GUIDELINES
BROWN FELLOWSHIPS 2017
CLOSING DATE: 8 May 2016

Background
The University of Sydney Brown Fellowships are named after Mary Elizabeth Brown, one of the first two women graduates of the University of Sydney who shouldered significant family caring responsibilities by raising a niece.

The aim of the Brown Fellowships is to assist university researchers whose careers have been interrupted and/or disrupted by the undertaking of sustained primary caring duties. These fellowships provide academic staff with up to two semesters of relief from routine teaching and administrative responsibilities, and research only staff with funding to hire technical assistance for up to two semesters, in order to allow them to focus on their research while re-establishing or enhancing their academic research careers.

While caring responsibilities are most often associated with women, there are also men who carry significant and sustained caring responsibilities. Men who have had recent periods of significant interruption to their careers due to caring responsibilities are strongly encouraged to consider applying. These Fellowships are a vehicle for the university to support carers, irrespective of gender.

Eligibility
Previous holders of Brown Fellowships may not reapply until at least 5 years has elapsed since the completion of their previous fellowships. The review Panel may consider if extenuating circumstances warrant an exception, though exceptions are likely to be rare. Part time staff are eligible to apply.

Applicants must:

- be academic or research only staff employed either within a faculty of the University or within an entity which is affiliated with the University (including but not limited to medical research institutes) and which has contributed to the funding of the DVCR programs through payment of the DVCR levy, and have an on-going appointment with a termination date after the end of the proposed fellowship;
- be able to demonstrate in their application that their research career has been significantly interrupted by child rearing or other family responsibilities such as primary responsibility for the sustained care of a dependent family member (who may, for example, be elderly, sick or a person with disabilities) that commenced within the 5 years before the year of application;
- have completed a PhD or equivalent qualification or experience in their field at least three years prior to application; and
- be Australian citizens or permanent residents.

Fellowships may be hosted by any of the University's faculties, schools or departments. Equity Fellows are not campus-bound during their fellowship, except to the extent required to participate in the dedicated support and feedback activities scheduled for fellows, and to fulfill commitments to duties made in writing with the Head of School (or equivalent), and may travel and work on or off-campus.

Prospective applicants must discuss their application with their Head of School or equivalent, and with (if different) the designate “host” Head of School or equivalent. Applications will only be considered where there is clear evidence of strong support from the Head of School or equivalent.

Please note that Special Studies Program (SSP) leave cannot be taken concurrently with a Brown fellowship.

Selection Criteria

- the track record of the applicant, relative to opportunity;
- the demonstrated nature and extent of the career interruption or retardation, in the context of the objectives of this fellowship program (see “Confidential applications” below);
- the likelihood that the Fellowship would enable the applicant to re-establish or enhance their career and improve their research track record in order to compete more effectively for academic employment;
- the level of support for the application from the Head of School (or equivalent) including the capacity of the applicant to make a significant contribution to the academic life of the host department and Faculty;
- Transformational Potential, that is the capacity of the fellowship to significantly “change” the circumstances of the applicant, to “impact” positively and substantively on their careers, and “enable”
them to achieve in a way that could not otherwise be so. Strong applications will clearly articulate how
the fellowship would enable this achievement, and, how they would seek to build on that achievement.

Period of Fellowship
The Brown Fellows are expected to take up their appointment at the beginning of Semester 1, of the year of
candidature. In exceptional cases the panel may approve a variation to a fellow's starting date. Requests for
variations, giving the starting date and the reasons for the variation, should be provided with the application for
consideration by the panel.

Funding:
The Brown Fellowship provides up to $60,000 per fellow, at up to $30,000 per semester ($25,000 in teaching
relief/technical assistance and $5,000 in research support). Pro rata for part-time fellows. The exact amount of
funding will depend on the extent of the teaching and administrative load being relieved/technical assistance
awarded.

Funding will be transferred by the Research Portfolio at the beginning of each semester for the duration of the
fellowship. Funding must be used as follows:

Academic Staff
(i) the teaching relief component is provided to the Head of School for the purpose of hiring teaching
relief.
(ii) the research support component is provided to the Fellow as a contribution toward costs directly
related to the project specified in the application.

Research Only Staff
(i) the full amount is provided to the Fellow as a contribution toward costs directly related to the project
specified in the application.

Responsibilities:
Brown Fellows report to the Head of Department (or nominee).

Fellows are expected to participate in the academic life of the host department and faculty. Fellows are
expected to conduct research diligently, and to the best of their ability, in the field proposed in their application
and approved by the Fellowships Panel.

Brown Fellows will participate in the University's Academic Planning and Development (AP&D) process and in
career development, networking and other activities required by the Equity Fellowships program. Fellows are
also requested to participate in any assessment and evaluation processes that assist the University to develop
the Equity Fellowships.

Responsibilities to other Equity Fellows:
The Research Portfolio and Equity and Diversity Strategy (EDS) intend to establish an ongoing body of past
and present Equity Fellows as a network offering advice, support and mentoring, and as a mechanism to
consolidate and build upon the advances made during the fellowship period and continue research momentum
into the future.

Equity Fellows will be encouraged to promote the network and expected to share their experience with future
cohorts of Equity Fellows, and to participate in networking and mentoring activities with past and present
fellows.

Reporting:
At the end of their term Brown Fellows are required to provide a one page final report of no more than two
pages on activities, research outcomes and achievements to the Deputy Vice-Chancellor (Research) and
copied to Equity and Diversity Strategy.

Heads of School are required to provide the following reporting to the Deputy Vice-Chancellor (Research): (i)
financial statement verifying that funding was used for teaching relief/research assistance and (ii) a brief
evaluative comment on the Fellow's final report. Any funds not acquitted will be returned.

HOW TO APPLY:
Applications must be submitted through our Online Application System. Please visit sydney.edu.au/positions
and search for Brown Fellowships. Incomplete applications will not be accepted.

Applicants are required to:
• Contact the Head of the School/Department ASAP to establish support for the application in this
round. Please be aware that it is the responsibility of the applicant to obtain a signed letter of support, e
signature is acceptable. Unsigned letters of support will not be considered.
• Complete the **Online Application** and attach required supporting documents. Attachments should be clearly typed on **A4 pages with a 2cm margin on all sides in 12 point font**.

**Confidential Applications:**

Applicants for Brown Fellowships may select an option on the application form to indicate that the section of their application detailing personal circumstances should be made available only to the Chair and the EDS member of the fellowships panel for the purpose of establishing the fellow’s eligibility for the scheme.

**Advice to applicants:**

Applicants are advised to read the document, “What makes a strong Brown application”, which is available on the Brown Fellowships homepage [http://sydney.edu.au/research_support/funding/sydney/brown.shtml](http://sydney.edu.au/research_support/funding/sydney/brown.shtml)

**Further Information:**

If applicants require support in completing their application or for general advice about the fellowship program or the application process, please contact:

**For strategic advice**

Dr Maree Murray  
Director Wingara Mura Leadership Program, Indigenous Strategy and Services  
Direct phone: +61 2 9114 0818  
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**For matters relating to process and procedures:**

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