

## GRIFFITH UNIVERSITY POSTDOCTORAL FELLOWSHIP SCHEME

### 2020 TENURE and CONDITIONS OF AWARD (for Fellowships commencing in 2020-2021)

#### DURATION OF AWARD

- Fellows will normally be appointed for a period of 2 years.
- Fellowships are tenable on a full-time basis only and the Fellow must be located on one of Griffith University's five campuses.
- Acceptance of the award, in writing, must be within two weeks of offer and no later than 28 January 2021.
- Commencement of the Fellowship must commence soon as possible after notice and acceptance of the award but **no later than 30 June 2021**. Extensions to this start date are granted in only very exceptional circumstances.

#### CONDITIONS

Fellows will be appointed in accordance with the Fellowship Conditions:

- Recipients must accept the offer for their Fellowship, in writing, within two weeks of offer but no later than 28 January 2021. Recipients must commence working at the University as soon as possible after notification and acceptance of the award but no later than 30 June 2021.
- Fellows will be employed in accordance with the *Griffith University Academic Staff Enterprise Agreement* and other relevant University policies in operation during the period of their appointment.
- Recipients who have not been awarded their Research Doctorate by the closing date must have submitted their thesis by 29 July 2020. If the Research Doctorate has not been conferred by this date, a letter is required from the relevant institution confirming the thesis has been submitted for examination. A successful recipient must demonstrate they have been awarded their Research Doctorate prior to taking up the fellowship.
- Fellowships are full-time, research only positions.
- Fellows are expected to spend their time engaging in activities that will build their profile as a researcher. This includes progressing the primary research project, participating in seminars, research discussions, conferences and related research projects, and publishing their research outcomes in high quality publication outlets. A small amount of postgraduate research supervision is also desirable – up to 15% of the Fellow's time.
- The scheme aims to attract early career researchers to Griffith University who are competitive at the national and international level. During each year of their Fellowship, recipients must apply for a minimum of one externally funded Fellowship.
- Where an externally funded research fellowship application is successful, the Postdoctoral Fellowship must be relinquished, and the externally funded research fellowship taken up at the earliest date possible.
- Fellows may apply for a Griffith University New Researcher Grant where they meet the eligibility criteria of the scheme.

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- During the first 3 months of the Fellowship, the Fellow must submit their **Career Development Plan** including publication and external fellowship/grant application plans, endorsed by the Head of Element/Centre or Institute Director, to the Office for Research for approval by the Deputy Vice Chancellor (Research).
- Annual Progress reports **must** be submitted to the Office for Research ([internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) **by 31 October each year** (including outlining plans for applying for an external Fellowship scheme). A report template is available on the Office for Research website. Progress reports must be endorsed by your host Head / Director, then emailed to Office for Research.
- A Final Report will be required upon completion of the Fellowship (within **3 months** after project end date). A report template is available on the Office for Research website. Final Reports must be endorsed by your Host Head / Director, as well as your Group Dean Research, then emailed to the Office for Research ([internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)).
- **Fellowship funds must be fully expended no later than the project end date.** Funds remaining after the project end date will be recouped by the University and project account closed.
- Where a Fellow wishes to vary any of the conditions upon which the Fellowship is awarded, a written request must be made to the Deputy Vice Chancellor (Research) via the Office for Research ([internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) for a decision. The request must be accompanied by a written statement of support from the Fellow's supervisor.
- When at any time during or after the completion of the Fellowship, a book, article, newsletter or other literary or artistic work is published, or an appearance is made on a television or radio program which relates to the Fellowship, the University's support must be acknowledged.
- Where a Fellow leaves the University during the period of the Fellowship, you must advise the Office for Research ([internalgrants@griffith.edu.au](mailto:internalgrants@griffith.edu.au)) as soon as possible. The Fellowship will automatically terminate upon your final date at the University and unspent funds recouped.
- Current and former Griffith University Postdoctoral Fellowship recipients are not eligible to apply for further Griffith University Postdoctoral Fellowships.