

SCHEDULE A: CAREER CONTINUITY FOR RESEARCHERS WHO ARE PRIMARY CARERS GUIDELINES

These guidelines support the [Equity and Diversity Policy](#), [Professional Development \(Academic Staff\) Procedure](#) and the [Leave and Public Holidays Procedure](#).

The Career Continuity for Researchers who are Primary Carers (CCRPC) Program aims to improve the retention and advancement of primary carers in research, by mitigating the impacts that parental or carers leave can have on research activity. In doing so, it supports the achievement of a number of objectives from Deakin's *strategic plan, LIVE the Future*, including:

- **I1** Grow research capacity, depth and quality
- **V2** Build employee capacity, capability and productivity
- **E2** Deliver services, resources and facilities to enable an engaged, inclusive, productive and satisfied University community

The CCRPC Program is founded on the following principles:

1. As an Employer of Choice for Gender Equality¹, Deakin is committed to providing paid leave, flexible work, and other arrangements to help staff reconcile work and family responsibilities.
2. Deakin recognises that parental and/or carer responsibilities, the taking of extended periods of leave, and reintegration post leave, can present significant challenges in a developing research career.
3. Supporting the success of researchers who are primary carers, in particular women, will contribute to a greater diversity in our senior academic ranks (level D, level E and leadership roles).
4. Greater diversity gives Deakin a competitive edge in research development, organisational leadership, and talent attraction.
5. Supporting individual staff requires tailored responses, to accommodate the broad range of individual and organisational circumstances, underpinned by a sound plan to support the researcher's career aspirations and the development of research at Deakin.
6. Support will be in the form of targeted funding on a needs basis taking into consideration the need for continuity in a research program.

The CCRPC program will provide funding to support research-related activity, during a staff member's leave. Examples of the types of support may include:

- Funding for a short-term Research Assistant or Technical Assistant or Administrative Assistant, dependent on the type of research and area of need for support that the individual might have, e.g. to continue field work, or undertake coordination tasks.
- Support for a Postdoctoral Fellow to assist with maintenance of PhD student projects.
- Employment of a Research Assistant or Postdoctoral Fellow (part-time or full-time) to manage a grant or large contract commitment.

¹ <https://www.wgea.gov.au/lead/employer-choice-gender-equality>.

- Funding to extend contracts for fellowship recipients who are taking extended parental/carers leave.

Eligibility

The CCRPC Program is available to researchers who take a period of parental or carers leave (including birth-related or adoption related leave²) which is six months or greater.

For this guideline, “researcher” means an academic staff member with a research allocation at a minimum 20%, including staff who also undertake teaching and service, or those in research-only positions.

Funding

When a staff member at Deakin takes maternity leave, the leave is *centrally* funded so that the work area can provide back-fill for the staff member’s duties. While typically *teaching* and *service* responsibilities will need to be reallocated or backfilled directly, the notional *research* time portion of the central funding could be applied to the CCRPC Program. A researcher and their Head of School or Institute Director will complete the CCRPC plan as attached to apply this funding for research continuity for the applicant.

If the Faculty Executive Deans or Institute Director supports this request, they will forward it to the Deputy Vice-Chancellor (Research) or nominee, who will consider applications according to the following criteria:

- Need for the funding to continue research with an external partner or funding body.
- Need for continuity in field work to maintain samples, progress longitudinal studies or complete publications/presentations.
- Capacity of researcher to deliver high quality research outcomes.
- Plan for communication whilst on leave approved by both the Head of School/Institute Director. This plan should be developed in consultation with their Client Partnering Team member.

The Deputy Vice-Chancellor Research in consultation with the Chief Financial Officer will determine the amount of funding available each year, and will advise the faculties and institutes annually of:

- The amount of funding in the pool
- Any additional criteria to access the funding.

Application Process

The applicant and their HOS/Institute Director must complete the [Career Continuity for Researchers who are Primary Carers Program Application Form](#) and submit to the DVCR office no less than eight weeks prior to the taking of leave.

Advice

- Your [Client Partner](#) can help with providing advice.
 - [Deakin Research](#) provide support with funding applications and partnership strategies, performance reporting and guidelines for responsible research.
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