



## POSTDOCTORAL FELLOWSHIP GUIDELINES

---

### **Background**

The primary funding for Coastal People : Southern Skies Centre of Research Excellence (the Centre) is from the Tertiary Education Commission (TEC). CPSS will allocate its financial resources in a strategic and transparent way, in alignment with its values, in order to meet its strategic goals. These goals, and the methods of measuring progress against them, are defined in the TEC Annual Plan.

The **vision** of CPSS is flourishing wellness (mauri ora) of coastal communities.

The **mission** of CPSS is to connect, understand and restore coastal ecosystems of NZ and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of CPSS are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

**MEANINGFUL  
AUTHENTIC  
NATURAL  
ACTION**

Coastal People: Southern Skies (the Centre) has allocated funding for the purpose of hiring Postdoctoral Fellows for terms of up to two years, additionally projects within Themes/Tumu may choose to allocate a portion of the research funding to a Postdoctoral Fellow. These guidelines outline how the positions will be advertised, assessed, approved and appointed.

In line with the Board's recommendation at least one fellowship is to be offered to a Māori applicant and one fellowship is to be offered to a Pasifika applicant in each contestable funding round. If no Māori or Pasifika applicants meet the assessment criteria, the available fellowship(s) will be re-advertised.

### **Advertising Process for Postdoctoral Fellowship Applications**

Contestable Postdoctoral Fellowships

1. A call for applications will be made via email to all members/stakeholders.

Postdoctoral Fellowships within Projects (with FTE funded by the Centre)

1. The supervisor, in consultation with the Theme Leader will arrange for a job description and advertisement to be written and submitted to both the partner institution and the Kaiurungi Programme Manager. The Centre's name and website must be included in the job description and advert. The



partner institution will advertise the role and links will be shared by the Centre to its members and on the webpage.

### **Requirements of (Contestable) Postdoctoral Fellowship Applications**

1. Applicants must submit an application (using the template) consisting of:
  - a) The name of the applicant and the proposed academic supervisor(s), host department and proposed community/cultural mentor(s);
  - b) The host institution and proposed start/end dates (a maximum term of two years may be requested).
  - c) A paragraph describing how the applicant's values are aligned with those of the Centre.
  - d) Up to one page detailing the applicant's research experience and explaining how this experience contributes to the proposed research project.
  - e) An up-to-date CV and academic transcript. Please ensure the CV includes all academic and any other relevant qualifications, details of any prizes/scholarships the applicant has been the recipient of and published peer-reviewed publications (e.g., journal articles, book chapters, books edited, etc.), patents and other notable contributions that demonstrate your capabilities as a researcher (e.g. awarded research or travel grants, patents, conference chairs, speaker invitations, editorial boards, conference committees etc.).
  - f) Details of the applicant's work and or community service history.
  - g) A research proposal (a summary of the project, the specific objectives of the project, the project milestones/timelines, the research methodology, the knowledge transfer, an Intellectual Property plan (if required), details of any ethical and or regulatory approvals (if required)).
  - h) The benefit(s) for coastal communities, Māori and Pacific peoples that will be realised from the project.
  - i) Details of the skills that the applicant will develop as a consequence of undertaking the project described.
  - j) Details of the host institution support including availability of any resources required for the research project and a detailed mentoring/support plan for the applicant. This information should be provided by the supervisor.
  - k) Brief CVs (not more than 2 pages) for the proposed supervisor and the proposed mentor.
  - l) The names of three referees.
  - m) A declaration form signed by the applicant, the proposed academic supervisor, and the host organisation confirming that the proposed host institution and supervisor support the application.

### **Assessment Criteria for (Contestable) Postdoctoral Fellowships Applications**

The applications will be assessed against the following criteria:

- Alignment of the applicant's values with the values of the Centre;



- A project that is project aligned with the research programme of the Centre;
- Support from a named academic supervisor;
- Support from a named community/cultural mentor;
- The applicant's academic/work and or community service record (i.e. an academic record (or equivalent) that demonstrates achievement, demonstrated ability to complete tasks, and ability to work in a manner which will be required in the proposed project);
- The benefits (including skills development, capability building, data etc.) that will be realised from the project for the Fellow and coastal communities, Māori and Pacific peoples.
- The excellence of the proposed project (evaluated against the criteria of research excellence as defined by the Centre).

### **Assessment Process for Postdoctoral Fellowship Applications**

#### Contestable Postdoctoral Fellowships

1. Applications will be reviewed against the assessment criteria by the Theme Leaders Group who will rank the applications and make a recommendation to the Senior Leadership Team.

Following the collation of the applications, they will be reviewed to determine if the Theme Leaders Group membership profile is appropriate for the nature of the projects described. The Directors may appoint additional wellbeing, Pacific and or Māori researchers onto the Theme Leaders Group specifically for the evaluation of the applications, if required.

2. The Senior Leadership Team will make a decision on the application.
3. Successful applicants will be notified within one week of the decision.

#### Postdoctoral Fellowships within Projects (with FTE funded by the Centre)

1. Candidate selection will proceed as usual until a suitable candidate is identified. At that time, and before offering the position to the candidate, a request for approval from the Project Leader accompanied by the candidate's CV will be sent to the Senior Leadership Team by e-mail or in a regular meeting.

### **Appointment Process for Postdoctoral Fellowships**

#### Contestable Postdoctoral Fellowships

1. Appointments will proceed through the usual partner university process.

#### Postdoctoral Fellowships within Projects (with FTE funded by the Centre)

1. Once the candidate has accepted, the Supervisor/Theme Leader will inform the Kaiurungi Programme Manager of the start and end dates and salary.
2. Appointments will proceed through the usual partner university process.

### **Reporting Requirements**

1. Fellows are required to provide an annual progress report to the Theme Leaders Committee.



2. Fellows are required to complete an exit survey.

### **Appeals Process**

1. Any appeals relating to the outcome of an application must be submitted to the Kaiurungi Programme Manager in writing within five working days of the outcome notification.
2. The appeal will be considered in accordance with the Appeals Policy.

### **Related Documents**

Funding Allocation Policy  
Funding Allocation Procedure  
TEC Annual Plan  
Appeals Policy

### **Contact for further information**

If you have any queries regarding the content of these guidelines or need further clarification, contact the Kaiurungi Programme Manager.