

## REGISTER OF SUPERVISORS IN THE SCD

(to be considered in conjunction with the document: “Research Active in the SCD: *Definition and Policy*”)

<i><b>ACTION</b></i>	<i><b>DATE</b></i>
NSW DET sets the development of a Register of Supervisors as a condition of re-accreditation of the research degree program (MA(Hons), MTh(Hons), ThD, PhD, DMin)	31 <sup>st</sup> July 2007
Consultation with Prof Trevor Cairney from the DET reaccreditation panel (formerly Pro-Vice Chancellor (Research) UWS)	14 <sup>th</sup> August, 2007
Initial SCD consultation: chairs of various committees, principals, Office of the Dean	20 <sup>th</sup> August 2007
Approval of the Research Degree Committee	27 <sup>th</sup> August 2007
Approval of the Academic Board	5 <sup>th</sup> September 2007
Further refinements and procedural changes then submission to the Academic Board	5 <sup>th</sup> October 2007
Published in the PPM	

## Register of Supervisors in the SCD

The members of the Register are eligible to supervise candidates in the research degrees of the College, or act as associate supervisors. A precondition for being a research supervisor or associate supervisor is that the academic is research active (see the draft document “Research Active in the SCD: *Definition and Policy*”). Membership on the Register is a further recognition of quality performance in research

A necessary condition is that an academic is either a full-time or permanent part-time member of the faculty, and that he or she has conditions for research built into the role. This involves an allocation for research in employment loading, with consequent processes of accountability. Further it requires provisions for sabbatical leave, which include a process of accountability to designated research outcomes from the sabbatical. There may be other possibilities for research leave as well, again with consequent processes of accountability.

Membership of the Register also involves ongoing participation in seminars and workshops for supervisors.

The two key levels on the Register of Supervisors cover experienced faculty and early career researchers.

### **RESEARCH ACTIVE ACADEMICS eligible to SUPERVISE or act as ASSOCIATE SUPERVISORS**

Full-time and permanent part-time faculty members are eligible to supervise or act as associate supervisors if they have achieved ‘research active’ status, and meet criteria associated with ongoing training in supervision. In effect, they need to be involved in the following over a five year timeframe (or part-time equivalent):

#### **1. PUBLICATIONS [adapted from the DEEWR guidelines]**

- a. Books from commercial publishers
- b. Chapters in books from commercial publishers
- c. Publications in refereed journals
- d. Chapters in proceedings of conferences
- e. Translation with commentary of a scholarly text
- f. Performance or showing of a creative work as recognized and peer reviewed within the discipline

#### **2. SCHOLARSHIP [reflection of standing in the field]**

- a. Refereed conference papers
- b. Successful grant applications
- c. Role as chief investigator in an externally funded

- research projects
- d. Editorial role on refereed journals
- e. Citations or equivalent

### **3. SUPERVISION EXPERIENCE AND TRAINING [experience and ongoing training]**

- a. Successful completions by research candidates
- b. Co-supervision and associate supervision of research candidates
- c. Examination of research theses
- d. Annual supervisor professional development as accredited by the College

## **EARLY CAREER ACADEMICS eligible for ASSOCIATE SUPERVISION**

Early career academics, full-time and permanent part-time, who are inexperienced in supervision are eligible to be associate supervisors if they are in process of achieving 'research active' status, and have taken initial training in supervision. In effect, they need to be involved in the following over a five year timeframe (or part-time equivalent):

### **4. PUBLICATIONS [adapted from DEEWR guidelines]**

- a. Books from commercial publishers
- b. Chapters in books from commercial publishers
- c. Publications in refereed journals
- d. Chapters in proceedings of conferences
- e. Translation with commentary of a scholarly text
- f. Performance or showing of a creative work as recognized and peer reviewed within the discipline

### **5. Scholarship [reflection of standing in the field]**

- a. Refereed conference papers
- b. A role in refereed journals
- c. Citations or equivalent
- d. Grant applications
- e. Successful grant applications

### **6. Supervision experience and training [experience and ongoing training]**

- a. Successful completion of an introductory course on

- supervision as approved by the College
- b. Annual supervisor professional development as accredited by the College

## **RETIRED ACADEMICS**

Retired experienced academics are eligible to supervise, given they remain current through some activity in the following areas:

### **7. Publications**

- a. Books and chapters in books from commercial publishers and proceedings of conferences, following the DEEWR criteria
- b. Current publication record in refereed journals
- c. Performance or showing of a creative work as recognized and peer reviewed within the discipline

### **8. Scholarship [reflection of standing in the field]**

- a. Refereed conference papers
- b. Editorial role on refereed journals
- c. Citations or equivalent

### **9. Supervision experience and training [experience and ongoing training]**

- a. Examination of research theses
- b. Annual updating in supervision skills as approved by the College

## **FURTHER CONSIDERATIONS**

There is a range of further considerations that need be taken into account.

### **Research active**

The definition of 'research active' is found in the document "Research Active in the SCD: *Definition and Policy*"

### **Administrative Exemptions**

Colleagues who take on significant administrative roles within the SCD and the Member Institutions, such as Principals and Deputies of a Member Institution or Directors in the Office of the Dean, or above, will be expected to meet all these criteria during their time of tenure at a rate of 50%.

### **Permanent part-time appointments**

Faculty who are on fractional appointments are assessed on a pro-rata basis.

### **Staff who take leave**

Staff absences on non-academic leave, such as maternity leave, parental leave or long-service leave, are not included within any timeframes for the assessment of research activity.

### **Supervision appointments**

A person will normally be appointed to be a supervisor when there is a reasonable supposition that he or she will continue to be a member of the Register and remain a member of the faculty of the College.

### **Membership of the Register**

Membership of the Register is reviewed annually at the March meeting of the Research Committee, and recommendations are made to the Academic Board. A member of the Register may be moved from the category of supervisor to that of associate supervisor if she or he no longer meets the criteria for supervisor.

### **Admittance to the Register of Supervisors under exceptional circumstances**

In exceptional circumstances the Academic Board, upon the recommendation of the Research Committee, may admit an academic to be a member of the Register of Supervisors who has not fulfilled all the requirements but is seen as capable to direct a particular piece of research. It is noted on the Register that the person is permitted to supervise only that particular piece of research.

### **Removal from the Register of Supervisors**

A member of the Register may be moved from the Register if she or he no longer meets the criteria for supervisor or associate supervisor.

### **Appeal mechanism**

A member of faculty who has not been admitted to the Register, who has been removed from the register, or moved from supervisor to associate supervisor status on the register, may appeal the decision. The process of appeal is as follows: the academic makes an appeal to the Chair of the Academic Board, who appoints an external academic to investigate the appeal. The ruling of the external academic is final.

### **Transition arrangements**

Academic staff members who are supervisors of the College as of Jan 1 2008 will be admitted to the Register.

Academic staff members who are associate supervisors of the College as of Jan 1 2008 will be admitted to the Register as associate supervisors.

### **Maintenance of the Register of Supervisors**

The Register is maintained by the College's Director (Research), under the oversight of the Research Committee.

## SOURCES

ACU National	“Research and Research Training Management Plan/Report” (28 July 2005)
Macquarie University	“Macquarie University Research and Strategic Plan 2006-2008” (revised Feb 2007)
University of Melbourne	“Research Active Teaching and Research (T&R) Staff” (amended 5 July 2007)
Queensland University of Technology	“Research and Development” (1 July 2005)
University of Sydney	“Postgraduate Research Higher Degree Training Supervision at the University of Sydney (amended 15 Nov 2006)
UNSW	Madison, Manning & Thurbon (2006) “The Faculty’s Future: Beginning a career in the Faculty of Arts and Social Sciences in the 21 <sup>st</sup> Century”  Draft Active Researcher Proposal (Feb 2005)
University of Canberra	“Active Researcher Classification Scheme Guidelines (Oct 2002) “Supervisor Registration” (10 April 2006)
University of South Australia	“Register of Postgraduate Research Degree Supervisors (amended July 2004)
RMIT University	“RMIT Research Committee Register of Postgraduate by Research Supervisors Policy and Procedures”