



## ACADEMIC EXTENDED RESEARCH LEAVE POLICY

<b>Policy Number</b>	TLR 5.11
<b>Policy Name</b>	Academic Extended Research Leave Policy (Issue Three)
<b>Applicability</b>	Continuing Academic Staff excluding Bond University College staff
<b>Policy Owner</b>	Deputy Vice Chancellor (Academic)
<b>Contact Person</b>	Deputy Vice Chancellor (Academic)
<b>Policy Status</b>	Approved Policy
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<b>Date last reviewed</b>	
<b>Date of next review</b>	20 February 2023
<b>Related policies</b>	Research Activity Policy ( <a href="#">TLR 5.04</a> )

### 1. OVERVIEW

The purpose of this Policy is to provide a transparent process for determining applicant suitability for [Extended Research Leave](#) to internal candidates. The award is intended to allow staff to accelerate productive research to enhance their research profile, competitiveness, and external collaborative networks.

Instances where Extended Research Leave may be granted include:

- Significant, documentable research;
- Development of sustained collaborative research activities; including scholarly work, external funding applications, and HDR student supervision;
- Special purposed, in circumstances approved by the Deputy Vice Chancellor (Academic).

### 2. ELIGIBILITY TO APPLY FOR EXTENDED RESEARCH LEAVE

To be eligible to apply for Extended Research Leave, the academic must:

- hold a continuing position (greater than 0.5 FTE) and have been employed by the University for a minimum of two (2) years; or
- hold a fixed term position (greater than 0.5 FTE) and have worked continuously (unbroken service) for the University for a minimum of three (3) years and have at least twelve (12) months remaining on their current contract as at the date of the award; and
- be [Research Active](#);

Preference will be given to those who can provide evidence of external grant applications or research impact.

### 3. THE POLICY

As part of the annual budget process, the Deputy Vice Chancellor (Academic) will decide the number of Extended Research Leave opportunities to be provided in the following year.

A central Extended Research Leave Committee will be established annually to assess applications. In the selection process the Committee will take account of the University's Research Priorities and identify opportunities for developing research capacity and delivering outcomes for the University, taking into account, for example, international collaboration, superior performance in research, and the most recent performance in the Excellence in Research for Australia (ERA) assessment.

Plans to apply for Extended Research Leave for the coming year will normally be discussed during the annual [PDR](#) process.

#### **4. COMPOSITION OF THE EXTENDED RESEARCH LEAVE COMMITTEE**

The Committee will be comprised of the following members:

- A Chair, normally the Deputy Vice Chancellor (Academic) or a nominated representative;
- Four (4) nominees, one from each Faculty. These would ordinarily hold appointment at full Professor level; and
- At least one (1) University Research Centre Director.

#### **5. APPLICATION**

Applicants must be able to demonstrate clearly and succinctly how the leave will benefit the University. Applicants must also clearly articulate how the award will support their professional development, accelerate their research track record, and build lasting collaborative networks.

All applications must be supported by a statement from the Executive Dean of the relevant Faculty on the strength of the candidate's claim for Extended Research Leave. The statement must outline the Faculty's ability to provide teaching relief, and the commitment to provide a matching research semester to ensure two (2) consecutive research semesters. The Executive Dean may also outline additional financial support to be provided by the Faculty.

Two months prior to travelling, the candidate must provide a detailed schedule of travel, meetings, and other research activity to Research Services.

#### **6. OTHER CONDITIONS**

- 6.1. Extended Research Leave may be granted on full salary (including loadings and superannuation). This will be determined at the time the applicant is advised that their application has been successful.
- 6.2. Research Services will be responsible for the budget for Extended Research Leave. Faculties will receive the approved amount of funds. Faculties will pay for travel, accommodation, associated travel costs and teaching relief and make all the associated travel bookings.
- 6.3. Extended Research Leave is normally limited to one semester or less. Staff will normally take pro rata Annual Leave during Extended Research Leave.
- 6.4. Outside employment or consultancy work while on Extended Research Leave is not permitted.
- 6.5. The University will provide the staff member with travel and health insurance in accordance with University policy.
- 6.6. Upon completion of Extended Research Leave, the staff member must return to their normal duties. Should a staff member fail to return to their normal duties for a full twelve (12) months following the Extended Research Leave, the University may require them to repay their salary or a proportion of their salary for the period of the Extended Research Leave.
- 6.7. A successful applicant for Extended Research Leave is only permitted to re-apply for further Extended Research Leave three (3) years after returning to their normal duties.
- 6.8. With one (1) months' notice, an Extended Research Leave arrangement can come to an end. Should this occur the staff member must return to normal duties at the end of the notice period. Possible reasons for the arrangement coming to an end include (but are not limited to) situations where:
  - 6.8.1. the staff member deems the arrangement to be no longer beneficial;
  - 6.8.2. there is evidence of misconduct or a breach of the Policy.

#### **7. COMMITTEE RECOMMENDATIONS**

All documents and deliberations of the Extended Research Leave Committee will be treated as confidential. The Committee will report its recommendations to the Vice Chancellor for endorsement through the University Management Committee.

Where an application is approved, and the planned dates change, plans may be renegotiated with the Faculty and Research Services, provided that the renegotiated leave period commences within twelve (12) months of the original approval being granted.

## 8. COMPLETION OF EXTENDED RESEARCH LEAVE

Upon returning from Extended Research Leave, the staff member is required to submit a report to the Executive Dean and Research Services within two (2) months. The report should include specific information about the leave activities including details on how they met the objectives stated in their application, how the two non-teaching semesters has benefited their research and scholarly activities, details on their planned external grant proposal, and a financial statement from their Faculty.

The Executive Dean will table the Academic Extended Research Leave report at the next meeting of the Bond University Research Committee.

Research Services will add the award to the academic's Research Activity Report and will track resulting publications and external funding.

## 9. APPEALS

An appeal may be made against a decision of the Extended Research Leave Committee on the basis of procedural fairness, but not on the merits of the decision. Appeals must be made to the Vice Chancellor in writing.

The Vice Chancellor may take such advice as considered to be appropriate. The Vice Chancellor's decision will be final.

## 10. DEFINITIONS

<b>Academic Staff</b>	For the purpose of this Policy, academic staff refers to Bond University academic staff excluding Bond University College staff.
<b>Extended Research Leave</b>	One additional research semester where an academic is released from teaching and administrative duties to focus on research activities.
<b>PDR</b>	Professional Development Review
<b>Research Active</b>	Research Active staff will satisfy the requirements detailed in Schedule 1 of the <a href="#">Research Activity Policy</a> .

## 11. RELATED PROCEDURES, GUIDELINES AND FORMS

[Extended Research Leave Application Procedures](#)  
[Extended Research Leave Application](#)

## Academic Extended Research Leave Application Procedures

July	<p>Deputy Vice Chancellor (Academic) determines the number of opportunities available and selection parameters as part of the Budget setting and strategic focus processes for the following year.</p> <p>Sufficient funds are identified to support the costs of teaching relief and travel for each opportunity identified.</p>
July	<p>The number of opportunities for extended research leave are announced.</p> <p>Eligible Academic staff are advised to discuss their interest in applying for Academic Extended Research Leave Program (AERLP) during their Interim PDR meeting. Advice from their Associate Dean (Research) should also be sought.</p>
July	<p>AERLP Chair makes a call for applications with a four (4) week closing date.</p>
July	<p>Eligible Academic staff members submit applications to Research Services.</p> <p>Executive Deans provide a confidential report on each of the applicants from their Faculty.</p>
Early August	<p>AERLP Committee convenes to consider applications.</p> <p>Recommendations made to the Vice Chancellor for endorsement by UMC.</p>
Late August	<p>AERLP Chair notifies the applicants, Executive Deans, and Associate Deans (Research) of the outcome. RS to provide details to Office of Human Resources for staff file and records.</p>
January semester of following year	<p>Successful applicants may take AERLP in the approved semester over the following 12-month period commencing in the January semester.</p> <p>Research Services transfers funds to each Faculty to administer the Award. Research Services advise Faculty of funds transfer and forward the detailed schedule of travel, meetings and other research activity (see clause 5 of policy).</p>