1. Introduction and Scope
The University of New South Wales recognises the integral role of Postdoctoral Researchers to the research productivity and reputation of UNSW as a research intensive University. The University is committed to enhancing the experience of Postdoctoral Researchers by providing a supportive and collegial research work environment, and by the delivery of a range of support services to assist their research and career development.

These guidelines are applicable to:

Postdoctoral Researchers who meet the following criteria:

- The employee was recently (within five years) awarded a PhD or the equivalent;
- The appointment is for a fixed term;
- The appointment involves substantial research or scholarship;
- The appointment is viewed as preparatory for an academic and/or research career and not as a source of continuing employment;
- The employee works under the supervision and mentorship of an experienced researcher at the University or one of its affiliated institutes;
- The employee has the freedom, and is expected, to publish the results of his or her research or scholarship in peer reviewed publications during the period of the appointment.
- The employee’s position is funded by research grants, research contracts, training grants, or other funds available to the University
- The employee is classified as a member of the Academic Staff of the University

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4. Acknowledgements
The term **Postdoctoral Researcher** includes:

**a)** Positions with the title of **Postdoctoral Fellow** which refers to a Postdoctoral Researcher who has been awarded a Fellowship by an external organization (such as the Australian Research Council) or by UNSW (such as the Vice-Chancellor’s Postdoctoral Research Fellowships); the Fellow is employed to carry out independent research and scholarship in accordance with the requirements of the funding body; and the appointment is generally at level A - C.

**b)** Positions with the title of **Postdoctoral Research Associate** which refers to a Postdoctoral Researcher who is employed to carry out a defined piece(s) of research for a research project(s) under the supervision of a UNSW staff member who is normally a named investigator and responsible for securing the funding (contract, research grant) for that project; these appointments are generally at level A or level B.

## 2. Expectations

### 2.1 Postdoctoral Researchers

The Postdoctoral Researcher should acquire the experience needed to advance his/her career through research accomplishments which should lead to an independent research career, in a timely fashion. Meeting this objective occurs more readily when the Postdoctoral Researcher and Supervisor communicate well and share similar expectations.

It is expected that Postdoctoral Researchers will:

- Abide by the conditions of their employment and University’s policies and procedures including the UNSW Research Code of Conduct.
- Participate actively in setting expectations and outlining research objectives with their Supervisor.
- Communicate research results to his/her Supervisor (see section 5 for more detail).
- Publish peer-reviewed results and assist in grant writing and/or preparation.
- Take responsibility for his/her future career.
- Attend research orientations and actively seek professional development opportunities (i.e., workshops/seminars on grantsmanship, publishing, enhancing professional viability, networking and overcoming barriers to success).
- Contribute to the research activities within the School/Centre.
- Participate in an annual performance review and evaluation with their Supervisor consistent with the University Performance Development Review Scheme; Postdoctoral Fellows are covered by the conditions and procedures defined in the UNSW (Academic Staff) Enterprise Agreement and are eligible to apply for promotion under the UNSW Promotions Policy & Procedures.

### 2.2 Supervisors

A Supervisor should strive to be a Mentor for the appointed Postdoctoral Researcher. A Mentor supports the Postdoctoral Researcher in achieving a successful research career, rather than simply just supervising the Postdoctoral Researcher while working on a research project. Effective Supervision/Mentoring ultimately benefits the Supervisor/Mentor, the University and the discipline of research.

It is expected that a Supervisor of a Postdoctoral Researcher will:

- Ensure that a mutually agreed set of expectations and goals are in place at the outset of the postdoctoral appointment.
- Ensure that the Postdoctoral Researcher is aware that research careers are highly competitive, and that they need to strengthen their track record and apply for grants and fellowships in order to further their career.
• Provide adequate guidance in manuscript preparation, grant writing, and presentation of discipline-specific information and research.
• Advise and assist the Postdoctoral Researcher in decisions regarding future employment, potential and career paths, including education and promotion criteria and pathways.
• Provide adequate guidance in manuscript preparation, grant writing, and presentation of discipline-specific information and research.
• Advise and assist the Postdoctoral Researcher in decisions regarding future employment, potential and career paths, including education and promotion criteria and pathways.
• Review the Postdoctoral Researcher’s performance annually, by conducting a Performance Development Review and manage postdoctoral researchers who do not meet expectations as part of the review process.
• Encourage the Postdoctoral Researcher to attend research orientation and career development workshops/seminars (i.e., grantsmanship, publishing, enhancing professional visibility, networking and overcoming barriers to success).
• Be aware of the conditions of employment for Postdoctoral Researchers.

2.3 School/Centre
The School/Centre should ensure that:
• All Postdoctoral Researchers are included in the formal listing of staff on the web-site
• All Postdoctoral Researchers are included in staff and Faculty email lists to receive communications regarding research.
• Each Postdoctoral Researcher has a Supervisor(s).
• Each Postdoctoral Researcher is provided with access to research facilities such as laboratory and/or office space, and other necessary resources/equipment.
• All Postdoctoral Researchers are included in Performance Development Programs.
• The views of Postdoctoral Researchers are included in School/Faculty decisions via appropriate consultation mechanisms and/or membership of relevant committees.
• There is appropriate representation of Postdoctoral Researchers on School committees, especially Research or equivalent Committees.
• That the Head of School or delegate is available as a point of contact for Postdoctoral Researchers to discuss any issues of concern to them related to their research environment including their working relationship with their Supervisor(s).

(a) Space and Resources
The University recognises that there are discipline specific needs and different levels of resources required to support Postdoctoral Researchers. Heads of School/Centre Directors are responsible for the allocation of space, standard infrastructure and resources to accommodate Postdoctoral Researchers.
Postdoctoral Fellows should be accorded the same facilities and resources as are accorded to other academics of equivalent academic status in their School.

(b) Teaching and Other Duties
The University recognises the benefits of Postdoctoral Researchers engaging in teaching opportunities, including supervision of Honours and higher degree research students, and participation in other appropriate service related duties, for career development. In providing these opportunities, the University and Postdoctoral Researcher must ensure that that the Fellow is able to fulfill the conditions specified by the external organisation or by UNSW (in the case of UNSW Vice-Chancellor’s Postdoctoral Research Fellows) that funds their Fellowship which may include obligations to report on progress on a regular basis.
and specify the types of duties the Fellow may be engaged in (e.g., percentage time permitted on non-research activities such as teaching and administration).

- Postdoctoral Researchers who participate in teaching and other service activities in the discipline, at a level that is permitted under the conditions of employment contract, and taking into account the qualifications, amount of teaching experience, and expertise of the Postdoctoral Researcher, must do so only with the approval of the Head of School/Centre Director.

- Appointment of Postdoctoral Fellows as a higher degree research student supervisor or co-supervisor is only permitted under the conditions specified in the UNSW Policy on Higher Degree Research Supervision; Postdoctoral Fellows who are engaged in supervision of higher degree research students are expected to participate in professional development workshops for new and inexperienced supervisors.

- Postdoctoral Researchers are eligible to be members of Faculty Boards and Committees as defined in the Standing Orders and Rules of Procedure.

3. UNSW Framework for Support of Postdoctoral Researchers

UNSW provides a number of professional development Programs and support services to support Postdoctoral Researchers.

3.1 Orientation to Research

Self-induction. The UNSW Online Orientation provides a brief introduction to the University and includes sections on Settling In, Useful Information, Research, and Policies and Procedures.

University Orientation to Research. The University holds Orientation to Research sessions each semester for new staff to the University. The program covers topics such as the context for nationally competitive grant funding, UNSW research strengths and strategic research directions as well as sources of support available to researchers. Participants have the opportunity to meet key research staff in the Division of Research.

Faculty Orientation to Research. Several faculties offer orientation to research programs to new staff as part of their induction into research activities of the School or Centre.

UNSW Postdoctoral Researcher Handbook. This handbook provides a comprehensive summary of the UNSW Division of Research and outlines the key research services and support for Postdoctoral Researchers.

3.2 Professional Development

(a) University Programs

The Researcher Development Unit runs a number of professional development Programs for early career researchers. These Programs include:

Early Career Research @UNSW Program. The program is designed to assist researchers at UNSW starting or re-starting their careers to improve their research effectiveness, confidence and productivity. A mentor is also selected to individually support and assist each participant throughout the program.

Higher Degree Research Student Supervisor Training. A diverse suite of workshops are available for academic staff of all levels of experience. Workshops cover key areas such as UNSW Higher Degree Research Policy and Procedures; effective Annual Reviews; providing quality advice on candidate’s writing; how to examine a doctoral thesis; integrating your higher degree research candidate with the research culture at UNSW.

Strategic Grant Scheme Information Sessions. These sessions provide introductory advice to researchers who are applying for grants funded by the ARC...
(Australian Research Council), NHMRC (National Health and Medical Research Council) and Fellowship Schemes offered by these research agencies.

(b) Faculty Workshops
The Faculties of Medicine, Engineering and Science have developed a set of tailored courses for postdoctoral fellows that may be taken over a period of several years.

Professional Development Talent Management Programs. The Faculty of Medicine and several other faculties have a comprehensive Professional Development Talent Management program in which all research staff, including Postdoctoral Researchers participate. This involves all researchers having a mentor to help assess their progress and assists with career development activities and opportunities during their time at UNSW. Faculty research, early career researcher grants, awards and scholarly activities are linked to this program.

Career Development Program. The Faculty of Medicine has developed a research pathways document to assist in career development for postdoctoral fellows.

(c) University Support Programs
Organisation and Staff Development Services (OSDS) offers a range Early Career Academic Professional Development Programs in Learning and Teaching, Workplace English, Emergency and First Aid, and Occupational Health and Safety. All Postdoctoral Researchers, as members of the Academic Staff, are eligible to register for these Programs, which are subject to quotas.

(d) Networking
The Faculties of Medicine, Science and Engineering have a formal postdoctoral networking meeting that is held on a weekly basis during term. Facilitators and mentors attend this meeting and help direct networking activities of all Postdoctoral Researchers.

3.3 Research Funding
Postdoctoral Fellows are eligible to apply to internal UNSW research funding schemes subject to the specific terms and conditions of those schemes. Internal funding schemes include Early Career Researcher (ECR) funding, which is administered by Faculties under conditions specified by the Faculty Dean to support ECRs and the Faculty research priorities.

UNSW Goldstar awards for near-miss ARC and NHMRC grant applicants are awarded annually by the Deputy Vice-Chancellor (Research). Eligible Postdoctoral Fellows are automatically considered for these funds.

Postdoctoral Fellows should be accorded the same access to School funding schemes for conference travel as are accorded to other academics of equivalent academic status in their School

4. Acknowledgements
The definitions and roles and responsibilities in this document draw on information available in the UWA Postdoctoral Handbook and web-site, and the Ottawa University Faculty of Graduate and Postdoctoral Studies web site.

Appendix A: History

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