GUIDELINES
THOMPSON FELLOWSHIPS 2017
CLOSING DATE: 8 May 2016

Background
The University of Sydney, Thompson Fellowships (to Promote and Enhance the Career of Academic Women) are named after Isola Florence Thompson, one of the first women graduates of this University.

The Thompson Fellowships recognize that women are significantly under-represented at senior academic levels and aim to specifically offer women, presently at Levels C and D, opportunities to develop and strengthen their research, preparing them to apply for, and assume, roles at Levels D and E in the near future. The Thompson Fellowships provide academic staff with relief from routine teaching and administrative responsibilities, and research only staff with funding to hire technical assistance, for up to two semesters.

Eligibility
Previous holders of Thompson Fellowships may not reapply. Part time staff are eligible to apply.
Applicants must:

• be academic or research only staff at Level C or D 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, have completed a PhD or equivalent qualification or experience in their field at least three years prior to the year of application; and

• be Australian citizens or permanent residents.

• Individuals who have been promoted in 2 years prior to the year of application are ineligible to apply.

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/equivalent.

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

Selection Criteria

• the track record of the applicant, relative to opportunity;

• the likelihood that the Fellowship would enable the applicant to enhance their career and improve their research track record in order to compete more effectively for academic employment at Levels D and E;

• the quality of the aims, significance, approach and expected outcomes of the project application, including the feasibility of the project, given the research timetable, the length of the Fellowship, and available facilities and infrastructure;

• 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 possible. Strong applications clearly articulate how the fellowship would enable this achievement, and, how they would seek to build on that achievement; and

• Referees Reports.

Period of Fellowship:
The Thompson Fellowships are 12 months in duration. Thompson 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 Thompson Fellowship provides up to $60,000 per fellow at up to $30,000 per semester ($25,000 teaching relief and $5,000 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.

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 towards costs directly related to the project specified in the application.

**Responsibilities:**

Thompson 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.

Teaching, research supervision or other academic duties may be undertaken with the agreement of the Head of School but must enhance, rather than detract from, the Fellow's research focus and the Program Objective.

Thompson 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 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 Thompson 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.

- Two confidential referee reports must be sent must be sent to j.small@sydney.edu.au by the closing date. Referees should be chosen for their capacity to constructively comment on the candidate’s fit
with the academic selection criteria and the likelihood that the Fellowship would enable the applicant to enhance their career and improve their research track record in order to compete more effectively for academic employment at Levels D or E. The applicant should provide the referees with a copy of the application. **It is the applicant’s responsibility to ensure referee reports are submitted.** Late reports will not be considered.

**Advice to applicants:**

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

**Further Information:**

For general advice about the Fellowships or the application process, please contact:

**For strategic advice**

Dr Maree Murray  
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**For matters relating to process and procedures:**

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