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# Guidelines: Promoting Women Fellowship (PWF)

## Overview

The Promoting Women Fellowship (Fellowship) is designed to enhance the promotion prospects of academic women, as part of the University’s larger strategy to address women’s historical under-representation in senior academic roles.

The 2020 Fellowship affords each of eight recipients $12,500, to be used on any project or initiative that will support the Fellows application for promotion.

The Fellowship program is a partnership arrangement between the University Staff Development Committee (USDC) and the Fellow’s organisational unit.

**Please note:**

* Applicants who are likely to be promoted without a PWF are unlikely to receive a PWF
* Applicants who are unlikely to be promoted even with a PWF are unlikely to receive a PWF.
* Applicants who clearly demonstrate how the PWF will enhance their promotion prospects have a greater chance of success.
* Applicants who have received substantial internal or external funding within the past three years are unlikely to be afforded a PWF.
	1. **Use of Fellowship funding**

Some suggested uses of Fellowship funding include (but are not limited to):

* completing or focusing on current research, or developing a proposal for new research;
* developing teaching excellence or increasing/demonstrating the impact of teaching;
* sourcing additional research support or resources;
* delivering publications, writing or contributing to a book;
* enhancing leadership skills (in teaching, research or engagement); and/or
* enhancing industry engagement.

Fellowship funds are **not intended**:

* to be used to **assist the completion of doctoral studies; and/or**
* as a substitute for, or alternative to, other forms of professional development funding such as Special Studies Program.

The Fellowship funds **must be used** **within the calendar year that they are received**. For instance, 2020 recipients must use the Fellowship funds in 2020.

The allocation of funds of up to $12,500 can be topped up with funding from the organisational unit, where provided and endorsed by the Head/s of the organisational units.

## Eligibility and selection criteria

**2.1 Eligibility**

To be eligible for the Fellowship, applicants **must**:

* be a full-time or part-time academic woman at **Level B-D**, in any academic category (i.e. clinical, teaching and research, teaching focused, or research focused);
* have a signed statement of support from the Head of their organisational unit/s (e.g. Head of School or Director of Centre/Institute); and
* intend to apply for promotion within the next three years.

Where the candidate holds a joint appointment, a signed statement of support must be obtained from the Head of **both** organisational units.

**2.2 Selection criteria**

Key selection criteria include:

* the degree to which the Fellowship will make a **tangible impact** on a candidate’s promotability within a three-year period;
* alignment with annual Fellowship priorities as determined by the USDC (see Section 3); and
* the achievability of the proposed project or program of work within the Fellowship period.

Further consideration will be given to:

* candidates who have received limited other internal/external financial support in the past three years; and/or
* performance relative to opportunity (as outlined in the candidate’s application).

## 2020 priorities

In keeping with the University’s strategic diversity and inclusion goals, the following candidates will be prioritised in the 2020 selection process: **Aboriginal and Torres Strait Islander women**.

## Timeline

Applications are usually sought in October each year, for use during the following year.   Applicants will be advised in writing of selection panel outcomes by the end of the year, typically mid-December.

For 2020, applications will open on 18th of November 2019 and close on the 11th of December 2019.

## application and selection process

Candidates must apply for a Fellowship using the application form provided (Annex A).

Applications should be submitted to Workplace Diversity and Inclusion via email to ideals@uq.edu.au.

All applications must include a **co-signed budget** (Annex B) and **statement of support** **from the Head** of the candidate’s organisational unit/s (Annex C).

Applications are assessed by a panel of four – comprised of at least three senior academic staff and at least two women. The panel will be convened by Workplace Diversity and Inclusion and include a member of the USDC.

The selection panel are required to document the rationale for their decisions. **Decisions made by the Committee are final. Feedback from the selection committee will be provided to applicants when notified of the outcome.**

**Recipients of the Fellowship will be advertised on the PWF website. They will also have the opportunity to mentor future Fellows.**

## accountability and reporting

The Fellowship program is overseen by the USDC. At the completion of the Fellowship, Fellows are required to report the progress of their project/program of work to Workplace Diversity and Inclusion, Human Resources. A summary of report outcomes is to be tabled at a USDC meeting in the final quarter of each year.

**Questions about the Fellowships can be addressed via email to** ideals@uq.edu.au

Last updated: November 2019

 **ANNEX A**

**Promoting Women Fellowships Application Form**

This application must be completed with reference to the PWF Guidelines.

**Please note:** The selection panel will only consider applications that have been agreed to by the Head of the relevant organisational unit (or units in the case of joint appointment) and that have been fully costed.

|  |  |  |
| --- | --- | --- |
| **1** | Full name. |  |
| **2** | Position Title. |  |
| **3** | Email address. |  |
| **4** | Phone number. |  |
| **5** | UQ Organisational Unit/s and Campus. |  |
| **6** | Head/s of Unit. |  |
| **7** | Do you identify as an Aboriginal and/or Torres Strait Islander person?  | Yes/No |
| **8** | Anticipated date of commencement and completion of the Fellowship |  |
| **9** | Brief project plan (i.e. description of proposed use of Fellowship funds).*No more than 200 words.* |  |
| **10** | Brief statement outlining how the Fellowship will make a tangible impact on your promotability within a 3-year period (e.g. which promotion criteria/criterion will the Fellowship enable you to meet; how have/will you meet the remaining promotion criteria). *No more than 200 words.*  |  |
| **11** | Brief statement outlining achievability of the proposed project or program of work within the Fellowship period. *No more than 200 words.* |  |
| **12** | If applicable, outline any additional barriers or challenges that have impacted your promotion trajectory (Performance relative to Opportunity/ROPE statement). *No more than 200 words.* |  |
| **13** | **Attach** a detailed budget estimate for your proposed use of the Fellowship funds, as discussedwith the Head of your organisational unit/s. This **must** include any additional organisational unit funding (if required). *Refer to Annex B.* | **This budget must be endorsed by your Head of Organisational Unit/s.** |
| **14** | **Attach** the signed supporting statement from your Head/s. *Refer to Annex C.* | **This statement must be signed by your Head of Organisational Unit/s.** |
| **15** | **Attach** your Academic Portfolio of Achievement (Form A).  |  |

 **ANNEX B**

**Promoting Women Fellowships Budget Estimate Form**

**Please complete one or both of the following tables** (pending your chosen use of funds)indicating your budget estimate, as discussedwith, and endorsed by, the Head of your organisational unit/s. The estimated budget **must** include any additional organisational unit funding that will be provided (if required).

Please complete the following table if you will be using the Fellowship funds for personnel employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personnel** | **Hours** | **Weeks** | **Total Hours** | **Rate** | **Total Cost (including oncosts)** | **Outcome of employment of personnel (e.g. 10 sessions of data collection by research assistant)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Please complete the following table if you will be using the Fellowship funds for services other than personnel employment.

|  |  |
| --- | --- |
| **Description of use of funds (e.g. equipment/software/other)** | **Total** |
|  |  |
|  |  |
|  |  |

 **ANNEX C**

**Promoting Women Fellowships Statement of Support by Head of Organisational Unit**

This form should be completed and signed with reference to the PWF Guidelines and included as part of the applicant’s submission to Workplace Diversity and Inclusion by the 11th of December 2019.

The selection panel will only consider applications that have been supported by the Head of the relevant organisational unit (or units, where an applicant holds a joint appointment).

**Please provide a clear indication to the selection panel on the following:**

|  |  |
| --- | --- |
| Name of fellowship applicant. |  |
| Organisational Unit/s. |  |
| Your name and position title |  |
| Your contact details (phone & email). |  |
| Briefly list any previous School/Centre support to assist career progression for applicant (e.g. SSP). |  |
| Brief statement on how Fellowship funding will enhance the applicant’s readiness for promotion within three years (i.e. will the applicant have met necessary promotion criteria within this timeframe). *No more than 100 words.* |  |
| Will appropriate time and/or resources be provided to allow the candidate to complete the Fellowship? | Yes/No |
| Any further support that will be provided to the applicant following successful completion of the Fellowship (i.e. how else will the School/Centre support applicant’s promotion application). *No more than 150 words.* |  |
| Any further comments for the panel. *No more than 150 words.* |  |
| I approve the proposed project budget, including any organisational unit funds that are included. | Yes/No |

Signature: Date: