

LA TROBE UNIVERSITY
CHARLES LA TROBE RESEARCH FELLOWSHIPS

Conditions of Award

1. Duration of the Fellowship

Charles La Trobe Research Fellowships are awarded for a period of three years (full-time).

2. Duties of Charles La Trobe Research Fellows

Apart from any other duties specified under the Fellow's contract of employment with the University, and subject to any teaching activities which may be negotiated on a case-by-case basis, the Fellow will:

- Conduct and promote research in the area of research strength and focus for which the Fellowship was awarded
- Supervise the academic work of honours and postgraduate students as appropriate
- Carry out limited administrative work and such other activities as determined by the Head of School.

Note that while undergraduate teaching will not be a normal part of the duties of a Fellow, teaching activities may be undertaken by mutual agreement. Where this occurs, it is expected that time will be freed for another member of the teaching and research staff to devote to research. Any arrangement of this nature should be documented and provided to the Research and Graduate Studies Office.

3. Reporting Requirements

Annual progress reports will be required on the anniversary of the Fellowship. These reports will be considered and monitored by the Fellowships Sub-Committee of the Research and Graduate Studies Committee. These should be submitted via the Head of School, who will be asked on the progress report form for comment, and are to be submitted to the Research and Graduate Studies Office. As well, these reports will comprise part of the Fellow's annual portfolio as required by the Performance Enhancement Development Scheme.

A final report is to be submitted no later than the completion date of the Fellowship, again through the Head of School, to the Research and Graduate Studies Office.

Report proforma are available at <http://www.latrobe.edu.au/rgso/forms-resources.htm>

4. Remuneration

The Fellows will appointed on the Level B or C Research scale, currently \$65,205

-\$77,502 or \$79,948-\$92,186 per annum. However, on a case-by-case basis Faculties may provide further funding to enable appointment at a higher level.

5. Other Resources

The Fellow's Faculty/School will be responsible for providing research accommodation and access to facilities and services necessary for the Fellow's research program.

Any Fellow who subsequently secures externally funded salary support would retain a research support grant of up to \$50,000 per annum for the remainder of the term of his/her Charles La Trobe Fellowship.

6. Travel and Removal Expenses

Where necessary, the University will reimburse the cost of the most direct economy airfare for the Fellow and dependants. On completion of the Fellowship, the Fellow will be entitled to the return fare, provided that the return journey is made within three months of completion of the Fellowship. If the fellow elects to travel by car, the University will provide a mileage allowance up to the maximum equivalent of the direct airfare.

Reasonable removal expenses may be claimed, provided that appropriate quotations have been obtained beforehand and provided to the University.

To claim reimbursement, the Fellow should furnish Ms Catherine Jaggs, Research and Graduate Studies Office, with receipts for all payments before reimbursement will be arranged.

If a Fellow relinquishes the Fellowship within eighteen months of the commencement date, the Fellow will be required to refund, on a pro rata basis, the travel and removal expenses provided by the University.

7. Suspensions

Suspensions may be granted by the Deputy Vice-Chancellor (Research), up to a maximum of 12 months, in order to undertake work not related to the research being undertaken under the Fellowship.

8. Termination

A Fellow not demonstrating satisfactory performance will have the Fellowship reviewed by the Deputy Vice-Chancellor (Research) who may, in accordance with University policies and procedures, terminate the Fellowship.

9. Outside Work and Code of Conduct

It is a condition of employment that the Fellow abides by the University's Code of Conduct and La Trobe University Outside Work Policy.

10. Other Conditions

The Fellow will be covered by the terms of the University Enterprise Agreement

2004, or by an Australian Workplace Agreement. Other conditions will be as prescribed in the relevant Agreement