

RESEARCH PROFILES – PRINCIPAL RESEARCH EMPLOYEES SALARY RECHARGE GUIDELINE



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1 BACKGROUND

- 1.1 Principal Research Employees (academically-aligned Research-only staff) have an important role in building the research activity and profile of CQUniversity Australia. Having research dedicated roles, research-only appointments can build research capacity and scope in priority research areas of the university. The funding to support these positions may be external, internal or a combination of both. The investment by CQUniversity in research-only positions is substantial and the number of supported positions is limited by available funds. It is critical that Principal Research Employees undertake activities that recover or recharge their salary so that CQUniversity can continue to grow its research activity. Research excellence is also our priority, and it is expected that this is reflected in the research plans of all staff engaged in RHD supervision, research publication, leadership and securing external funding, to name a few.

2 PURPOSE

- 2.1 The purpose of this document is to provide a perspective on the valuation of research-related activities that may be considered in the assessment of salary recharge activities by Principal Research Employees. The principles outlined in this document provide a guide to researchers on the available options to recharge their salary and general expectations on the level of recharge, noting that recharge is just one measure of overall performance and that performance evaluations must be considered on a case-by-case basis.
- 2.2 It is worth noting that the Academic Profiles Procedure linked to the Enterprise Agreement describes the performance expectations for academic employees of CQUniversity, including research outcome targets for staff who have an academic profile that includes a research allocation. The Academic Profiles Procedure does not however apply to Principal Research Employees who are to be 100% engaged in research activities (across a range of typical duties, as outlined in Schedule 6 of the CQUniversity Enterprise Agreement (2017)).
- 2.3 This document will be made known to employees prior to their commencement of employment. Progress towards achievement of these salary recharge performance targets will be reviewed and discussed during PEPSHare conversations, together with performance expectations of other aspects of the position.
- 2.4 Principal Research Employees are usually funded for a specified duration on defined research projects or programs. The funding for these positions is usually from external sources however they may occasionally be co-funded, or fully funded, by the University. Appointments to Principal Research positions are made when there is a revenue stream that will continue to support the position throughout the contract life. That is, there is an expectation that Principal Research Employee salaries will be recharged against their research activities.

3 GUIDELINE

Salary Recharge Expectations

3.1 The amount of salary recharge for Principal Research Employees will be defined by many variables that influence the ability of researchers to recharge their salary such as level of appointment, discipline area and availability of funding and resources. Salary recharge expectations will necessarily be determined on a case-by-case basis however the following apply as a general guide:

- Principal Research Employees may be engaged in a range of activities that are directly related to their research responsibilities. These include, but are not limited to, engaging with industry partners, professional development activities, research leadership, delivering researcher training, mentoring, team management and development, peer review, internal or external service activities and occasional teaching (also refer to Schedule 6 of the CQUniversity Enterprise Agreement (2017)). These activities may constitute up to 40% of a Principal Research Employee's time. The actual time allocation and composition of activities can be negotiated on a case-by-case basis and documented through the PEP process.
- Professorial Research Fellows (equivalent to Level E appointment), Senior Research Fellows (equivalent to Level D appointment) and Research Fellows (equivalent to Level C appointment) are expected to achieve 60% or more salary recharge (over the contract term).
- Postdoctoral and Senior Postdoctoral Fellows (equivalent to Level A and B appointments) are often connected to specific projects led by senior researchers and in such cases the project budget is expected to recover 100% of the value of the appointees' time on the project.

Recharge and Equivalents

3.2 Recharge expectations may be met directly, or through activities that are assigned equivalency measures. The following measures will be used. Data will be based on performance for the most recent calendar year for which audited data is available:

- **Direct salary recovery of a portion of the researchers' time on external projects, as prescribed in the project budget.** This is the most effective means to salary recharge where funding bodies allow. As outlined in the Research Income Policy and Procedure all direct costs, including personnel salary costs, must be recovered from externally funded research projects, unless specifically prohibited by the funding agency guidelines, or approved by the Vice-President Research to be included as an in-kind contribution.
- **A proportion of total external research income to CQUniversity, as determined by the Research Division:** This is a salary recharge equivalent and is especially designed to recognise research achievement where funding bodies do not fund investigator salaries e.g. ARC Discovery, however, this recharge equivalent will apply to all externally-secured funding. The salary equivalent in this case is calculated at 20% of the total annual CQU income (less funding subcontracted to other Australian universities) from the project; this total salary research equivalent is split across all CQUniversity project CI's using the investigator workload weightings provided in the RAW prior to application submission.
- **RHD student completions:** The successful completion of an RHD candidate provides a salary recharge equivalent as per the following table:

	Masters completion	PhD completion
Principal Supervisor	\$6,000	\$12,000
Associate Supervisor (when sole associate)	\$4,000	\$8,000
Per Associate Supervisor (up to 3 associates)*	\$2,500	\$5,000
Total completion recharge value	Default is \$10,000 Not more than \$13,500	Default is \$20,000 Not more than \$27,000

**Additional funding will not be provided where there are more than three associate supervisors.*

The above table is designed to reward supervision by unit of effort, rather than reflecting the cash value that each student completion brings to the University. The key reason for this is due to the inequities between completion values for HASS and STEM, which vary by about 40% despite representing similar levels of supervision effort.

- **RHD student load:** Principal supervision of research higher degree candidates provides a salary recharge at the rate of \$5,000 per EFTSL. Associate supervision attracts salary recharge at \$2,500 per EFSTL, for a maximum of three associate supervisors. Student load will be recognized for all candidates, however rechargeability for candidates that are out-of-time in EFSTL will be recognized on a case-by-case basis and for not longer than 12 months.
- **Publication excellence:** This salary recharge equivalent recognises two separate measures of publication in highly ranked journals:
 - **Publications in the calendar year which are in the top 10% journals by SNIP.** The recharge equivalent is calculated at \$10,000 per publication, split across all authors using weightings agreed to in the authorship agreement signed prior to manuscript submission. In the absence of an authorship agreement, it will be equally distributed to all authors.
 - **Publications in the calendar year that fall within the top 25% journals by SJR (i.e. Q1 journals).** The recharge equivalent is calculated at \$5000 per publication, split across all authors using weightings agreed to in the authorship agreement signed prior to manuscript submission. In the absence of an authorship agreement, it will be equally distributed to all authors. Note: publications will not include those papers already counted within the above 10% measure.
- **Citations:** This salary recharge equivalent recognises the relative number of citations by a staff member over a given period. The Field-Weighted Citation Index (FWCI) for an individual should be at 1 or higher to be used for salary recharge purposes. The equivalent salary recharge will be \$10,000 for a FWCI of 1.0, with an additional \$1,000 for each 0.1 increment over 1.0. (e.g. FWCI of 1.1 will earn \$11,000, FWCI of 1.8 will earn \$18,000, etc).

4 APPENDIX

How data is calculated

4.1 Direct Salary Recovery

Direct salary recovery data is provided by Finance Services Division. The data will be calculated based on actual salary recharge from each project for the employee during the previous calendar year. (e.g. the 2020 report will be based on 2019 actual salary recharge).

4.2 Proportion of research block grant

The value of notional recharge will be calculated from the most recent available HERDC reported income year for each project. (Note: HERDC income is reported in June each year, for the previous year).

4.3 RHD Student Completions

Data on RHD student completions will be extracted from Research Master. Data will be calculated for completions within the previous calendar year with supervisor status as at time of completion.

4.4 RHD Student Load

Data for RHD student load will be extracted from Research Master. Data will be calculated for the previous calendar year. EFTSL will be calculated based on the actual enrolment period (in months) for each candidate, less any periods of leave of absence, with the value apportioned for each period of supervisor status. (e.g. a supervisor who moves from Associate to Principal for a candidate or vice versa during the year will receive an EFTSL allocation for each role).

4.5 Publication excellence

Data for Top 10% journals by SNIP will be extracted from SciVal. The data used will be as at the search date.

Data for Top 25% publication outputs by SJR will be extracted from SciVal (excluding papers already counted in the above measure). The data used will be as at the search date.

4.6 Citations

Data for the Field-weighted citation index will be extracted from SciVal. The FWCI will be for the most recent full five-year period as at the search date.