

**Faculty of Science
Margaret Clayton
Women in Research Postdoctoral Fellowship 2010**

www.sci.monash.edu.au/research/index.html

Conditions of Award

1. TERMS OF FELLOWSHIP

(a) Duration of fellowship

The appointment is for up to three (3) years.

(b) Duties

The whole of the fellow's professional time will be devoted to the duties of the appointment subject to condition 1(d) relating to other professional activities. Duties are:

- to conduct and promote research in the field of the appointment;
- to supervise the academic work of honours and postgraduate students as appropriate;
- to teach courses as appropriate*; and
- to carry out limited administrative work and such other activities as determined by the head of school / centre in which research is being undertaken.

* A limited amount of teaching, normally at third-year or honours level, may be undertaken by mutual agreement between the fellow and the school.

(c) Annual progress report

An annual progress report will be required by 1 November in each calendar year. In consultation with the fellow, the relevant head of school / centre will nominate a mentor who will review all such reports and, in conjunction with the head of the unit, make recommendations to the Associate Dean (Research). This report will comprise part of the Fellow's Annual Portfolio as prescribed by the Academic Performance Management Scheme.

A final report is to be submitted to the head of school / centre prior to the completion date of the Monash Fellowship.

Report guidelines are available from the Faculty of Science Manager, Research and Research Training.

(d) Other professional activities

It is a condition of appointment that the fellow abides by the Monash University policy on outside work which is available from Monash University Human Resources (HR) (see www.adm.monash.edu.au/workplace-policy/conduct-compliance/paid-outside-work.html).

2. ENTITLEMENTS

(a) Value of award

The successful applicant will be appointed within the Research Fellow Level A/B range depending on experience and will also receive superannuation and a contribution to relocation expenses (see below).

The school or centre in which the fellow is based is responsible for providing office accommodation and access to appropriate facilities and services necessary for the research program.

(b) Travel and removal expenses

Travel

Where a fellowship is awarded to an overseas resident, the Faculty of Science will reimburse the cost of the most direct economy airfare for the fellow (up to \$2500). On completion of the fellowship the fellow will be entitled to the same return fare provisions, provided that the return journey is made within six months of completion of the fellowship.

Where the fellowship is awarded to an Australian resident, the Faculty of Science will meet travel expenses on a comparable basis.

Where a fellow elects to travel by car, the Faculty of Science will provide a mileage allowance up to the maximum equivalent of the direct economy airfare.

Claiming reimbursement

To claim reimbursement of travel costs the fellow should furnish the Manager, Research and Research Training of the Faculty of Science with full particulars of the mode and time of travel and receipts for all payments. The faculty must sight all receipts before a claim for reimbursement is met.

Refund of travel expenses

If a fellow relinquishes the fellowship within 12 months of the commencement date, she will be required to refund, on a pro rata basis, the travel expenses provided by the faculty.

(c) Leave entitlements

Annual Leave

During the appointment, a fellow is entitled to annual leave at the rate of 20 working days per annum to be taken at any time by arrangement between the fellow and the head of school / centre, normally within the year in which it is accrued. Fellows should acquaint themselves with the provision of the Annual Leave Section of the Monash University Enterprise Agreement (MUEA) which sets limits on the accrual of annual leave.

Sick Leave, Long Service Leave and Other Leave

A fellow may be granted leave of absence for other reasons in accordance with the policies and procedures set out in the Monash University Workplace Policies and Procedures (WPP) website (see www.adm.monash.edu.au/workplace-policy/).

(d) Research support

The research fellow will be entitled to annual research support of up to \$15,000 per annum, which must be fully justified in the project budget. The fellow would not be eligible to apply for the Faculty of Science Early Career Researcher Grant scheme.

3. VARIATIONS TO TERM OF FELLOWSHIP

(a) Suspensions

Given the relatively short duration of the fellowship, suspensions will not normally be allowed.

(b) Relinquishment of fellowship

A fellow is required to give one month's notice if she intends to relinquish the fellowship.

(c) Termination of fellowship

On the basis of a progress report(s), a fellow not demonstrating satisfactory performance will have the fellowship reviewed by the Associate Dean (Research) who may, in accordance with university procedures, terminate the fellowship, with one month's written notice.