Discovery (DP18) Chief Investigators, and secondly, nominees who will strengthen research teams at UNE. This targeted call for Postdoctoral Fellows is a one-time request for applications to address a specific UNE strategy aiming to:

* stimulate the development of competitive ARC Discovery submissions, and
* advance a strong research team to an outstanding research team.

Applications will be assessed on their individual merit. The UNE-PDF Application Pack specifies the application procedures, the Selection Criteria to be applied and the Conditions of the Award. The UNE-PDF Scheme targeted round is in alignment with the overarching goals of UNE’s Strategic and Research Plans.

*There are therefore important changes to the Conditions and Selection Criteria from previous rounds – please read the Application Pack carefully.*

**KEY DATES**

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| **Stage 1** – EOI Nominations **OPEN** | **Wednesday 7th December 2016** |
| **Stage 1 –** Referee Reports **DUE** | **Wednesday 18th January 2017** |
| **Stage 1** – EOI Nominations **CLOSE** | **Wednesday 25th January 2017** |
| **Stage 2** – Full Applications (by invitation only) **OPEN** | **Friday 3rd February 2017** |
| **Stage 2** – Full Applications (by invitation only) **CLOSE** | **Thursday 16th March 2017** |
| **Stage 2** – Full Applications, Notification of outcomes | **Monday 1st May 2017** |
| **Stage 3** – Interviews (by invitation only) | **Week beginning 29th May 2017** |
| Successful candidates notified | **Monday 12th June 2017** |
| UNE-PDF Commencement date | **Monday 9th January 2018***Dates outside this must be approved by PVCR and will be granted only in exceptional circumstances. Commencement prior to 1st January 2018 will not be permitted.* |

**Research Services Contact:**

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**CONDITIONS OF THE AWARD**

**1. ELIGIBILITY**

**1.1. PhD Qualification**

 A UNE-PDF Candidate must meet one (1) of the following:

**(a)** A research doctoral degree (equivalent to an Australian PhD degree) awarded on or after 1 January 2013, or commensurate with a period of significant career interruptions, on or after 1 January 2011. Career interruptions include:
- Unemployment;

- Non-research employment not concurrent with research employment;

- Illness;

- Maternity or parental leave;

- Carers’ responsibility, including:

(i) being the primary carer of a dependent child, two years per dependent child,

(ii) being the primary carer of a dependent child with extensive caring responsibilities due to
 reasons such as illness or disability of the child,

(iii) and/or other caring responsibilities.

Career interruptions of less than one month will not be considered.

**(b)** Research doctoral degree candidates whose thesis is under examination are eligible provided that their thesis was submitted by 16 December 2016. This is a hard submission deadline and proof of submission may be requested. The Fellowship will not commence until formal advice is received by UNE that the PhD has been awarded. If these conditions have not been satisfied, the Pro Vice-Chancellor (Research) will determine if an offer for Fellowship funding should be withdrawn.

**(c)** Research doctoral degree candidates who are to be examined by oral defence by no later than May 2017 and would therefore be awarded their PhD shortly after the event, may be eligible to apply. Please email the Research Services contact to apply for permission from the Pro Vice-Chancellor (Research) to proceed in this way.

**1.2. Fellowship Supervision and mentoring team**

**(a) Supervisor and Nominator:** UNE-PDF candidates must be nominated by a UNE senior academic staff member (Level C or above) who will provide research mentoring throughout the Fellowship. The nominating supervisor must hold a substantive position at UNE, i.e., honorary staff members (for example, Senior Adjuncts and Emeritus staff at UNE) are not eligible to nominate or be part of the immediate supervisory team.

In exceptional circumstances, a nomination from a Level B may be accepted, however this must be approved by the Pro Vice-Chancellor (Research), prior to the submission of the application.

The nominating supervisor must demonstrate that they have an appropriate research profile to provide research mentoring to the candidate.

The nominating supervisor will remain the Fellow’s line manager for the entire duration of the Fellowship, unless they cease to be a UNE employee, or the Pro Vice-Chancellor (Research) approves a change of supervisor at the request of the nominee.

A nominating supervisor may nominate only one candidate to the round.

A candidate can be nominated on only one application to the round.

**(b) Supervisory team:** The UNE-PDF candidate must gain support for their application from two additional UNE senior academics. These academics will provide mentoring to the Fellowship candidate. Inter-disciplinary research is encouraged, and the two additional senior staff supporting the nomination as part of the supervisory team may be based in any other school/discipline. These two additional senior staff must be UNE staff and may not be honorary staff (Adjuncts etc.).

**1.3. UNE employees:** Current UNE staff are eligible to apply.

**1.4. Number of UNE-PDF awards:** A current or previous recipient of a UNE Postdoctoral Fellowship cannot apply for a subsequent UNE Fellowship or Award in the same or similar UNE-funded scheme.

**1.5. Citizenship:** UNE-PDF candidates may be Australian or non-Australian citizens. Successful candidates who do not hold Australian citizenship or permanent resident status will be subject to UNE receiving sponsorship for residence approval from the Australian Department of Immigration and Citizenship and the recipient being granted an appropriate visa.

**2. APPOINTMENT DETAILS AND RESEARCH FUNDING AVAILABLE**

**UNE will offer up to ten (10) full-time Post-Doctoral Fellowships commencing in 2018.**

**2.1. UNE-PDF Appointments:** Fellowships are offered on a three-year fixed term full-time basis and Fellows must be based at the University for the duration of the Fellowship.

All Fellowship offers are contingent on the UNE-PDF candidate providing evidence of having qualified for the award of PhD. If a successful candidate cannot provide proof of their qualification by the commencement date, the offer will be withdrawn.

UNE-PDF candidates are expected to focus full-time on research for the duration of the Fellowship.

Where a UNE-PDF nominee whose project aligns with a UNE DP18 submission accepts an offer of a Fellowship and the DP18 is not successful, the UNE-PDF project will still be expected to proceed – this must be taken into account by the Nominator developing the ARC grant application (*see also UNE-PDF FAQ’s*).

**2.2. Commencement:** Fellowships must commence on Monday 9th January 2018. In exceptional circumstances, the Pro Vice-Chancellor (Research) may approve a delayed start date.

Under no circumstances will the UNE-PDF 3-year contract be extended.

**2.3. UNE-PDF Academic Employment level:** The UNE-PDF award provides a salary commencing at Level A, base +5 of the Academic Salary Scale (*Schedule 1, UNE Academic and ELC Teaching Staff Collective Agreement 2014-2017*). The annual full-time salary for Academic Level A, base +5 will commence at $82,738 (as at 1July 2017), and increment through base +6 in the second year, and base +7 in the third year. In addition, the University offers 17% employer–provided superannuation contribution.

During their Appointments, Fellows will become eligible to apply for promotion to a higher academic level in accordance with UNE’s [Academic Promotion Policy](http://policies.une.edu.au/view.current.php?id=00005).

All conditions of employment are governed by The University of New England Academic and ELC Teaching Staff Collective Agreement 2014-2017 or any subsequent Enterprise Agreement.

All requests to vary the Fellowship for any reason must be approved by the Pro Vice-Chancellor (Research).

**2.4. Research Funding Available:** UNE-PDF funding covers salary only and does not include research operating costs. Costs of undertaking the Fellowship research project must be supported by the relevant UNE School and this support must be clearly indicated at all stages of the application process.

UNE-PDF Fellows will be eligible to apply for internal School funding schemes. The candidate is encouraged to discuss this with their prospective supervisor.

UNE-PDF Fellows will also be expected to apply for external research funds as applicable to the project and the career level of the Fellow; such efforts will be supported by the Supervisory team and central UNE Research Grant Development Support.

**3. REPORTS**

**3.1. Progress Reports:** A progress report is required at the end of 12 months, and at the end of 24 months, from the commencement of the UNE-PDF. The UNE Research Office will email the UNE-PDF Fellow a report template one month prior to the due date of the report.

**3.2. Final Report:** A final report is required four weeks before the UNE-PDF is due to end. If a UNE-PDF Fellow elects to relinquish their Fellowship prior to the official end date, a final report is required four weeks before leaving the position.

**4. UNE-PDF EARLY CAREER DEVELOPMENT PROGRAM**

All UNE-PDF Fellows will participate in an Early Career Development Program that will include a series of sessions, from a range of senior UNE researchers, designed to support the development of knowledge and skills necessary for an academic career.

**APPLICATION PROCESS**

The application process consists of three stages:

1. **Nomination** – Nomination forms must be submitted by the UNE-PDF candidate’s prospective UNE Nominator/Supervisor to grants@une.edu.au by **5pm Wednesday 25th January 2017**.

**Referee Reports** must be submitted by each referee directly to grants@une.edu.au by **18th January 2017**.

1. **Full Application** – Shortlisted UNE-PDF candidates will be invited to submit a Full Application to grants@une.edu.au by **5pm Thursday 16th March 2017**. Nominating supervisors will also be notified.
2. **Interview** - Shortlisted UNE-PDF candidates will be invited to interview with the Pro Vice-Chancellor (Research) Selection Committee.

The **Nomination** must include a fully completed nomination application form that includes all relevant signatures and the names of **3 external referees** whose Referee Reports are due in the EOI phase and who may be called upon at any stage of the application. External referees who are affiliated with UNE in any way will not be accepted.

**1. Selection Criteria**

**PLEASE NOTE: these Selection Criteria will be used throughout each stage of the selection process.**

**Candidate: – 40%**

* Research record relative to opportunity and career stage (*Sections 2.6 to 2.9 of the Nomination form*)
* Demonstrated research performance and potential through quality research outputs and generation of research funding

**Quality of the project – 30%**

* Significance and innovation of the project aims and concepts
* Project addresses an important problem within the discipline
* Project outcomes will advance knowledge base in the discipline
* Anticipated impact of the research is identified

**Fellowship Supervisory Team and Research Environment – 20%**

* Appropriateness and strength of the supervisory team to foster the successful outcome of the project
* Suitability of the research environment, both academic and physical, to the needs of the Fellow and the project (*Section 3.3 of the Nomination form*)
* Adequate resources are available to support the conduct of the research
* Suitability of the research environment to the development of an outstanding research team

**Strategic Alignment – 10%**

* Demonstrated alignment of the project with the UNE Thematic Research Priorities
* Demonstrated alignment with a UNE Nominator ARC DP18 submission, if applicable (*Section 1.6 of the Nomination form*), or
* Demonstrated capacity to advance a strong research team to an outstanding research team at UNE (*Section 3.3 of the Nomination form*)

**2. Selection Process**

**Stage 1 - *Nomination***

Nomination documents will be reviewed by the UNE-PDF Scheme Coordinator to confirm compliance with the UNE-PDF guidelines. Those deemed ineligible or non-compliant will be excluded from the process and advised accordingly.

**Referee Reports:** Up to three (3) confidential, **written** referee reports will be required to be submitted directly to the Research Office (grants@une.edu.au) for each candidate. The contact details of these referees should be provided in the Nomination Form for cross-checking and further communication as necessary. It is the candidate’s responsibility to inform the referees of the need to return these reports directly to the Research Office by the due date (18th January 2017).

Eligible Stage 1 nominations will be assessed by the PVCR Selection Committee for their competitiveness and according to the Selection Criteria listed previously.

The **PVCR Selection Committee** will comprise the same panel members throughout each stage of the assessment process and will be constituted with the following representation:

• Pro Vice-Chancellor (Research) - Chair

• Leading UNE researcher/s

• Outstanding UNE early career researcher/s

• Other members as required

Normally, between 30-50% of successful nominees would be invited to submit a Full Application. Unsuccessful nominations will be advised that they will not proceed to Stage 2. Successful Candidates and their Nominating Supervisors will be notified and a Full Application will be invited. Details on the Full Application process will be provided.

**Stage 2 - *Full Application***

The PVCR Selection Committee will assess Full Applications against the Selection Criteria and shortlist UNE-PDF candidates for interviews. During the shortlisting meeting, the PVCR Selection Committee will determine the final number to be interviewed. All candidates and Nominating Supervisors will be advised of the outcome of the shortlisting meeting.

**Stage 3 – *Interview***

**Interviews:** Interviews will take place during a designated period and may be conducted face-to-face or online. The interviews will be conducted by the **PVCR** **Selection Committee.**

**Recommendations**: Following the interviews, the **PVCR Selection Committee** will make final recommendations for Fellowship appointments to the University.

**Post-Award Process**

The UNE Human Resources team will contact successful applicants with their offers of UNE Postdoctoral Research Fellowships. Successful applicants will be expected to notify HR of their acceptance of the position, as well as providing an expected commencement date (as specified under the *Conditions of Award*: *Appointment Details and Research Funding Available* *– item 2.2*).