

EFRI Membership Policy

To maintain integrity and professionalism, EFRI will apply this Membership Policy for all membership issues. The policy clearly documents membership categories and expectations and has been drafted from the Griffith University Research Centre Policy. All membership data are reviewed annually (at a minimum) and are used to inform the annual report, compilation of staircase data (performance indicators), preparation of budgets, forward estimates and acquittals. The Institute reserves the right to change its membership policy at any time to align with Griffith University requirements.

Being Research Active

To be considered Research Active, an academic staff member must be employed on a Griffith work profile that includes research and produce qualifying research outputs appropriate for their academic level as per the table below

Academic Level	Minimum levels required to achieve Research Active status
Level B	Research Outputs – Six External research income and HDR student completion – Not mandatory
Level C	Research Outputs – Six; AND One external research grant ² OR one HDR student completion
Level D	Research Outputs –Nine; AND Two of either; external research grants OR HDR student completions
Level E	Research Outputs –Twelve; AND Three of (in any combination); external research grants OR HDR student completions

Staff on academic appointments at Level B-E with a research component to their academic profile will be evaluated for research active status. Academic staff includes research associates and fellows including postdoctoral positions at Academic Staff level A or above, Research Fellows, ARC postdoctoral fellows and other externally funded fellows. Components of the Research Active definition are:

- Research Outputs published over preceding six year reference period;
- External Research Income – preceding five year reference period;
- Higher Degree Research student supervision that has led to a completion – preceding five year reference period.

Research Outputs

Qualifying Research Outputs include:

- Higher Education Research Data Collection (HERDC) categories A1 (books, authored research), B1 (book chapters), or C1 (refereed journal articles) for all disciplines but with category A1 outputs assigned a weighting of 5 relative to other outputs; and/or

- HERDC category E1 (refereed conference publications) plus any of the outputs in (i) above for researchers in engineering or ICT academic disciplines (as determined by the Field of Research code assigned against each output); and/or
- ERA categories for creative works provided these outputs have been subject to a formal verification process and are recorded in My Research Publications.

To note; in addition to publication volume thresholds, individual staff assessments will include a consideration of publication quality appropriate to the discipline.

Membership Categories

As per the Griffith University Research Centre Policy, a number of clearly defined membership categories exist within research centres, with each category having associated levels of responsibilities and benefits.

Full Members

- Full members normally include full-time or fractional academic staff Level A and above holding continuing or fixed term appointments who are able to commit all of their research time to the Centre;
- At a minimum, must meet the definition of a research active academic staff member as defined by the University;
- Early career researchers may be included on the basis of their achievements relative to their stage in career; and
- Full members will be included in the staff count for the Institute.

Paid Members

- Paid members of EFRI are members with an academic profile, at Level B and above, who are in receipt of a salary paid by the Research Centre from a non-continuing source of funding, and who do not hold any other category of membership; and
- Paid members are counted in the staff count for the Centre.

Associate Members

- Full-time or fractional academic staff Level A and above holding continuing or fixed term appointments or fractional appointments who have not yet developed the track record to be full members (i.e. early career researchers);
- Full-time or fractional academic staff Level A and above holding continuing or fixed term appointments or fractional appointments who have an interest in the activities of the Research Institute but not as full members (i.e. not classed as research active);
- Associate members are not counted in the Staff count for the Institute, however, research outputs of Associate members that are reported in the annual Griffith University Higher Education Research Data Collection (HERDC) report will be assigned to the Institute; and
- Associate members may only be a member of one Research Institute/Centre.

Adjunct Members

- Adjunct members are staff who have been appointed according to the University's procedures for adjunct or honorary appointments;
- Adjunct members are not counted in the staff count for the Institute. However, their research outputs that are reported in the annual Griffith University HERDC report will be assigned to the Institute;
- Adjunct members may only be a member of one Research Centre; and
- A small number of adjuncts are classified as 'highly active' and are determined on a case by case basis by the Director. These adjuncts tend to work on developing projects or other high profile activities.

Student Members

- Student members include HDR and Honours level students, provided their principal supervisor is a full or associate member;

- If the principal supervisor has joint 0.5/0.5 full membership (in differing research centres) then a decision must be made as to which Centre/Institute the student will participate in;
- If a student has co-principal supervision (with supervisors in differing research centres), the student must nominate which research centre to be a member of; and
- No student can be a member of more than one research centre.

Affiliates

- Affiliates are those remaining individuals who do not fit into the above definitions for any reason;
- Affiliates are unlikely to be using EFRI as their primary academic address and their results would not be mapped to EFRI by the Office for Research;
- Affiliate members are effectively supporters of, or collaborators with, the EFRI and its members;
- While the support of affiliate members is appreciated and reciprocated, there are no benefits or responsibilities for the Centre or the individual unlike all other membership types.

Defining Member

- Members whose national/international reputation is reported in order to meet the membership requirement for each category of Centre membership.

Membership of More than one Research Centre/Institute

Only Full Members may hold joint membership. Full Members of EFRI may be a member of a second centre only where this arrangement is productive and the arrangement is approved by the Dean Research and DVC (Research) if applicable. It is important that the staff member concerned is able to make a genuine contribution to both the EFRI and the other Centre. No person may be a member in more than two centres. Defining members will normally be dedicated to one Centre.

Where there is a joint member, for reporting purposes, membership will be split 50/50 between the two centres. The performance of staff who are members of more than one Centre will be distributed equally between their Centres. HDR students of Full Members split between two Centres must be allocated to one Centre fully dependent on their research area. No student member may be a member of two Centres.

Academic staff who are members of an externally funded centre, including Cooperative Research Centres (regardless of whether or not their salary is fully or partially paid for by a CRC), may also be a member of EFRI.

Responsibilities of Members

It is expected that all members of EFRI will actively engage in the life of the Institute through its seminar and workshop programs, strategic planning activities, networking events, and with the programs of research agreed through these processes. It is expected that all members will contribute to a supportive research environment through attendance at confirmations, presentations, seminars and other events.

Unless appointed to EFRI on a full-time research only basis, academic staff who are full or associate members of the EFRI will continue to be members of their existing schools/departments and, as such, will be required to continue to contribute to the teaching and service efforts of that element. The Head of School/Department is the line manager for all Academic Institute members.

The Director of the Environmental Futures Research Institute is ultimately responsible for all non-academic staff employed directly by the Institute however the direct line manager is responsible for staff workloads, staff supervision, performance review/management and mentoring in consultation with the Director of EFRI.

All Members must list '*Environmental Futures Research Institute, Griffith University*' as their primary academic address unless they are full members with approved joint membership, and the research is related to their other Centre. All members must also record their research publications through *My Publications* in the Griffith Portal, or alternatively if a member does not have access to this, maintain their current list of publications by sending updates/additions to the Research Publications team—rps@griffith.edu.au.

In order to maintain efficiency in communications, all members are to advise EFRI administration of any changes to personal, contact, project and research team details.

Benefits of being a member of EFRI

- Members work within a supportive and productive research environment that has strong linkages with other research organisations and industry;
- Members work within an environment where research activities are aggregated into related fields while also having the support and encouragement from senior researchers to be involved in multi-disciplinary projects;
- Members are promoted through a profile on the EFRI website, while also given the opportunity to promote their research projects and research publications;
- Members are offered a number of support programs (refer to the EFRI Support Programs Policy);
- The EFRI hosts a number of events that provides members with networking opportunities with national and international researchers; and
- The Institute offers a number of training opportunities and skill development workshops.

Process for becoming a member of EFRI

1. Any individual interested in joining EFRI should discuss this in detail with their local EFRI Administration Officer who will provide advice;
2. Discuss the proposal to join with the Institute Director or Deputy Directors;
3. Should mutual interest be present in an individual joining EFRI, the following forms need to be supplied:
 - a. Office for Research: Change of Membership Details Form
 - b. HR Appointment Form: Recommendation/Approval – Visiting and Honorary Adjunct (*for Adjunct members only*).
 - c. Provide an up to date CV including detailing publication record, projects, HDR supervision experience and other accomplishments.
4. Membership applications for full and adjunct members must be approved by Management Committee and authorised by the Director.
5. All new full memberships will commence as at 1 April each year.
6. Students do not need to complete any membership forms as they automatically become student members through their principal supervisor's full membership.
7. A critical factor in considering applications for membership to the Institute is "what value can this membership add to the Institute". If the individual is not publishing or actively involved in Institute activities then the request for membership at any level other than affiliate status will not be expected to be approved.