

Guidelines for Identifying Supervisory Roles and Load

Purpose

These guidelines provide additional information to assist in the definition and identification of supervisory roles at Griffith and the suitability of various academic roles to undertake higher degree research supervision. For further information on supervisory roles and responsibilities refer to the [Supervision Guidelines](#).

HDR Teaching Responsibilities (Supervision Load Split)

The teaching workload for HDR supervision is normally split between the principal supervisor and the associate supervisor as 70% to 30%. However, with different combinations of workload across supervisory teams the split is determined according to the contribution of each member. For co-principal supervisors with an equal workload contribution the split would be 50% to 50%, or load may differ up to 20% i.e. 60% to 40%. To be designated as a principal supervisor, a minimum load of 40% must be allocated. No teaching workload for HDR supervision is attributed to supervisors who are external to the university (not Griffith University employees), including adjunct, honorary and emeritus appointments, and in such cases two Griffith supervisors are normally appointed in addition to any non-Griffith employees. In cases where a supervisory team comprises more than three Griffith staff members, the supervisory team may be required to provide the Dean (Research) with a supervision plan detailing the supervisory load attributed based on the intellectual, practical and administrative responsibilities of each supervisor.

Table of Supervisory roles

Academic Role	Supervisory Role	Load Attributed	Teaching Element	Accreditation Status
Academic	Principal Associate	Yes	Load to Academic's element	Transitional or Accredited
Research	Principal Associate	Yes	Load to candidate's enrolling element. An exception is staff employed in an enrolling research centre (i.e. Glycomics), and in such cases load to be assigned to the research centre.	Transitional or Accredited
Sessional	No	No		
Adjunct/Honorary ¹	Co-Principal Associate	No	No load but record element of adjunct appointment	External
Academic Title Holder	Principal Associate	Yes	Such appointments normally MED	Transitional or Accredited
Emeritus ²	Co-Principal Associate	No	No load but record element of emeritus appointment	External
Industry/Other University	External	No	Element is GGRS	External

¹ An Adjunct or Honorary appointee may be appointed as an associate supervisor where they are contributing to the work of the Element and have responsibilities for teaching and/or research and have been given access to appropriate resources and facilities to enable effective performance as a supervisor. Appointment as a co-principal supervisor may be approved where there are exceptional circumstances and where it is appropriate for the candidature. Refer to the Adjunct, Honorary & Visiting Appointments Policy [here](#)

² A Professor Emeritus who wishes to continue an involvement with the University through an active program of research, contribution to teaching, or higher degree research supervision may be appointed as a co-principal or associate supervisor. The Vice Chancellor may approve a special privilege for appointment as a principal supervisor of a HDR candidate. Refer to the Professor Emeritus Guidelines [here](#).