SPHPM Induction Guide

A Q&A for new staff on their first day
HINTS & TIPS
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Common first day questions

What are the normal working hours?
The table below refers to standard working hours

<table>
<thead>
<tr>
<th>Award type</th>
<th>Working hours per week</th>
<th>Working hours per day</th>
<th>Standard hours of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Staff</td>
<td>36.75</td>
<td>7.35</td>
<td>8.45am – 5.06 pm, 1 hour lunch break</td>
</tr>
<tr>
<td>Academic Staff</td>
<td>36.25</td>
<td>7.25</td>
<td>None specified, but similar to above</td>
</tr>
</tbody>
</table>

Most staff work 8.30/9.00 -4.30/5.00 with a 30 minute lunch break. Your supervisor may ask you to vary this.

How do I get an access pass?
Forms for new proximity cards are available at Front Office Administrator. Once signed, the forms must be taken to the Alfred Hospital Security office where a photo ID access card will be produced. (Please note that the Security Office only issue proximity cards between 9–11am and 2–4pm).

Directions to the Security Office
Enter via the walkway to the next building (The Burnet Institute) and continue walking along the corridor until you reach the lifts for the Main Ward. Take the stairs down to the next landing and you will reach the Security Offices. The office that issues security cards is behind this Office. If unsure, ask for directions to the Security Office that issues ID cards.

How much leave do I receive?
Full-time staff receive four weeks or 20 days of annual leave per year. For part-time staff this amount is pro-rata.

Monash University does not recognise the following state public holidays; Labour Day, Queen’s Birthday & Cup Day. Therefore staff must work on these days. However in doing so, no annual leave needs to be taken between Christmas and New Year when the University is closed.

Academic and research staff may also take up to 4 weeks/20 days of international conference leave. Any international conference leave in excess of four weeks must be taken as annual leave.

If I am away sick (or cannot come to work for any other reason) what should I do?
If you are not coming into the office you must do both of the following:
1. Call, SMS or email your supervisor.
2. Call or email either your unit administrator or the front office on 9903 0555 (email: enquiries.epidemiology@monash.edu) before 9.15am.

The unit administrator (or the front office receptionist) will then send an email to ‘epi-leave’ and copy the person’s supervisor, if it has not been already done.

Upon return to work, any leave taken must be entered into ESS (see below). The ‘epi-leave’ record is periodically checked against ESS leave notifications.

What is ESS?
ESS is the Employee Self Service portal that can be accessed via:

You can check your leave balances, apply for leave, update your details, and the like via this portal.
Where can I park my car?

Parking is available on The Alfred site for all staff at commercial rates. The present cost is approximately $370 per month.

As parking is in high demand, allocation of a parking permit may involve a waiting period before a one becomes available. The need for parking should be discussed with the HR hub on commencement.

Outside the hospital parking availability is relatively scarce. Two-hour parking limits are strictly enforced in surrounding streets. Metered parking spaces (ranging from 2 to 4 hours) are available on Commercial Road, St Kilda Road and in the Moubray Street area. Punt Road has parking available between 9.30am – 3.30 pm with tow-away clearway zones enforced at all other times.

What public transport services the School?

SPHPM is accessible by trains, trams and buses.

**TRAM:** The #72 Camberwell tram from Flinders Street Station passes by the School. It takes approximately 20 minutes by tram from the city.

**RAIL:** The School is on the Sandringham line from Flinders Street or Richmond stations. Prahran railway station is approximately a 10 minute walk from the School.

For further information visit: ptv.vic.gov.au

How do I access my pay-slip?

Your payslips are accessible any time from your Employee Self Service (ESS) profile.

- Login at: https://eservices.monash.edu.au/irj/portal
- Click the “Payslip” link on the right hand side of the screen under “Pay Information”.

ESS can only be accessed from a computer on the Monash network.

How can I access IT services while waiting for my Monash login details?

You will usually get your Monash IT access on your first day.

On the rare occasion that this is not possible, your unit administrator or supervisor will be able to provide you with a temporary login.

How long do I have to complete my on-boarding?

The SPHPM Onboarding Program is available on the SPHPM Intranet at: www.med.monash.edu.au/intranet/sphpm

Staff have two weeks to complete the SPHPM Onboarding program and four weeks to complete the University induction program. If not completed within this time your computer access will be suspended.

I have been employed with a probation period. What does that mean?

**Academic Staff:** all Level A to D continuing and fixed term academic staff, including education-focused staff and research-only staff, are subject to a probationary period, the length of which is typically 50% of their contract length. Your job performance will be measured according to your position description and a decision made about whether your employment will be continued.

**Professional Staff:** The probationary period is normally three months. Within the first month of commencement, the supervisor will conduct an initial discussion with the staff member to inform him/her of the required performance standards including goals, objectives and the results required of the position. Continued employment beyond the probation period requires that you meet the required performance standard.
What local shops and facilities are there?
Staff working at the AMREP site have access to a variety of shops and facilities. These include:

- Alf’s Food Court;
- Pharmacy;
- Post office/convenience store;
- ATMs;
- Monash Bookshop;
- Florist;
- Hairdresser;
- Café Alfretti (The Alfred Centre);
- IGA supermarket;
- Caltex service station/convenience store; and
- Eating establishments and coffee shops located on Commercial Rd, St Kilda Rd and Chapel St.

Your supervisor

Who is my supervisor?
Every staff member has a supervisor allocated on commencement. This may be the Head of the relevant unit or another staff member within that unit. If you are unsure who your supervisor is, please contact the HR hub via hr.alfred-parkville@monash.edu

What is my supervisor responsible for?
Your supervisor is responsible for establishing your work priorities and for supervising the standard of your work. A good supervisor will tell you when you are doing a good job and what aspects you should try to improve.

An effective employee will ensure that he/she communicates regularly with his/her supervisor and lets him/her know of their progress, achievements difficulties etc.

What administrative matters must I communicate to my supervisor?
Supervisors are responsible for and should be consulted regarding matters such as:

- annual leave/personal leave;
- authorisation of expenditure of unit funds;
- reimbursement of costs incurred;
- hours of work;
- performance development;
- required duties and priorities;
- grievances or work related problems;
- equipment and facilities; and
- office accommodation.

You must never incur any costs that have not been approved in advance by your supervisor.
Leave, overtime and time in lieu

Can I take time in lieu?

Staff members employed on the HEW scale 1-7 may take time in lieu for overtime worked provided there has been mutual agreement with a supervisor prior to any overtime being worked. The approval must be recorded in writing or by email.

In the instance of having time in lieu approved, staff must complete an ‘Additional Hours’ form which must be authorised by the supervisor and submitted to the local HR hub.

Staff working overtime outside normal working hours (8am – 5pm) must sign in and/or out in the casual staff book, located at the Front Office on Level 6.

Can I claim overtime?

Staff on HEW levels 1 to 7 are entitled to payment for overtime worked (as an alternative to time off in lieu, see above). As with time in lieu, overtime requires approval by a supervisor prior to any overtime being worked. The approval must be recorded in writing or by email.

Staff members who are employed at HEW level 8 and above are not eligible to receive overtime.

All authorised overtime worked will be paid for at overtime rates which are as follows:

<table>
<thead>
<tr>
<th>Time Worked</th>
<th>Overtime Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Saturday inclusive</td>
<td>Time and a half for the first two hours and double time thereafter.*</td>
</tr>
<tr>
<td>Sunday</td>
<td>Double time.</td>
</tr>
</tbody>
</table>

How much annual leave may I accumulate?

Staff should not accrue more than 20 days of annual leave or the equivalent pro rata amount for part-time employees.

If a staff member accrues more than 30 days of leave (or the pro-rata equivalent) and have not applied to take this excess annual leave by 31 December of the same year, they will be deemed to be on annual leave from the first working day in January of the following year. Staff will remain on deemed leave until their leave balance reverts to 20 days.

When do I become eligible for long-service leave?

Both academic and general staff may take long service leave after 10 years of service. After ten years of recognised continuous service, an academic or professional staff member is entitled to 13 weeks’ paid long service leave and 1.3 weeks for each additional year of service.

Confidentiality

What are my obligations for security and confidentiality?

As a research School we hold a large quantity of sensitive medical information. The School takes confidentiality of information very seriously and we insist on adherence to all policies designed to protect confidentiality.

A Declaration of Confidentiality form must be completed and signed by all staff upon commencement. These are available via the SPHPM Onboarding Program (see section 1).

Breaches of confidentiality by staff members and/or students will result in serious consequences for both the individual and the School. Please ensure that all confidential documents are treated with the greatest care.
Security and access

Am I allowed to work in the department after hours?
Access to the building is available out of hours and on weekends with the approval of your supervisor. Your security pass is necessary to gain access and its use creates a log of the time you arrive and leave.
You must also sign in and out using the Visitor Book located at reception, recording your name and time of arrival and departure.

Can I work from home?
Working from home may be permitted (if your supervisor approves) provided that there are no likely consequences for your job performance. There is no formal policy on working from home for academic staff.
A professional staff member wishing to apply for a regular working from home arrangement must comply with a range of requirements. Staff should first discuss their request with their supervisor. Following this, the staff member should then complete the Working from Home Application Form, providing details of the proposed arrangement. The policy requires that a home-based work site safety inspection be carried out. This can be arranged through the HR hub by contacting HR Hub on hr.alfred-parkville@monash.edu.

Facilities and services

How can I access department vehicles?
The School has two pool vehicles available for all approved staff to use on an ‘as required’ basis. It is available exclusively for Monash University business. The mileage diary must be completed. To book the vehicle, please contact the Front Office Administrator.

Where can I park at other Monash campuses?
There are yellow parking permits available from the Front Office Administrator which can be used to park at other Monash campuses.

How do I book an interstate or international call?
Contact the operator by dialling 99 on any Monash phone and request an interstate or international call. You may be asked for the name of your supervisor and the fund to which the call will be charged.

How do I book a meeting room, lecture theatre or seminar room?
There are a variety of meeting rooms available for use. To book a room, please contact the Front Office Administrator and provide the following details:
• the name of the meeting,
• the date of meeting,
• the number attending,
• which room you require,
• if catering is required,
• whether teleconferencing or videoconferencing facilities are needed, and
• your unit/centre fund source.
You will receive a confirmation booking email once all arrangements have been made.
How do I arrange for records to be archived?

There are designated boxes (405 x 320 x 256mm) for archiving which can be ordered from Nicole Shears in the Head of School Office. They are delivered in batches of 10.

All boxes are to be labelled twice (on the side and end) using the document storage template located at \epm\Admin\Archiving\Storage labels-Label.doc. Labels should include a detailed description of the contents, name of the owner, contact details, date stored and date to be destroyed.

Before any boxes are to be sent to Recall they need to have their information entered into the SPHPM archiving database and allocated with an internal SPHPM archiving number along with a metallic barcoded Recall sticker which will be scanned on collection. Please contact Nicole Shears for assistance.

If I see something that requires maintenance, what should I do?

Please contact the Front Office Administrator on x 30555 or email enquiries.epidemiology@monash.edu.

Open Space Etiquette

Individuals working in open-space areas should abide by open space etiquette suggestions. The most important requirement is to keep noise levels to a minimum when talking to colleagues and when speaking on the telephone. The School has a number of huddle rooms which can be used for these purposes.

Professional development

What professional development opportunities are available to me?

There are extensive professional development opportunities available to Monash staff. These are documented on the following web-sites

New Staff: www.adm.monash.edu.au/staff-development/newstaff
Professional Staff: www.adm.monash.edu.au/staff-development/general
Academic Staff: www.adm.monash.edu.au/staff-development/academic

Staff must obtain permission and funding from their supervisor prior to applying for professional development.

Financial matters

How do I claim a petty cash reimbursement?

Petty cash is used at Monash to reimburse staff for business purpose transactions under $10. Petty Cash is administered by the Procurement to Payment (P2P) Hub, located behind Reception.

- Complete a Petty Cash Voucher form and attach your receipt/invoice(s)
- Approval is required by a financial delegate in your department
- A cash custodian in the Purchasing Hub will reimburse you from the petty cash float

For assistance, contact the P2P hub via purchasingservices-extsupport@monash.edu.
How do I claim reimbursement for amounts over ten dollars?

Any claim above $10 must be submitted with the relevant documentation via Concur Expense Management.

1. Access the Concur Expense Management system via the my.monash portal. Go to ‘Online systems’ and select Concur Expense Management on the left-hand side of the screen.

2. Complete the expense report:
   - The following support and training is available for you to create an expense report:

3. Once submitted and approved, you can expect to be paid your reimbursement by the following Thursday.

Can I have a Monash credit card?

Monash Corporate Credit Cards are allocated to approved academic staff (at the discretion of Unit Heads) for the payment of expenses related to travel and entertainment associated with official University business activities only. If you believe you are eligible for a corporate credit card, please see the Precinct Manager.

Communications and Marketing

What information might I provide for the School newsletter?

Email notices of new publications, awards, prizes, conference attendance and research synopses to the Marketing and Communications Manager (suzgiulian@monash.edu).

What is the School blog?

The School blog is designed to disseminate new research and general information about SPHPM to the wider community. It can be located here: https://blogs.monash.edu/sphpm/

How can I arrange for a photo to be taken?

We are keen to receive photographs of visitors and any other events of interest. Please email the Marketing and Communications Manager and advise the details of your upcoming event.

It is possible to book a faculty videographer for special events (contact the TSG Multimedia help desk: http://jobdesk.monash.edu.au/index.cfm). Hours of operation that don’t incur a fee are generally 10am – 4pm which allow for travelling time. Hardcopy prints do incur a fee which will be charged back to units/departments/courses. Any charges for editing/design production will be charged to unit funds.

The School has a camera that is available for ad hoc photo opportunities and staff portraits where staff are unable to attend the 2 monthly professional portrait sessions. Please contact the Marketing and Communications Manager on x30693 if you wish to book this.

What is the School blog?

The School blog is designed to disseminate updates and information on new research, staff awards, conferences and events, and general information about SPHPM to the wider community. If you have an item that you wish to be included on the blog please contact the Senior Communications Advisor or email sphpm-news@monash.edu

The SPHPM blog can be located here: http://sphpm.blogspot.com.au/

Social Media

The School has a Facebook page, Twitter account and YouTube channel which are utilised to showcase the research, general news, staff achievements and media mentions for SPHPM. Facebook and Twitter are also used to provide more generalist updates about public health in Australia and overseas, drawing content from The Conversation and other respected health and academic news portals.

Content is replicated on Facebook and Twitter, where appropriate - all SPHPM blog entries are also pushed through Facebook and Twitter. If you have an item that you wish to be considered for the School's social media portals please contact the Senior Communications Advisor.
Performance Management

How is performance development managed?

Performance Development Online (PDO) is an online tool to support all staff to manage the performance development cycle in a timely and consistent way. PDO can be accessed via your my.monash portal from the ‘Online Systems’ menu. All professional staff will continue to be required to participate in PDO, with the exception of professional staff engaged on research support fixed-term contracts of 12 months or less. The performance development process involves one annual performance review meeting for staff during which the staff member and supervisor will review the staff member’s achievements from the preceding year and plan for the year ahead.

Academic staff

There is no formal PDO procedure for academic staff, except for fixed term academic staff on probation (who are expected to participate in two performance reviews per annum) and any academic staff on greater than 12 month contracts. However your unit or division may require academic staff to undertake PDO. You are advised to check with your supervisor.

If you intend to seek a promotion in the next few years, please contact PDO Support at pdo@monash.edu to request that a plan be provided to you.

Performance metrics for academic staff

Academic staff are required to meet the minimum research metrics (see academic staff section below) specific for their level of appointment. Failure to achieve such metrics is considered to represent a failure to meet performance requirements and is likely to compromise ongoing appointment at the university.

Occupational Health and Safety

Who should I call if I am in danger?

Dial 000 in an emergency or contact the Monash Security Guard (between 5pm and 9pm Mon – Fri or 9am – 1pm Saturday) on 0488 640 599. Staff are encouraged to keep this number at their desks.

What do I do in a medical emergency?

In an emergency contact the front desk on 30555 and ask for an announcement to be made requesting urgent assistance from any doctor, nurse or paramedic on site. Also dial 000 if an ambulance is required.

There is an automatic defibrillator at reception and any clinically trained person should be able to use this in the case of a cardiac arrest.

If you sustain an injury whilst at work or conducting work responsibilities, please see your First Aid officer. First Aid staff are listed on the OHSE noticeboard in the tearoom on level 6.

What happens if I feel sick while at work or become upset for other reasons?

Approach your supervisor, a member of HR or the Employee Assistance Program (Mon – Fri 8am – 6pm on 1800 350 359) for assistance.

For non-urgent medical attention, staff may visit

  - MEDI 7 clinic - Ground Floor, Suite 2A
  - 517 St Kilda Rd Melbourne Vic 3004
  - Ph. 9013 9794 or 9820 3255

Monash and Alfred staff and students are bulk-billed on presentation of their ID and Medicare card.
Issue Resolution

What happens if I have a personality clash with my supervisor or others in my team?

If you are unhappy about some aspect of your working environment:

**Step 1:** Approach your supervisor and discuss the matter with them. If you feel that your concerns have not been adequately addressed or that you cannot speak to your supervisor, proceed to Step 2.

**Step 2:** Request a confidential meeting with your unit head or division head (See Appendix 1). From past experience, most issues can be resolved in this way. If you are unsure who your unit head or division head is, please view the organisational chart on the last page of this guide. If the problem is more deep seated or serious, proceed to Step 3.

**Step 3:** You are welcome to address you concerns to the HR Business Partner, the School Manager or the Head of School. Each of these individuals is used to managing problems in a confidential and sympathetic manner.

Please do not give up until you have sought to address your concerns through these channels. In a large department the occasional clash of personalities is to be expected. We know from experience that it may be much better to address issues early when there is often a simple solution rather than to let them drag on.

Academic staff matters

What are the current research performance metrics?

Please see Appendix 2 for the SPHPM Research Metrics

What are my responsibilities when I apply for or am awarded a grant?

Please liaise with the School Research Manager for all grant requirements. No grants or contracts are to be submitted to the University lawyers, the University grant office or any funding body without passing through the research managers office.

When creating a budget for a project you must also liaise with the research manager or Research and Revenue Hub who will explain how to use the University budget model. Unless the budget is in keeping with the budget model it will not progress to the granting agency.

Who has information about grants and contracts?

Contact the School Research Manager on Jayamini.illesinghe@monash.edu.

How do I arrange for an overseas visitor to the School?

Arranging for an international visitor requires compliance with a variety of University and Federal policies and procedures. Depending on the length of stay, most international visits are managed centrally by Human Resources; Michele Le Bas (ext. 56297) is the main contact for visitor management queries.

There are extensive resources and information about how to arrange for an international visitor available here: www.adm.monash.edu.au/human-resources/visitors

What is the department policy on publication authorship?

The authorship of research publications is often a sensitive matter and is ultimately the responsibility of the senior academic staff member involved. All students and staff should liaise closely with the senior author when compiling the authorship list. Typically all named principal investigators on a relevant grant should have the opportunity to contribute to authorship.

The senior author is typically the person who has made the most significant academic contribution to the research. This may include conceiving the research approach, being a grant recipient, and/or supervising the research. This person will typically be the corresponding author.

The first author is typically the person who collects and analyses the data and writes the paper. In many cases this is a doctoral student or a research fellow.
What should I do when a publication with my name on it is published?
A PDF copy of all new publications affiliated to Monash University must be sent to the Research Manager.

Leadership
The school looks for potential leaders amongst its staff. Signs of leadership include that we look for include:
1. Becoming involved in school committees and activities;
2. Being a prominent figure in school seminars e.g. by asking questions, providing comments;
3. Initiating publications, letters and similar that contribute to the School blog;
4. Becoming involved with professional societies such as the Public Health Association or the Australasian Epidemiology Association;
5. Taking on high visibility roles such as being a school representative on committees.

Leaving SPHPM

What should I do if I decide to resign?
Staff members wishing to resign their employment from the University must provide written notice to their supervisor of their intention to resign, preferably by completing a Notice of resignation form. The Notice of Resignation form can be located at: http://adm.monash.edu.au/human-resources/forms.
The relevant notice periods are as follows:

**Academic staff** (Unless otherwise stipulated in a staff member’s contract of employment)

<table>
<thead>
<tr>
<th>Appointment type</th>
<th>Notice period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing appointments at levels B-E</td>
<td>6 months</td>
</tr>
<tr>
<td>Continuing appointment at level A</td>
<td>1 month</td>
</tr>
<tr>
<td>Fixed-term appointment of two years or more at levels B-E</td>
<td>3 months</td>
</tr>
<tr>
<td>Fixed-term appointment of less than two years at levels B-E</td>
<td>1 month</td>
</tr>
<tr>
<td>Fixed-term appointment at level A</td>
<td>1 month</td>
</tr>
</tbody>
</table>

**Professional Staff and Trades and Services Staff**
(Unless otherwise stipulated in a staff member’s contract of employment)

<table>
<thead>
<tr>
<th>Period of continuous service</th>
<th>Notice period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not more than 1 year</td>
<td>At least 1 week</td>
</tr>
<tr>
<td>More than 1 year but not more than 3 years</td>
<td>At least 2 weeks</td>
</tr>
<tr>
<td>More than 3 years but not more than 5 years</td>
<td>At least 3 weeks</td>
</tr>
<tr>
<td>More than 5 years</td>
<td>At least 4 weeks</td>
</tr>
</tbody>
</table>
**Divisional Head contact details:**

<table>
<thead>
<tr>
<th>Division</th>
<th>Name</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention Science Head</td>
<td>Professor John McNeil</td>
<td>9903 0565</td>
<td></td>
<td><a href="mailto:john.mcneil@monash.edu">john.mcneil@monash.edu</a></td>
</tr>
<tr>
<td>Clinical Epidemiology Head</td>
<td>Professor Michael Abramson</td>
<td>9903 0573</td>
<td></td>
<td><a href="mailto:michael.abramson@monash.edu">michael.abramson@monash.edu</a></td>
</tr>
<tr>
<td>Research Methodology Head</td>
<td>Professor Andrew Forbes</td>
<td>9903 0580</td>
<td></td>
<td><a href="mailto:Andrew.Forbes@monash.edu">Andrew.Forbes@monash.edu</a></td>
</tr>
<tr>
<td>Health Services</td>
<td>Professor Just Stoelwinder</td>
<td>9903 0378, 0402 220 303</td>
<td></td>
<td><a href="mailto:just.stoelwinder@monash.edu">just.stoelwinder@monash.edu</a></td>
</tr>
<tr>
<td>Occupational and Environmental Health Head</td>
<td>Professor Malcolm Sim</td>
<td>9903 0582</td>
<td></td>
<td><a href="mailto:Malcolm.Sim@monash.edu">Malcolm.Sim@monash.edu</a></td>
</tr>
<tr>
<td>Critical Care Research Head</td>
<td>Professor Jamie Cooper</td>
<td>990 30931</td>
<td></td>
<td><a href="mailto:Jamie.Cooper@monash.edu">Jamie.Cooper@monash.edu</a></td>
</tr>
<tr>
<td>Monash Centre for Health Research and Implementation Head</td>
<td>Professor Helena Teede</td>
<td>9594 7545</td>
<td></td>
<td><a href="mailto:Helena.Teede@monash.edu">Helena.Teede@monash.edu</a></td>
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</table>
**Appendix 2 - Medicine Nursing and Health Sciences: Research standards – Public Health Research**

### Teaching and Research

<table>
<thead>
<tr>
<th>Teaching and Research</th>
<th>Public Health Research - Annual Minimum and Aspirational Research Targets 2013</th>
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<tbody>
<tr>
<td></td>
<td>B - Lecturer</td>
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<tr>
<td></td>
<td>Min</td>
</tr>
<tr>
<td><strong>1) RESEARCH OUTPUT</strong></td>
<td></td>
</tr>
<tr>
<td>Weighted publication points a</td>
<td>0.20</td>
</tr>
<tr>
<td>Total Publications b</td>
<td>1.00</td>
</tr>
<tr>
<td>Cumulative Impact Factor c</td>
<td>3.00</td>
</tr>
<tr>
<td>Proportion of A/A* Journals</td>
<td>40.00%</td>
</tr>
<tr>
<td><strong>2) RESEARCH INCOME d</strong></td>
<td></td>
</tr>
<tr>
<td>Cat 1, Cat 2 and Cat 3 (International A)</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>3) APPLIED MEASURE d</strong></td>
<td></td>
</tr>
<tr>
<td>Cat 3 (Australian), Cat 3 (International B) and Cat 4</td>
<td>$1,000</td>
</tr>
<tr>
<td>Govt Reports &amp; Practice Guidelines</td>
<td>0.20</td>
</tr>
<tr>
<td><strong>4) HDR SUPERVISION</strong></td>
<td></td>
</tr>
<tr>
<td>HDR Supervision load per staff member e</td>
<td>0.50</td>
</tr>
<tr>
<td>HDR student count per staff member f</td>
<td>1.00</td>
</tr>
</tbody>
</table>

### Research Only

<table>
<thead>
<tr>
<th>Research Only</th>
<th>Public Health Research - Annual Minimum and Aspirational Research Targets 2013</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>B - Research Fellow</td>
</tr>
<tr>
<td></td>
<td>Min</td>
</tr>
<tr>
<td><strong>1) RESEARCH OUTPUT</strong></td>
<td></td>
</tr>
<tr>
<td>Weighted publication points a</td>
<td>na</td>
</tr>
<tr>
<td>Total Publications b</td>
<td>2.00</td>
</tr>
<tr>
<td>Cumulative Impact Factor c</td>
<td>6.00</td>
</tr>
<tr>
<td>Proportion of A/A* Journals</td>
<td>45.00%</td>
</tr>
<tr>
<td><strong>2) RESEARCH INCOME d</strong></td>
<td></td>
</tr>
<tr>
<td>Cat 1, Cat 2 and Cat 3 (International A)</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>3) APPLIED MEASURE d</strong></td>
<td></td>
</tr>
<tr>
<td>Cat 3 (Australian), Cat 3 (International B) and Cat 4</td>
<td>$2,500</td>
</tr>
<tr>
<td>Govt Reports &amp; Practice Guidelines</td>
<td>0.20</td>
</tr>
<tr>
<td><strong>4) HDR SUPERVISION</strong></td>
<td></td>
</tr>
<tr>
<td>HDR Supervision load per staff member e</td>
<td>0.50</td>
</tr>
<tr>
<td>HDR student count per staff member f</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Data as of 25/02/2016 and subject to change in 2016
Research Output

Research Output includes Categories A1 (Book, Authored - Research), B1 (Book Chapter, Authored Research), C1 (Journal Article: Refereed Article in a scholarly Journal) and E1 (Conference Publication: Full Written Paper (not abstract) - Refereed).

**a** - Weighted publications points
A1 publications are given a weight of 5.0. B1, C1 and E1 publications are given a weight of 1.0

Weighted publication points are pro-rata based on number of authors e.g. a C1 journal article with 5 authors= 0.2 weighted publication points per author. In some disciplines, or cases, it may be beneficial to measure an author’s pro-rata contribution by publication weight. This measure can therefore be utilised as well as, or instead of the “Total Publications” measure (see point b below) if deemed to be appropriate by the supervisor.

**b** - Total Publications are raw numbers without pro-rating per author or weighting the publication. This metric should be used as the primary measure of rate of publication.

**c** - Cumulative Impact Factor for a year is the sum of the individual impact factors of every journal in which a publication appeared.

e.g. three publications in journals with impact factors of 1.1, 2.2 and 3.3 = cumulative impact factor of 6.6.

The most important criterion in the view of the Faculty is the cumulative impact factor.

Research Income

Research Income includes Category 1 (Australian competitive grants), Category 2 (Other public sector research income), Category 3 (Industry and other research income) and Category 4 (Co-operative Research Centre research income).

**d** - Income is assigned to each chief investigator on a pro-rata basis (pro-rated as income received each year and the number of investigators). Category 1, Category 2 and Category 3 (International A) are measured at 2) Research Income. Category 3 (Australian), Category 3 (International B) and Category 4 are measured at 3) Applied Measures.

HDR Supervision

**e** - HDR supervision load is a pro rata calculation that measures the supervisor’s supervision percentage and the student’s total load for a given time period.

**f** - HDR student count measures the raw number of HDR students per supervisor.

The most important criterion in the view of the Faculty is the HDR student count.
Welcome

Welkom
Bem-vindos
Tervetuloa
Benvenuto
Bienvenidos
Bienvenue
Willkommen