

RESEARCH ACTIVITY POLICY

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Policy name	Research Activity Policy (Issue Six)
Applicability	All Academic Staff
Policy owner	Chair, Academic Senate
Contact person	Provost
Policy status	Approved Policy
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Related policies	Research Code of Conduct Policy (TLR 5.06) Academic Extended Research Leave Policy (TLR 5.11) Higher Degree Research Student Supervision Policy (TLR 8.04)

1. INTRODUCTION

Bond University is committed to encouraging and enhancing its research activities, opportunities and outcomes and fostering collaborations in research and scholarship within the University, national and international communities.

This Research Activity Policy is aligned with the University Strategic Plan and is designed to ensure the University complies with, and benefits from: Federal Government research support schemes including Block Grant funding; the Tertiary Education Quality Standards Agency (TEQSA) guidelines for Research and Research Training; and Government reporting including the Excellence in Research for Australia (ERA).

The Policy places a focus on research activity across scholarly publishing, external research income, research commercialisation and research training, and defines a framework for formally recording research activity. The Policy recognises the different manifestations of research scholarship which occur within a modern University environment and the relativities which occur across disciplines and career stage. The Policy provides a framework to allow Faculties to set discipline relevant thresholds for each level of academic appointment as a measure of research activity.

2. TIMEFRAME

The assessment reference period is the most recent complete three-calendar year period.

3. SPECIAL CIRCUMSTANCES

This Policy recognises the development requirements of Early Career Researchers (ECR) and the impact that career interruptions may have on research activity.

3.1. Early Career Researchers

The Policy follows the Australian Research Council definition of an Early Career Researcher, being a researcher within five (5) years of being awarded their first PhD (or recognised equivalent qualification). The ECR period is a calculated field based on the provided date of PhD in the University research system. In the absence of this date, ECR status cannot be derived.

At the discretion of the Executive Dean, a Research Enabled staff member without a PhD (or recognised equivalent qualification) may be granted ECR status. However, this status will expire after the academic's cumulative first five (5) years of equivalent full-time employment in a Research Enabled role at any University, regardless of subsequent conferral of a PhD (or recognised equivalent qualification).

At the discretion of the Executive Dean, a Research Enabled staff member who has held a PhD (or recognised equivalent qualification) for more than five (5) years but is within the cumulative first five (5) years of equivalent full-time employment in a Research Enabled role of any University, may be granted ECR status.

An academic whose PhD (or recognised equivalent qualification) is awarded after the academic's first five (5) years of equivalent full-time employment in a Research Enabled role will not be entitled to ECR status.

All Early Career Researchers must hold a valid Research Development Plan (see Clause 4 below), which is recorded in the University research system.

3.2. Career Interrupted Researchers

The Policy follows the Australian Research Council definition of a Career Interrupted Researcher (CIR). The types of career interruption that will be considered are listed in [Schedule 1](#).

Each period of career interruption must be:

- a) significant and not overlapping;
- b) for a period of greater than one (1) month; and
- c) certified by the Provost.

Evidence must be uploaded to the University research system with the start date and end date of the Career Interruption. In the absence of this date and supporting evidence, Career Interrupted status cannot be derived.

All CIRs should, where reasonably practicable, hold a valid Research Development Plan (see Clause 4 below), which is recorded in the University research system.

3.3. Recognition of Prior Track Record

Eligible staff who have joined Bond University within the three-year reference period, may seek recognition of their research activity at their prior institution. This must be supported by evidence of previous research activity, in accordance with the parameters set out in [Schedule 2](#). Evidence must be endorsed by the Executive Dean and submitted in the University research system.

4. RESEARCH DEVELOPMENT PLANS

Research Development Plans are relevant to ECRs and CIRs and those not meeting research activity expectations.

A Research Development Plan is a tool to assist staff to achieve their research goals, with a view to exceeding their research activity expectations prior to the conclusion of their Special Circumstance status.

Research Development Plans are living documents, signed off by the Executive Dean. The plan should include:

- Attraction of internal/external funding to support the staff member's research program;
- Engagement with other researchers nationally and internationally with complementary expertise and interests;
- Dissemination of research findings through appropriate discipline-specific outlets;
- Participation in supervisor training and, once completed, HDR student supervision;
- Engagement with external end-users as appropriate; *and*
- Expected timeframes and deliverables.

The Research Development Plan should be updated regularly, and progress evaluated at the annual Professional Development Review.

5. ASSESSMENT

Research activity records will be finalised during week 2 of semester 1 and provided to the Executive Dean of each Faculty. Staff may check their personal research data contained in the University research system at any time throughout the year.

The research activity expectations of eligible staff will be determined using Faculty specific standards at the time of their Performance Development Review. All Research Enabled staff must be active in at least two (2) of the research activities a) to g) outlined in Clause 6. If the Executive Dean considers that a staff member who does not meet this requirement should nonetheless be designated as meeting research activity expectations, they may apply to the Provost for approval to do so.

6. RESEARCH ACTIVITIES

The University research system maintains records of all research activities as explained below and defined in [Schedule 2](#).

a) Publications

All listed authors on each eligible publication output will be recorded. Faculties may submit a list of high quality, prestigious publication outlets for which publications will be recorded as publications in high quality outlets. The list should represent approximately the top 30% of the outlets for the discipline. Where a high impact publication is not published in a quality journal or by a quality publisher, the authors may seek approval from the Executive Dean for that output to be recorded as a high-quality publication

On a case-by-case basis, the Executive Dean may also allow other output types to contribute to the research activity metrics where the output is peer reviewed and is of comparative quality and impact as a journal article, book or book chapter. This may include *Commissioned Reports*, *Full-paper conference publications*, and *non-traditional outputs* such as designs, films, recordings and creative works where the research element can be clearly articulated.

b) External Research Funding

All Chief Investigators listed on an externally funded award will have that grant recognised on their research record.

Research Income is calculated using the total value of an external award (whether administered by Bond University or not) for each listed Chief Investigator.

c) Research Commercialisation Income

Successful research commercialisation activities will be recorded in the University research system after approval from the Executive Dean. The definition of Research Commercialisation Income adopted is the definition applied by 2018 ERA as set out in [Schedule 3](#).

d) HDR Student Supervision

Supervision includes Principal and Associate Supervisors of Higher Degree by Research Students enrolled at Bond University. All listed supervisors will have their respective supervisory share of the enrolled student EFTSL recorded.

e) HDR Student Completion

Completion includes Principal and Associate Supervisors of Higher Degree by Research Students enrolled at Bond University. All listed supervisors will have their respective supervisory share of the completed supervision recorded.

f) Non-HDR student supervision

The Policy recognises the importance of supervision of non-HDR students as a pathway into HDR programs.

Eligible staff who supervise students enrolled in Programs that contain a research component of at least 30 credit points will have that supervision recorded.

g) Mentoring

Eligible staff who are listed as either mentors or mentees, under the University's Research Mentoring Program, will have their active participation in the Program recorded.

7. DEFINITIONS

CIR	Career Interrupted Researcher
ECR	Early Career Researcher
EFTSL	Effective Full-Time Student Load – captured by the University student management system
HDR	Higher Degree Research
Research Enabled	An academic employed to carry out research and teaching

8. RELATED PROCEDURES, GUIDELINES AND FORMS

[Schedule 1](#) Career Interruption

[Schedule 2](#) Research Activities Recorded in the University Research System

[Schedule 3](#) ERA 2018 Definition of Research Commercialisation Income

SCHEDULE 1 Career Interruption

Reason for career interruption	Period which can be claimed
Disruption due to international relocation	A period of time not exceeding three (3) months per international relocation.
Carer's responsibilities	A period of time commensurate with the interruption will be considered.
Illness or disability	
Maternity or parental leave	
Unemployment	
Non-research employment not concurrent with research employment	
Being the primary carer of a dependent child (inclusive of carer's responsibilities and any maternity or parental leave)	Up to two (2) years per dependent child, inclusive of any period of maternity or other parental leave, with no maximum identified. A primary carer of a dependent child who has had extensive caring responsibilities due to reasons such as illness or disability, may be granted a further extension (in addition to the two (2) years) with justification.

SCHEDULE 2 Research Activities Recorded in the University Research System

External Research Income	Category
\$1 to \$10,000	D
\$10,001 to \$50,000	C
\$50,001 to \$200,000	B
\$200,001 or greater	A

Research Commercialisation Income

\$1 to \$10,000	D
\$10,001 to \$50,000	C
\$50,001 to \$200,000	B
\$200,001 or greater	A

* All amounts listed are exclusive of GST.

Publications

Peer Reviewed Journal Article
Faculty Quality Publication Outlet
Peer Reviewed Book Chapter
Peer Reviewed Book

Supervision and Completions

HDR Student Supervision
HDR Student Completion Masters
HDR Student Completion Doctoral
Non-HDR Student(s) supervision

Participation in Mentoring

Mentor or Mentee Registered

SCHEDULE 3 ERA 2018 Definition of Research Commercialisation Income

Research commercialisation income

Research commercialisation income is defined as income from:

- institution-owned subsidiaries
- spinoff companies
- licences, options and assignments (LOA).

LOA for inclusion must be negotiated on full commercial terms, granting access to institutional intellectual property (patents, designs, PBR and trademarks) in return for royalties or licence fees.

LOA include:

- running royalties
- cashed in equity.

LOA do not include:

- material transfer agreements (MTA), including income received to cover costs of making and transferring materials under MTA patent expense reimbursement from licensees
- research funding
- a valuation of equity not cashed in
- trademark licensing royalties from university insignia.

Research commercialisation income does not include:

- commercial income from research contracts and consultancies, commissioned works, student fees, rents or any other source
- Cooperative Research Centre (CRC) research income.