**Purpose and Scope**

As Excelsia College moves from a focus on teaching and scholarship to a focus on research within a university system, it is important to specify expected levels of research activity by academic staff, and particularly by those who supervise higher degree by research (HDR) students. This Research Active Policy defines minimum levels of research activity for Excelsia College academic staff. Over time, it would be expected that senior academic staff and research-only academic staff would exceed these minimum levels of research outputs. This policy also supports the Research Plan and aims to foster both quality and quantity of research endeavours within the College.

**Definitions**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition (with examples as required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Staff Member</td>
<td>All persons appointed to the academic staff of Excelsia College, whether they hold full-time, part-time, casual or adjunct appointments.</td>
</tr>
<tr>
<td>Book</td>
<td>To be categorised as a book, a research output has to meet all of the criteria of the 2014 HERDC specifications, namely: meets the HERDC definition of research; is a major work of scholarship; has an International Standard Book Number (ISBN); is written entirely by a single author, or by joint authors who share responsibility for the whole book; and is published by a commercial publisher, as defined at section 1.3.4 or, if not published by a commercial publisher, must have been peer reviewed, as defined at sections 1.3.9 and 9.6. For further information see HERDC Specifications 2014 sections 9.1 and 9.3.1.</td>
</tr>
<tr>
<td>Book chapter</td>
<td>To be categorised as a book chapter a research output has to meet all of the criteria of the 2014 HERDC specifications, namely: meets the HERDC definition of research; is a contribution, consisting substantially of new material, to an edited compilation in which the material is subject to editorial scrutiny; has an ISBN; and is published by a commercial publisher. For further information see HERDC Specifications 2014 Section 9.3.2.</td>
</tr>
<tr>
<td>Co Supervisor</td>
<td>A supervisor who provides a substantial input into the research project of an HDR student and supports the Principal Supervisor in the research activities and administration process.</td>
</tr>
<tr>
<td>Early Career Researcher</td>
<td>An early career researcher is an academic staff member who has been awarded a PhD in the last five years or, commensurate with a period of significant career interruption, has been awarded a PhD within the last 8 years. Types of career interruption may include: carer’s responsibility; disruption due to international relocation for international post-doctoral studies not exceeding three months; illness; maternity or parental leave; and/or unemployment or non-research employment where the work is predominantly non-research (not exceeding three years).</td>
</tr>
</tbody>
</table>
**HDR Completions**
A person who was enrolled as a HDR student and whose HDR work (e.g. a research thesis) was examined as part of their HDR candidature at the College.

**HDR student**
Higher Degree Research Student.

**HERDC Research Income Categories**
The Higher Education Research Data Collection (HERDC) comprises of research income and research publications data submitted by universities each year. Relevant HERDC Research Income Categories are:
- Category 1: Australian Competitive Research Grants
- Category 2: Other Public Sector Grants
- Category 3: Industry and Other Income.

**Journal publication**
To be categorised as a journal publication a research output has to meet all of the criteria of the 2014 HERDC specifications, namely: meets the HERDC definition of research; is published in a scholarly journal; must have an ISSN (International Standard Serial Number); and must have been peer-reviewed as defined at section 9.6 of Part C. For further information see HERDC Specifications 2014 section 9.3.3.

**Named recipient**
Academic staff member who is a named researcher on a competitive research grant or contract.

**Principal Supervisor**
The supervisor who takes the lead in terms of accountability and research directions of the project of an HDR student.

**Publication**
The outcome of research, scholarship or academic output that is recorded in a material form, such as a journal article, book or report. A publication may appear in electronic form (e.g. an electronic journal article).

**Research Outputs**
Traditional research outputs: Scholarly Books and Refereed Journal Articles.

Non-traditional research outputs: Original Creative Works; Live Performance of Creative Works; Recorded/Rendered Creative Works; and Curated or Produced Substantial Public Exhibitions and Events.

**Application and Scope**

This policy applies to all academic staff at Excelsia College for whom research is part of their normal duties. This typically includes those teaching academics and some senior academics who elect to conduct research as part of their workloads.

1. To be deemed research active, academic staff must satisfy at least one of the criteria in the Research Active Definition at Section 5. Research outputs, publications, research income, and HDR completions from the previous five calendar years will be considered when applying the definition.

2. Part-time staff, new staff and staff who have been on leave, or had other career interruptions, may be considered for a pro-rata application of the criteria.
3. Early career researchers may satisfy a modified definition of research active developed in consultation with the Head of School (or allocated supervisor) to reflect their early career status and to enable them to meet the definition once they are no longer deemed an ECR.

4. Academic staff members undertaking a HDR degree are not required to meet the criteria but are required to make satisfactory progress on their HDR degree.

Implementation

1. Multi-authored research publications count as a full publication for each author.

2. Principal supervisors and co-supervisors receive full credit for a HDR completion.

3. Multiple named recipients on competitive grants each receive full credit for the total grant amount.

4. The Head of School will report levels of research activity across that school to the Academic Director and use the previous five calendar years to assess staff. The relevant Academic Director has discretion in determining if a staff member will meet the Research Active definition. Some of the circumstances that may be taken into account in applying discretion are:
   a. Part-time staff, new staff and staff who have been on leave, or had other career interruptions, may be considered for a pro-rata application of the criteria.
   b. Early career researchers may satisfy a modified definition of research active developed in consultation with the Head of School (or allocated supervisor) to reflect their early career status and to enable them to meet the definition once they are no longer deemed an ECR.
   c. Academic staff members undertaking a HDR degree at Excelsia College are not required to meet the criteria but are required to make satisfactory progress on their HDR degree.

Research Active Definition

1. Publish at least four journal publications or four book chapters or one book based on original research; and/or

2. Produce an equivalent body of non-traditional research outputs such as original creative works and curated public exhibitions/events; and/or

3. Be a named recipient awarded at least $100,000 of HERDC Categories 1, 2 or 3 research income; and/or

4. Be the Principal Supervisor or Co-supervisor of at least two HDR students who have successfully completed.

5. Where the research output over five years is a combination of journal publications, book chapters or books and/or HDR student completions and/or external research grants, points will be allocated to individual outputs as specified below. A total of four points over five years will be required to qualify for research active status.
<table>
<thead>
<tr>
<th>Type of research output</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>5</td>
</tr>
<tr>
<td>Book chapter (including chapter in published conference proceedings)</td>
<td>1</td>
</tr>
<tr>
<td>External research funding of more than $10,000 but less than $33,000</td>
<td>1</td>
</tr>
<tr>
<td>External research funding of more than $33,000 but less than $66,000</td>
<td>2</td>
</tr>
<tr>
<td>External research funding of more than $66,000 but less than $100,000</td>
<td>3</td>
</tr>
<tr>
<td>External research funding of more than $100,000</td>
<td>4</td>
</tr>
<tr>
<td>Journal publication</td>
<td>1</td>
</tr>
<tr>
<td>Performance or showing of a creative work as recognized and peer-reviewed within the field of study / discipline</td>
<td>1</td>
</tr>
<tr>
<td>Published translation with commentary of a scholarly text</td>
<td>3</td>
</tr>
<tr>
<td>Supervision to successful completion of a doctoral research degree candidate</td>
<td>3</td>
</tr>
</tbody>
</table>

**References Consulted**

ACT Research Active Policy (2008)

University of Wollongong Research Active Policy (2013)