EQUITY FELLOWSHIP GUIDELINES

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Responsible Division & Unit: Professional & Organisational Development Services

Supporting documents, procedures & forms of this policy: Employment Equity and Workforce Diversity Policy
Employment Equity & Diversity Management Strategy
Indigenous Employment Strategy 2013-2018

Relevant Legislation & External Documents:

Audience: Internal – UOW Staff Only

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1 Introduction / Background

1. The UOW Equity Fellowships are funded by the Vice-Chancellor and administered by Professional and Organisational Development Services (PODS). Funding has been available since 2005 with good results being achieved by the recipients. Continued funding is dependent on the outcomes achieved by academic staff in the Program.

2. Equity Fellowships aim to assist academic staff with the completion of their PhD program, where completion is potentially delayed or at-risk because of equity issues.

3. Improved workforce representation and distribution of academic women and Aboriginal and or Torres Strait Islander peoples have been identified as equity priorities and therefore equity fellowships will primarily target these groups. However a number of fellowships will still be available each year for other equity groups which include staff who:
   a. have carer responsibility, including men who have experienced career disadvantage associated with being a primary carer
   b. have a disability
   c. come from a culturally and linguistically diverse background
   d. identify with another disadvantaged minority group.

2 Scope / Purpose

1. The University recognises the difficulties that staff undertaking a PhD face in balancing work, study and other aspects of life. These fellowships aim to assist staff working in an academic capacity, by providing the opportunity to attain qualifications that will contribute to their career progression.

2. Seven fellowships of up to $12,000 may be awarded to staff each year, to be used for costs associated with the completion of a PhD program. Applications will also be accepted from Aboriginal and Torres Strait Islander staff seeking to complete a Masters program.

3. Funding for all equity fellowships will normally be for a six month period.

3 Eligibility

1. Applicants must be academic staff members who have been employed by UOW for a minimum of two years on a continuing basis or have a fixed term contract with at least two years further duration. Academics employed in a part time capacity will be eligible for pro-rata funding.

2. Applications will be considered where applicants are women, are of Aboriginal and or Torres Strait Islander descent, or where the applicant can demonstrate that their career has been substantially affected by one or more equity issues, such as:
   a. carers’ responsibility
   b. disability
c. refugee status
d. culturally and linguistically diverse background
e. sustained insecure employment in sector (numerous contracts)
f. late entry into academia from a career in industry

3. Aboriginal and/or Torres Strait Islander staff who have previously received funding to complete a Masters program under this Fellowship, are eligible to apply for further funding to complete their PhD.

4. Preference will be given to those who will be able to bring their dissertation to submission for examination within 6 months of the end of the Fellowship.

5. Staff members who have been full-time PhD candidates supported by a scholarship for a significant part of their candidature will not normally be considered.

4 Funding

1. Normally, funds may be used to cover one or more of the following relevant expenses for one semester:

   a. release from teaching & other duties (funding to faculty based account);

   b. research assistance (funding to faculty based account);

   c. child care (funding provided on provision of original documentation. Fringe Benefit Tax will apply to child care provided off campus).

5 Assessment

1. Applications will be considered by an Assessment Committee comprising the Human Resources Director (or nominee), Deputy Vice-Chancellor Research (or Nominee) and an Executive Dean nominated by the Vice-Chancellor. The Aboriginal & Torres Strait Islander Employment Officer may also be invited to attend the Committee.

2. Assessment will be based on the following criteria:

   a. significance of the fellowship to the applicant's career progression

   b. nature and impact of the challenge/disadvantage

   c. evidence that the objectives outlined will be achieved

   d. whether the PhD supports an area where UOW has a current or future need for academic staff.

6 Application Procedure

1. Applications should be made on the Equity Fellowship Application Form which consists of the following two parts:
a. A statement (1-2 pages) by the applicant about their study program, including:
   i. stage of work, that is, sections of research and writing completed and what is in draft or final form
   ii. the work that remains to be done
   iii. how the fellowship funding will be used with a timetable including a final submission date (if fellowship application is successful)

b. A statement by the applicant about equity issues impacting on their career including employment history and career breaks (1 page).

2. The Assessment Committee will also receive:
   a. A statement by the principal supervisor including viability of the proposed timetable
   b. A statement by the Head of School (or equivalent), including support for the identified use of the fellowship funding
   c. A commentary on the application and probability of success from the relevant Executive Dean or equivalent If more than one application is received from a Faculty (or equivalent) the Executive Dean will be asked to rank applicants.

7 Timing

1. Applications will be called for through Professional & and Organisational Development Services early in September. Applications will close at the end of September each year. Candidates will be notified of the outcome of their application no later than November of the same year.

8 Conditions and further information

1. A short report detailing progress (1-2 pages) must be provided, by each recipient, to the Manager PODS within four weeks of the end of the fellowship period.

2. An annual report will be provided, by the Manager PODS to the Employment Equity & Diversity Committee on progress achieved and completions of PhD programs by fellowship recipients.

3. Enquiries should be addressed to pods@uow.edu.au or by phoning 02 4221 4929.

9 Related Documents

   Employment Equity and Workforce Diversity Policy
   Employment Equity & Diversity Management Strategy
   Indigenous Employment Strategy 2013-2018

10 Version Control Table

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<td>Manager, PODS</td>
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