

# Research Active Procedure



## 1 Purpose

To define the minimum threshold standards used by the University to determine Research Active status, in accordance with the *Higher Education Standards Framework (Threshold Standards) 2021*.

## 2 Scope

This procedure applies to all full-time or fractional Employees in academic positions who hold a continuing, contingent funded or fixed-term appointment.

## 3 Procedure Overview

This procedure outlines the minimum threshold standards used to determine whether an individual meets Research Active status at the University for the purposes of seeking accreditation as a Higher Degree by Research (HDR) Student Principal Supervisor.

This procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021*: Standard 4.1 Research

## 4 Procedures

### 4.1 Research Active Threshold Standards

The University defines Research Active status through three minimum threshold standards, all of which are based on outputs over a three-year period (defined as the previous three calendar years):

1. Publication of at least two Research Outputs AND securing funding to the University as a Chief Investigator through at least one externally funded Research project, which, at time of reporting, is providing income to the University; **OR**
2. Publication of at least four Research Outputs, with Research Outputs in at least two of the three years; **OR**

3. One Associate Supervision HDR completion with three (3) Research Outputs, with Research Outputs in at least two of the three years.

The thresholds will be pro-rated by the employment fraction of the individual academic Employee. At the beginning of each calendar year, the average employment fraction of the individual academic Employee, over the previous three years, will be calculated and the performance metrics will be divided by this fraction to assess Research Active status.

The thresholds represent a minimum standard to enable Principal Supervision of HDR Students. All academic Employees should meet and strive to exceed the expectations described in the University's Academic Employee Expectations Framework.

## **4.2 Application of the Research Active Threshold Standards**

### **4.2.1 Reporting on Research Performance**

- It is the responsibility of all academic Employees to ensure Research performance data is accurately captured in the University's identified Research Information management systems.
- The University's identified Research Information management systems will be the only source used by the University for reporting Research performance data.

### **4.2.2 Higher Degree by Research Students**

Academic Employees who are currently undertaking, and actively enrolled in, a doctoral program either at the University or elsewhere, will be deemed Research Active for the duration of their candidature.

### **4.2.3 Current Academic Employees**

- Confirmation of an academic Employee's Research Active status will be available through the University's HR Self Service System. This will be regularly updated through the collection of data from the University's Research Information management systems.
- If an academic Employee is deemed through the annual Performance Planning and Review process to meet the minimum Research Active threshold standards or above, they will retain their Research Active status.
- If an academic Employee is deemed through the annual Performance Planning and Review process not to meet the Research Active minimum threshold standards, the individual will be supported to develop an individual Research plan to achieve, maintain and strive to exceed the Research Active minimum threshold standards.
- If an academic Employee does not retain Research Active status, following the annual

Performance Planning and Review process, the Head of School/College or Centre Director will review the composition of supervisory panels on which the Employee is active to ensure the provision of effective supervision. As appropriate, the Head of School/College or Centre Director will confirm that no changes are required or amend the panel. Advice will be provided to the Dean (Graduate Research School), as required.

- Academic Employees who are not Research Active cannot be added to any new HDR candidate supervisory panels as a Principal Supervisor. They can be added to one or more HDR supervisory panels as an Associate Supervisor.

#### **4.2.4 New Academic Employees**

All level A and B academic Employees, and Early Career Academic, will be deemed Research Active for the first three-year period of their appointment with the University.

It is expected that new academic Employees at level C and above will meet the minimum Research Active threshold standards from the commencement of their employment with the University.

#### **4.2.5 Career Interruptions**

Career interruptions will be considered when assessing Research Active status and will be in accordance with the Australian Research Council's Eligibility and Career Interruptions Statement.

Each period of career interruption must be:

1. significant and not overlapping;
2. for a period of greater than one (1) month; and
3. approved by the Deputy Vice-Chancellor (Research and Innovation).

Upon returning to the University following a confirmed career interruption, academic Employees will be deemed Research Active and will be supported through the Performance Planning and Review process to develop an individual research plan to maintain the Research Active minimum threshold standards.

For academic Employees whose FTE is less than 0.5FTE in the three-year assessment period due to career interruption, additional Research Output data may be considered. Please note that this is at the discretion of the Deputy Vice-Chancellor (Research and Innovation), as per Section 4.2.6.

#### **4.2.6 Exceptional Circumstances**

In cases of exceptional circumstances, the Deputy Vice-Chancellor (Research and Innovation) may consider a new or existing academic Employee for Research Active status on a case-by-case basis.

### 4.3 Grievances

An Employee who is dissatisfied with a Decision in relation to their Research Active status, should refer to the Employee Complaints Policy.

## 5 References

Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Research and Innovation)
<b>Responsible Officer</b>	Deputy Vice-Chancellor (Research and Innovation)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Research Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	15/12/2022
<b>Effective Date</b>	15/12/2022
<b>Review Date</b>	15/12/2027
<b>Relevant Legislation</b>	<a href="#">Australian Code for the Responsible Conduct of Research, 2018</a> <a href="#">Commonwealth scholarships Guidelines (Research) 2017</a> <a href="#">Education Services for Overseas Students (ESOS) Act 2000</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Higher Education Support Act 2003</a>

	<a href="#">Information Privacy Act 2009</a>  <a href="#">National Code of Practice for Providers of education and Training to Overseas Students 2018</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Code of Conduct Policy</a>  <a href="#">Employee Complaints Policy</a>  <a href="#">Intellectual Property Policy</a>  <a href="#">Learning and Teaching Policy</a>  <a href="#">Research Code of Conduct Policy</a>
<b>Related Procedures</b>	<a href="#">Authorship Procedure</a>  <a href="#">Commercialisation of Intellectual Property Procedure</a>  <a href="#">Higher Degree by Research Supervision Procedure</a>  <a href="#">Higher Doctorates Procedure</a>  <a href="#">Human Research Ethics Procedure</a>  <a href="#">Intellectual Property Procedure</a>  <a href="#">Research Code of Conduct: Management of Potential Breaches Procedure</a>  <a href="#">Research Data and Primary Materials Management Procedure</a>  <a href="#">Research Structures Procedure</a>  <a href="#">Visiting Academic, Adjunct and Honorary Titles Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Australian Research Council Eligibility and Career Interruptions Statement</a>  <a href="#">Graduate Research School</a>  <a href="#">UniSQ Academic Employee Expectations Framework</a>  <a href="#">UniSQ Research</a>  <a href="#">UniSQ Research Plan</a>

**Definitions**

**Terms defined in the Definitions Dictionary**

[Decision](#)

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

[Deputy Vice-Chancellor \(Research and Innovation\)](#)

The person bearing that title including a person acting in that position.

[Early Career Academic](#)

An Early Career Academic, also referred to as Early Career Researcher, has been conferred their PhD within the past five years. This period can be extended by taking into consideration eligible Career Interruptions.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Head of School/College](#)

An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.

[Higher Degree by Research \(HDR\)](#)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

[Higher Degree by Research \(HDR\) Student](#)

A Student enrolled in an HDR program.

[Information](#)

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form.

This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

### [Research](#)

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.

### [Research Active](#)

A "Research Active" individual pursues ongoing Research as a major focus of their academic activity.

### [Research Output](#)

An output is an outcome of research and can take many forms. Research Outputs must meet the definition of Research.

### [Student](#)

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

### [University](#)

The term 'University' or 'UniSQ' means the University of Southern Queensland.

### **Definitions that relate to this procedure only**

**Keywords**

**Record No**

22/328PL