

The UNIVERSITY of NEWCASTLE

CAREER ENHANCEMENT FELLOWSHIPS FOR ACADEMIC WOMEN: Senior Lecturers and Associate Professors

Information for Applicants – 2009
Expressions of Interest close Wednesday 6 August 2008
Full Applications closing date Friday 3 October 2008

INDEX

| | |
|--|---|
| PART A - GENERAL INFORMATION | 2 |
| A1 GENERAL..... | 2 |
| A2 INTRODUCTION | 2 |
| A2.1 Rationale | 2 |
| A2.2 Assessment Criteria..... | 3 |
| A2.3 Selection Committee..... | 4 |
| A3 ELIGIBILITY CRITERIA..... | 4 |
| A4 CONDITIONS..... | 4 |
| A4.1 Funding..... | 4 |
| A4.2 Duration of the Award..... | 5 |
| A4.3 Valid Application Period | 5 |
| A4.4 Maximum Number of Fellowships..... | 5 |
| A4.5 Role of the School/Faculty..... | 5 |
| A5 APPLICATION PROCEDURE..... | 5 |
| A5.1 Application Process for 2008 Fellowships..... | 5 |
| A5.2 2008 Application Dates | 6 |
| A5.3 Outcomes and Access to Funds Awarded | 6 |
| A5.4 Appeals..... | 6 |
| A5.5 Change of Circumstances..... | 6 |
| A6 REPORTING REQUIREMENTS | 6 |
| A7 OTHER UNIVERSITY RESEARCH GRANT SCHEMES..... | 6 |
| PART B – INSTRUCTIONS FOR APPLICANTS SUBMITTING A FELLOWSHIP APPLICATION..... | 8 |
| B1 Question 5: Budgets..... | 8 |
| B1.1.1 Budget to cover Teaching and Administration responsibilities of the Fellow..... | 8 |
| B1.1.2 Budget Justification | 8 |
| B1.2.1 Budget for Career Enhancement Networking Grant (up to \$8,000) | 8 |
| B1.2.1 Budget Justification (Career Enhancement Networking Grant)..... | 8 |
| PART C MORE INFORMATION | 9 |

CAREER ENHANCEMENT FELLOWSHIPS FOR ACADEMIC WOMEN: Senior Lecturers and Associate Professors

Information for Applicants – 2009

CLOSING DATE

Expressions of Interest – 6 August 2008.

Full Applications – 3 October 2008

Expressions of Interest and Applications must be delivered to the Research Office by 5pm.

PART A - GENERAL INFORMATION

A1 GENERAL

Applicants for University of Newcastle Career Enhancement Fellowships (CEF) are urged to read these guidelines carefully before applying. Care should be taken in the preparation of the application, ensuring that all questions are fully answered and that the application is professionally presented.

The Career Enhancement Fellowship Assessment Committee (CEFAC) consists of members from diverse disciplines, so it is critical that the application be clearly written, using a minimum of jargon so that it can be understood and judged by all members of the Committee.

Research projects conducted within the University or in the name of the University must comply with the Australian Code for the Responsible Conduct of Research and must have the relevant human/animal/safety approvals.

A2 INTRODUCTION

A2.1 Rationale

The University has considered a number of integrated strategies to enhance support for senior women academic staff. The University has adopted an Equity & Diversity Implementation Plan 2007-2011 as an integral component of the University Strategic Plan 2007-2011, *Building Distinction*. The first priority of the Equity & Diversity Implementation Plan is to implement the *AVCC Action Plan for Women Employed in Australian Universities 2006-2010*, with specified targets for improved representation of women in senior academic levels and in leadership roles. Women's representation at levels D and E and in academic decision making roles at the University of Newcastle is low. Women's participation at level E in 2007 is 18% and at level D is 24%. The *AVCC Action Plan for Women Employed in Australian Universities 2006-2010* has set a target of 25% of Level E positions and 35% of Level D positions held by women by 2010.

Women are also under-represented in Faculty management structures; none of the 5 Faculty Pro Vice-Chancellors are women, and only 4 of the 19 Heads of School are women.

The University has developed a number of initiatives to enhance the career profile of women and prepare women for executive and senior leadership roles. These Career Enhancement Fellowships is one such initiative.

Female academics should expect an acceptable level of support and flexibility to attain career and personal goals. Life choices (to delay entering the academy, to undertake periods of part time work, to have children, to care for ageing parents) do not alter one's capacity to produce high quality research outcomes, to develop curricula or to contribute to the profession or the community. They may however impact on the quantum of research activity, the strength of research, discipline or professional networks and mentors, the level of contribution to innovative curriculum development and teaching initiative, and/or opportunity to demonstrate leadership in their discipline/profession, the University and the community. The Career Enhancement Fellowship scheme is intended to provide eligible senior women academics with time and resources to enhance their overall profile.

The Fellowships are jointly funded and sponsored by the Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (Research) and will provide up to \$50,000 to the successful applicants' Faculty to cover all of their teaching and administrative duties for a 12 month period plus \$8,000 to cover costs of travel to conferences or to support networking opportunities.

The establishment of Career Enhancement Fellowships for Academic Women at the University of Newcastle will place the University at the forefront of Australian higher education sector in displaying a willingness to support senior women to enhance their profile and reputation, increase their likelihood of promotion to Level D or E and help to remove barriers to women wishing to move into leadership positions.

A2.2 Assessment Criteria

Applicants for Career Enhancement Fellowships will be assessed through a competitive, merit-based process. There will be a two stage process:

- Expressions of Interest will be called for from women academic staff employed as Associate Professors (Level D) and Senior Lecturers (Level C).
- Four applicants will then be invited to develop a full application that focuses on specific goals for the period of the Fellowship.

Preference will be given to applicants who can demonstrate how the specific career development activities proposed during the period of the Fellowship will lead to a strong application for promotion within two years of completion of the Fellowship. These activities can be focused on teaching or research or leadership, or a combination of these areas. Applications that can demonstrate development in at least two areas are likely to be rated more strongly but is not mandated.

Expressions of interest should contain a brief statement of no more than one page outlining your plan of activities during the one year fellowship, a 2 page brief CV outlining your achievements since being appointed to your current position, a detailed letter of support from your Head of School and the names and details of at least three people who would be willing to act as mentors for 2009-2013. If you plan to spend a short period of time with an overseas collaborator, include a letter of invitation/support from the individual you propose to work with. A mentor will be appointed by CEFAC in consultation with those applicants selected to proceed to a full application.

Assessment by the CEFAC of the expression of interest will be based equally on:

- Track record relative to current academic appointment with a view to promotion within two years of completion of the Fellowship;
- A plan of activities during the period of the Fellowship that has realistic potential for enhancing the profile of the Fellow and lead to a strong application for promotion within two years of completion of the Fellowship;
- Supporting statement from Head of School.

Those invited to proceed to a full application should discuss the invitation with their Head of School immediately to ensure that they have his or her full support and that appropriate arrangements can be made to cover the applicant's teaching and administrative duties. Full applications must include:

- a meaningful and achievable career plan with clear priorities for five years (2009-2013)
- a detailed plan of activities during the period of the Fellowship – these may include activities that focus on research, or on teaching/learning development or on leadership in the discipline, profession or the community, or a combination of these areas
- expected outcomes from the period of the Fellowship
- justification of how the Fellowship outcomes would significantly enhance promotion prospect
- a detailed report from your Head of School outlining how your teaching and administrative responsibilities will be reallocated during the period of the Fellowship. While it would be unfortunate if strong applicants were discouraged from applying for a Fellowship, in the event of multiple applicants from the same School, the Head of School should consult with the Pro-Vice Chancellor of the Faculty about whether the School and Faculty has the capacity to backfill successful applicants' teaching and administrative responsibilities.

A2.3 Selection Committee

The Career Fellowship Assessment Committee consists of the following members:

- Deputy Vice-Chancellor (Research);
- Deputy Vice-Chancellor (Academic);
- Pro Vice-Chancellor (Research);
- Director, Centre for Teaching and Learning;
- Manager, Equity and Diversity;
- at least one nominee from Assistant Deans (Research)
- at least one nominee from Assistant Deans (Teaching and Learning);
- at least one senior female academic representative.

A3 ELIGIBILITY CRITERIA

To be eligible for a Career Enhancement Fellowship, the applicant must be a **female academic (Level C or D)** who has been employed in an academic position at the University of Newcastle for a **minimum of 2 years** and, at the time of the application deadline, has one of the following:

- a full-time or part-time (at least 50% FTE) on-going appointment;
- a full-time or part-time (at least 50% FTE) fixed term appointment for an additional period of at least two years;

Fellowships must be completed within the duration of the applicant's appointment with the University.

Those who meet the above criteria, but are employed full-time on a research grant or other Fellowship are not eligible for a Career Enhancement Fellowship.

Academic staff employed by UoN Singapore Pte Ltd, holding a conjoint appointment at the University of Newcastle are also eligible to apply.

Conjoint staff members, not employed by UoN Singapore Pte Ltd, are not eligible to apply.

Holders of a Career Enhancement Fellowship are not precluded from applying for any other research or teaching and learning grant.

A4 CONDITIONS

A4.1 Funding

The level of funding of a Career Enhancement Fellowship will be up to \$50,000 which is transferred to the applicant's Faculty to provide for teaching support or administrative assistance for 12 months (or longer if part-time pro rata).

In addition, a Career Enhancement Networking Grant of up to \$8,000 is available to the applicant to cover conference, travel and other expenses. The Fellowship Networking Grant is not intended to cover extended periods overseas - Special Studies Program (SSP) should be used for this purpose.

A4.2 Duration of the Award

Career Enhancement Fellowships are tenable for a period of 12 months (or longer for part-time applicants on a pro rata basis), and are not renewable.

A4.3 Valid Application Period

Successful applicants are to nominate, with the agreement of the School/Faculty, the proposed start date of the Fellowship. Should Fellowship recipients be unable to begin by the proposed date, they may renegotiate a new start date with the School/Faculty and forward a letter requesting a change to the Research Office.

A4.4 Maximum Number of Fellowships

A researcher may be awarded a maximum of one Career Enhancement Fellowship during their employment at the University of Newcastle.

A4.5 Role of the School/Faculty

Career Enhancement Fellowships require strong support from the applicant's School and Faculty for the duration of the award (12 months, or longer if part-time pro rata).

It is expected that successful applicants will take up the Fellowship at the start of 1st semester 2009.

The Faculty Pro Vice-Chancellor and the Head of School will be required to account for the expenditure of the \$50,000 provided. These individuals are also responsible for facilitating and supporting the program of activities outlined by the Fellowship recipient.

A5 APPLICATION PROCEDURE

A5.1 Application Process for 2009 Fellowships

Applicants should complete the Career Enhancement Fellowship Expression of Interest form and attach the documentation requested on that form. Applicants invited to submit a full application should complete the Career Enhancement Fellowship Application Form. Both forms are available on the Research web site at <http://www.newcastle.edu.au/research/grants/career-enhancement-fellowships.html>.

The Expression of Interest form and full Application should be completed with reference to "**Part B - Instructions to Applicants**".

Applicants are required to discuss their proposed Fellowship program and their 2009-2013 Career Plan with their Head of School as part of the Managing for Performance (MFP) process and with the Pro-Vice Chancellor of their Faculty.

The Expression of Interest form must be signed by the applicant and the Head of School and Pro Vice-Chancellor of the Faculty prior to submission to the Research Office. A strong endorsement by the Head of School is essential, as is a commitment by him or her to ensure that career advancement opportunities are provided consistent with the proposal.

The Career Enhancement Application form must also be signed by the applicant and the Head of School and Pro Vice-Chancellor of the Faculty prior to submission to the Research Office and accompanied by a report from the Head of School on the arrangements to cover all of the

applicant's teaching and administrative duties for the period of the Fellowship.

The **original plus 8 copies** of the application are to be submitted to the Research Office.

A5.2 2009 Application Dates

| | Application due at Research Office | Notification of Results by |
|-------------------------------|------------------------------------|--------------------------------------|
| Expression of Interest | 6th August 2008 | 8th September 2008 |
| Full Application | 3rd October 2008 | 3rd November 2008 |

A5.3 Outcomes and Access to Funds Awarded

Applications will be considered by CEFAC with recommendations submitted to the Deputy Vice-Chancellor (Research) and Deputy Vice-Chancellor (Academic). The outcome of the application will be made known to the applicant as soon as possible following the decision by the Deputy Vice-Chancellors.

Once approved, the applicant will be formally advised in writing of the outcome. Funding will then be made available to the applicant's Faculty to be used for assistance appropriate to the approved program of activities.

The applicant will be advised of the Finance Project number, from which a Career Enhancement Networking Grant of up to \$8,000 can be accessed. Recipients should follow the University's guidelines on booking travel and accommodation.

A5.4 Appeals

An appeals mechanism exists for unsuccessful applicants. Applicants wishing to appeal against a decision may do so by lodging a written appeal with either the Deputy Vice-Chancellor (Research) or the Deputy Vice-Chancellor (Academic) within 14 days of the advice of the outcome of the application. Appeals will only be considered on the basis that proper procedures have not been followed.

A5.5 Change of Circumstances

Fellowships are awarded based on the information provided in the application. If the Fellowship recipient's circumstances change so that the program stated in the application needs to be varied a request providing full details must be submitted to CEFAC for consideration. CEFAC does not guarantee that funding will be available for the revised program. In such a case, the Fellowship recipient would forfeit the original Fellowship.

A6 REPORTING REQUIREMENTS

A **Final Report** is an important component of the Fellowship procedure. It allows CEFAC to judge whether the Career Enhancement Fellowship has been used effectively and whether there were tangible outcomes.

Final Reports must be lodged with the Research Office **within 3 months of completion** of the Fellowship.

Final Reports should be submitted on the form available from the Research Office website.

Funds not spent by the completion date will normally revert to the funding sources so that unspent balances can be re-allocated.

A7 OTHER UNIVERSITY RESEARCH GRANT SCHEMES

The Research Office website contains information regarding other University Research Grants.

The website address is: <http://www.newcastle.edu.au/research/grants/int/university-grants.html>.

PART B – INSTRUCTIONS FOR APPLICANTS SUBMITTING A FELLOWSHIP APPLICATION

The following information is provided to assist applicants to complete the Fellowship application as fully as possible. Where a question is self-explanatory, no additional comment has been made here.

B1 Question 5: Budgets

B1.1.1 Budget to cover Teaching and Administration responsibilities of the Fellow

Indicate how the School/Faculty will utilise the funding to cover the teaching and administrative responsibilities of the applicant.

You may need to consult your Head of School/Faculty Financial Service Officer/Human Resources Officer to complete this budget.

Show all budget items that need to be funded for this project and provide the following information in each column:

Column 1 A list of the items for which you are seeking funding (eg teaching support)
Column 2 Amounts of funding requested
Column 3 Additional support to be provided by the School/Faculty (optional)

All personnel costs should include the salary-related on-costs. Further information on on-costs and salary rates can be obtained from the following web site:
<http://www.newcastle.edu.au/services/payroll/index.html>

While these Fellowships are mainly awarded as one-line Fellowships, CEFAC expects that expenditure would be limited to those items identified in the budget of the application.

B1.1.2 Budget Justification

Explain how amounts were derived and provide justification for each item in the budget above. Include details of School/Faculty support if applicable.

B1.2.1 Budget for Career Enhancement Networking Grant (up to \$8,000)

Show all budget items that need to be funded and provide the following information in each column:

Column 1 List the items for which you are seeking funding
Column 2 Amounts of funding sought

While these grants are mainly awarded as one-line grants, CEFAC expects that expenditure would be directed to the stated project objectives and limited to those items identified in the budget of the application. Any subsequent requests for changes in the use of the grant budget should be directed to the Research Office.

B1.2.1 Budget Justification (Career Enhancement Networking Grant)

The Budget Justification must explain why each item listed is important in terms of the Fellows plan of activities. Include details of School/Faculty support if applicable.

CEFAC appreciates that in respect of some costs, it is only possible to give approximate figures. It expects, however, that a reasonable justification of these figures can be given in terms of past experience and/or standard rates.

PART C MORE INFORMATION

For further information regarding this scheme please contact:

Prof Pat Michie, Pro Vice Chancellor (Research) ext 15936

Pat.Michie@newcastle.edu.au

Prof Gail Huon, Director, Centre for Teaching and Learning, ext 15350

Gail.Huon@newcastle.edu.au

Research Web Site - <http://www.newcastle.edu.au/research/grants/int/university-grants.html>

The Research Office website contains all of the information relevant to the Career Enhancement Fellowships for Academic Women and other internal grant schemes including Information for Applicants, Application Form and Internal Grant Report form.

Research Office contacts

For further information regarding the administration of the 2008 University Career Enhancement Fellowships for Academic Women please contact:

Judy Alexander, Associate Director, Research Grants & Infrastructure, ext 18859

Judy.Alexander@newcastle.edu.au

Neroli Finlay, Grants Officer, ext 15353

Neroli.Finlay@newcastle.edu.au

**Research Office
2 July 2008**