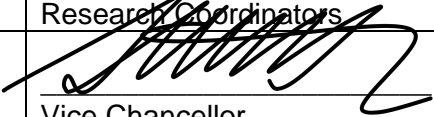


POLICY ON APPOINTMENT OF POSTDOCTORAL, RESEARCH, INNOVATION, AND TEACHING FELLOWS					
Policy Group(s):		B: Teaching & Learning C: Finance D: Human Resources F: Technology, Partnerships, Research and Planning			
Type:		Policy	√	Guideline	
		Procedure		Regulation	
CPUT Statute and/or Regulation Reference no. and date:		To be inserted by the Registrar			
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:		List external references pertinent to the Policy			
Relevant Institutional Policies/ documents/manuals/ handbooks		<ul style="list-style-type: none"> • CPUT Policy on Intellectual Property and Innovations • Policy for Costing and Pricing of Research and Research Related Contracts • Corporate Identity Policy • CPUT Guidelines for Adjunct Professors • CPUT Policy on Appointment of Research Fellows and Teaching Fellows (rev. 2009): to be amended through this Policy 			
Policy Reference and Version no.:		1/1/P; 4/7/P			
Consultation Process To be verified and signed off before approval		Dean: All faculties Chairperson, Faculty Research Committee or Faculty Higher Degrees Committee: All faculties Manager: Centre for Postgraduate Studies (CPGS) Director: Centre for Postgraduate Studies (CPGS) Director: Technology Transfer in Industrial Linkages (TTIL) Deputy Vice-Chancellor: Research, Technology Innovation and Partnerships (DVC: RTIP) Deputy Vice-Chancellor: Teaching and Learning (DVC: T&L)			
Policy Owner		DVC: RTIP and DVC: T&L			
Compliance Officers		Deans, Associate Deans, Heads of academic departments, Faculty Research Coordinators			
Certification of Due process: To be verified and signed once approved by the relevant authority		 Vice Chancellor 27.01.2021 Date			
Approval Date		Commencement Date		Review Date	
28.11.2020		01.12.2020		01.11.2023	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.					
Version No.	Approved/ Rescinded	Date	Approving Authority	Resolution Number/ (Minute number)	Date for next review (start date for review process)
	Approved	28.11.2020	Council	7.1.6	
For office use only					
Policy Group (Broad Policy field)			Governance and Administration		
Subject (Policy sub-field)			Policies		
Reference Number			1/1/P; 4/7/P		
Version Number					
Key Words:			Policy, Policy template, Policy framework, Policy approval, Policy review		
POLICY STATEMENT					
1.0 Intent		<p>This policy intends to enable the appointment of Fellows to CPUT in alignment with its vision, mission and values. These appointees include Postdoctoral, Research, Innovation, and Teaching Fellows.</p> <p>This policy is developed to include the creation of a mechanism whereby persons external to the institution and with relevant expertise may be appointed on an ad hoc basis to support the Institution's research and innovation output and teaching capacity.</p> <p>CPUT needs to consolidate the current various Fellows policies in a single policy in support of its academic enterprise and to assist with achievement of national, Institutional and equity goals.</p>			
2.0 Scope		<p>This policy specifies the appointment process, criteria and qualifications, compensation, responsibilities and procedure of appointments of Postdoctoral, Research, Innovation, and Teaching Fellows.</p> <p>The policy applies to Fellows, their line managers and/or supervisors and the Management of the Centre for Postgraduate Studies.</p>			
3.0 Objective(s)		<p>The objectives of this policy are:</p> <p>3.1 To define the categories of Postdoctoral, Research, Innovation, and Teaching Fellows.</p> <p>3.2 To regularise the appointment of Fellows.</p> <p>3.3 To describe the type of appointment, as academic appointments on a contract basis.</p> <p>3.4 To ensure consistency and accountability in the selection and appointment conditions of Fellows.</p>			

<p>4.0 Definitions and Acronyms</p>	<p>4.1 Postdoctoral fellows are appointed to a specific host(s).</p> <p>4.1.1 Postdoctoral Fellows may have obtained their doctoral degree ideally within the five years prior to the awarding of the Fellowship.</p> <p>4.1.2 Postdoctoral Fellows may not hold full or part-time employment elsewhere exceeding twelve hours per month during the course of their Fellowship without approval of CPGS.</p> <p>4.2 Research Fellows are individuals with an applicable qualification, normally from outside CPUT, who are able to make a significant research contribution to a department/faculty/entity, or to CPUT as a whole through research, community engagement, industry-linked projects, other scholarly activity at CPUT, or a combination of these activities.</p> <p>4.2.1 Research Fellows are appointed to engage primarily in research related activities but are not required to satisfy the CPUT criteria for an Associate Professor.</p> <p>4.2.2 Research Fellows may have obtained their postgraduate (preferably a doctoral) degree more than five years prior to the awarding of the Fellowship.</p> <p>4.2.3 Research Fellows may hold full or part-time employment elsewhere but are still required to fulfil their mandate at CPUT.</p> <p>4.3 Innovation Fellows are co-hosted by a university staff member and the TTO to contribute to innovation outputs (including postgraduate co-supervision) in response to societal needs and co-supervise postgraduate students.</p> <p>4.3.1 Innovation Fellows are individuals who completed their doctoral degree ideally within the five years prior to the awarding of the Fellowship.</p> <p>4.3.2 Innovation Fellows may not hold full or part-time employment elsewhere exceeding twelve hours per month during the course of their Fellowship without approval of CPGS.</p> <p>4.4 Teaching Fellows are individuals with preferably a doctoral qualification as well as specialist expertise in a specific discipline which is not readily available within the Institution. They are appointed to engage in teaching related activities related to a particular profession in the academic programme.</p> <p>4.4.1 Teaching Fellows do not necessarily possess a doctoral degree but have at least five years' teaching experience at tertiary level.</p> <p>4.4.2 Teaching Fellows may hold full or part-time employment elsewhere but are still required to fulfil their mandate at CPUT.</p>
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	<p>4.5 Hosts are academic staff members and/or line managers and/or heads of department/unit who primarily oversee the research/innovation/teaching/co-supervision undertaken by the Fellow.</p>
<p>5.0 Policy/Procedure Principles</p>	<p>5.1 CRITERIA FOR SUITABILITY FOR APPOINTMENT The following criteria will be used to judge the suitability of candidates for appointment as Fellows:</p> <p>5.1.1 Evidence of an ongoing contribution to a field of expertise relevant to the programme/department/faculty/entity or CPUT as a whole.</p> <p>5.1.2 Evidence of an appropriate level of scholarship, such as, recent contributions to relevant academic or professional literature, relevant innovation activity or relevant professional practice.</p> <p>5.2 PROCEDURES FOR INITIATION, MOTIVATION AND APPOINTMENT OF CANDIDATES</p> <p>5.2.1 Appointment of Fellows may be initiated and proposed by the department/faculty/entity. The proposal to host a Fellow will first be submitted to and approved by an entity director and/or dean, as first line of approval. Postdoc Fellow positions are initiated by CPGS.</p> <p>5.2.2 The motivation for the appointment should include the following:</p> <ul style="list-style-type: none"> • Curriculum Vitae • Copy of ID/Passport • Certified copy of highest qualification • Expected activities of the candidate • Detailed budget <p>5.2.3 The department/faculty/entity approved motivation will then be submitted to the next line of approval:</p> <p>5.2.3.1 Research Fellow and Teaching Fellow appointments are subject to the approval of the Executive Committee of Senate.</p> <p>5.2.3.2 Postdoctoral Fellow appointments are subject to the approval of CPGS and DVC: RTIP.</p> <p>5.2.3.3 Innovation Fellow appointments are subject to the approval of TT&IL and DVC: RTIP.</p> <p>5.2.4 Upon approval by the various committees and DVCs as above, letters outlining all conditions and responsibilities, as well as the financial compensation/remuneration, will be sent to the appointees.</p> <p>5.2.6.1 An appointed Teaching Fellow will receive a letter of offer of appointment from HC.</p>

5.2.6.2 An appointed Postdoctoral/Research/Innovation Fellow will receive a letter of offer of appointment from the DVC: RTIP.

5.3 RESPONSIBILITIES OF HOST DEPARTMENT/FACULTY/ENTITY

5.3.1 Fellows will normally be granted certain facilities (as in 5.3.2 – 5.3.4) which must be specified in the letter of appointment.

5.3.2 The host department/faculty/entity will provide appropriate work space, internet connectivity, printing allowance and printing facilities, a CPUT e-mail account as required, and access to staff facilities like kitchens/tearooms.

5.3.3 Fellows are entitled to full use of the CPUT libraries, including electronic resources for the term of the appointment. Fellows will be issued with a staff card to provide access to campuses and facilities as required for the execution of their duties.

5.3.4 Business cards may be provided, with the approval of the head of department/entity director/dean and for the expense of the relevant department/faculty/entity.

5.3.5 To ensure that liability issues are addressed, Fellows must inform and seek approval from the host department/faculty/entity before initiating any activity that uses laboratories, studios or any other facility.

5.3.6 Before Postdoctoral, Research and Innovation Fellows undertake any activities at CPUT, the research project must be approved by the relevant Faculty Research Committee and/or relevant CPUT Research Ethics committee.

5.3.7. Monitoring and Evaluation of Fellows:

5.3.7.1 The responsibility for the monitoring and evaluation of Postdoctoral Fellows' performance lies with CPGS.

5.3.7.2 The responsibility for the monitoring and evaluation of Research Fellows' performance lies with the host department/faculty/entity and CPGS.

5.3.7.3 The responsibility for the monitoring and evaluation of Innovation Fellows' performance lies with both TT&IL and CPGS.

5.3.7.4 The responsibility for the monitoring and evaluation of Teaching Fellows performance lies with the host in the department/faculty/entity in which the Teaching Fellow is appointed.

5.3.8 Fellows may be listed on the department/faculty/entity's website and in relevant CPUT communications.

	<p>5.3.9 The department/faculty/entity will be responsible for the project budget to support the appointment of the Fellow.</p> <p>5.4 DURATION OF APPOINTMENT, PAYMENTS AND CONDITIONS</p> <p>5.4.1 Fellowships are appointed on a full-time or part-time contract basis for at least one (1) year and the appointment may be renewed thereafter for up to three (3) years depending on the candidate's output and availability of funds. A performance review based on the regular progress reports (see 5.4.4) will determine a possible reappointment for another year up to three years.</p> <p>5.4.2 The award/stipend will be paid out monthly.</p> <p>5.4.3 These payments will be made directly into the bank account of the Fellow on the designated Institutional pay dates.</p> <p>5.4.4 Fellows must complete and submit a progress report every three months for consideration in conjunction with the annual performance review, for possible renewal. Postdoctoral Fellow reports are submitted to the CPGS office, Innovation Fellows to the TT&IL and the CPGS office, and the Research and the Teaching Fellows to the Host.</p> <p>5.4.5 Both the Fellow and the Host are required to sign and date the relevant documents and declarations.</p>
<p>6.0 Responsibility</p>	<p>RESPONSIBILITIES OF FELLOWS</p> <p>6.1 Travel and other costs to and from CPUT will be the responsibility of the Fellows, unless specified differently in the conditions of appointment.</p> <p>6.2 Fellows are encouraged to apply, where applicable, for external grants to support their activities at CPUT.</p> <p>6.3 Fellows are expected to acknowledge their affiliation with CPUT in all publications, artefacts, or other scholarly works resulting from the appointment.</p> <p>6.4 While on campus or engaged in scholarly or academic work using their association with CPUT, it is expected that Fellows, like other academic staff, will comply with all CPUT policies.</p> <p>6.5 Fellows must generate specified outputs per annum, as stipulated in the appointment letter.</p> <p>6.6 The number of postgraduate students to be co-supervised by Postdoctoral and Innovation Fellows during their tenure will be stipulated in the appointment letters.</p>

	<p>6.7 Intellectual property (innovation outputs) generated in the course of the Fellowship normally belong to the University. It may also be subject to confidentiality, based on contracts and agreements pertaining to the research.</p> <p>6.8 The CPUT Policy on Intellectual Property and Innovations must be consulted for all matters pertaining to intellectual property and innovation outputs.</p>
7.0 Accountability and Authority:	
Implementation:	Heads of Programmes/Departments, Directors of Units, Deans, DVC: RTIP, DVC:T&L, CPGS
Compliance:	Heads of Programmes/Departments, Directors of Units, Deans
Monitoring and Evaluation:	Heads of Programmes/Departments, Directors of Units, Deans, Quality Management Directorate, CPGS
Development/Review:	Heads of Programmes/Departments, Directors of Units, Deans, DVC: RTIP, DVC: T&L, CPGS
Approval Authority:	Council
Interpretation and Advice:	DVC: RTIP DVC: T&L CPGS
8.0 Who should know this Policy?	
All academic staff, Heads of Programmes/Departments, Directors of Units, Deans, DVC: RTIP, DVC: T&L.	
9.0 Policy/procedure implementation plan	<p>9.1 Discussion of implementation with DVCs (T&L and RTIP), Director CPGS, Faculty Deans, HoDs, Institutional and Faculty Research Committees.</p> <p>9.2 Development of guidelines for various types of Fellows.</p> <p>9.3 Compliance of policy guidelines by CPGS.</p>
10.0 Resources required	<p>10.1 An approved budget for the salary of the Fellow.</p> <p>10.2 An approved budget for the proposed teaching, research, community, industry and/or other activities.</p> <p>10.3 Appropriate office space, internet connectivity and printing facilities.</p> <p>10.4 Laboratory, studio or other facilities required for proposed activities.</p>
11.0 Answers to FAQ	Not applicable
EFFECTIVENESS OF THE POLICY	
Performance Indicator(s):	<ul style="list-style-type: none"> Establishment of a pipeline for the next generation of research staff to be appointed. Increased research activity, productivity and output. Increased teaching and learning activities.