



# 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.

Fellowships will be funded at 1 FTE with no overheads, allowing up to 0.20 FTE of the Fellowship to be used to support the host's activities provided the support contributes to development of the Fellow and expectations are not unreasonable.



## 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 mentor(s), host institution / organisation and proposed community/cultural mentor(s).
  - b) The academic mentor(s) must sign below the applicant, in the space provided, confirming support for the application
  - c) The host institution / organisation must sign the application acknowledging that the Fellowship does not come with overheads.
  - d) Evidence of PhD award /PhD certificate or a statement from the Applicant's PhD supervisor that the PhD will be completed within three months of the application closing date. The Postdoctoral Fellowship start date must be after all PhD award requirements are met.
  - e) Proposed start/end dates (a maximum term of two years may be requested).
  - f) An up-to-date narrative 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.).
  - g) Brief CVs (not more than 2 pages) for the proposed supervisor academic mentor(s) and the proposed community/cultural mentor(s).
  - h) The names of three referees.
  - i) A paragraph describing how the applicant's values are aligned with those of the Centre.
  - j) Up to one page detailing the applicant's research experience and excellence and explaining how this experience contributes to the proposed research project.
  - k) Up to one page detailing how the award will impact upon the applicant's research career.
  - l) Up to 1 page detailing 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 mentor.

- m) A research proposal (a summary of the project, Background, Research Plan, Alignment of the proposed research project with the vision of the Centre and Benefits from the Project and References).

## 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 aligned with the research programme of the Centre;
- Support from at least one named academic mentor;
- Support from at least one 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 at least four members of the Theme Leaders Group (the Review Panel) who will rank the applications and make a recommendation to the Senior Leadership Team.
2. Following the due date for applications, the applications received will be reviewed to determine if the Review Panel profile is appropriate for the nature of the projects received. The Directors may appoint additional expertise specifically for the evaluation of the applications, if required.
3. Short listed candidates may be invited to take part in an interview process.
4. A recommendation of successful applications will be made to the Senior Leadership Team.
5. The Senior Leadership Team will make the final decision on the application.
6. 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 host institution / organisation process.

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

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

## Reporting Requirements

1. Fellows are required to provide an annual progress report to the Senior Leadership Team
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.