

## Industry Exchange Fellowships Policy and Procedures

<b>Approving authority</b>	Executive Group
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<b>Advisor</b>	For advice on this policy, contact <a href="mailto:hrservices@griffith.edu.au">HR Advisory Services   hrservices@griffith.edu.au</a>
<b>Next scheduled review</b>	2018
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Industry_Exchange_Fellowships_Policy_and_Procedures.pdf">http://policies.griffith.edu.au/pdf/Industry Exchange Fellowships Policy and Procedures.pdf</a>
<b>TRIM document</b>	2014/0003535
<b>Description</b>	This document provides information regarding Griffith University's Industry Exchange Fellowship.

### Related documents

[Appointment of Academic Managers](#)

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[Fixed Term Part Time Appointment with Supplemented Superannuation Procedure](#)

[Secondment of Staff to Other Institutions Policy and Procedures](#)

[Recruitment and Selection Policy](#)

[Recruitment and Selection Procedures](#)

[\[Rationale\]](#) [\[Policy\]](#) [\[Procedures\]](#) [\[Delegated Authorities\]](#)

## 1. RATIONALE

In order for the University to achieve its goals in terms of offering educational programs which meet the needs of a changing society, its academic staff need to be familiar with the activities of industry, government, unions and the voluntary sector.

One mechanism to facilitate this is through an Industry Exchange Fellowship.

## 2. POLICY

The scheme involves two individuals:

- the incoming exchange fellowship holder, who would be expected to spend the fellowship entirely within the Element sponsoring the exchange. While the incoming exchange fellowship holder would normally be expected to make some contribution to teaching, it should be recognised that they would not be able to carry a full load; and
- an academic staff member of the University who would work in the incoming fellowship holder's organisation and develop new skills or acquire additional experience.

The Element would make funds available for sessional teaching relief to the area in which the fellowship holder is based. It would normally be expected that the incoming fellowship holder's organisation would match this.

Both exchange fellows would retain their salary. There would be no exchange of money between the University and the outside organisation. All workers' compensation and superannuation aspects remain with the parent employers which, with the exception of Academic Studies Program (ASP) accrual, allows the participants to retain their substantive conditions of appointment.

Periods of absence under the exchange program will not be recognised as qualifying service for the purpose of assessing eligibility for ASP or long service leave.

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### **3. PROCEDURES**

#### Industry Exchange Fellowships

Potential exchange fellowship holders from among the University's academic staff would find a person in industry, government, unions or the voluntary sector with whom they could arrange an exchange for a period of six to twelve months.

The University staff member would be responsible for submitting the joint application.

The application would include:

- details of the proposed activity outside the University;
- the contribution which the incoming fellowship holder would make to research and teaching within the University;
- curriculum vitae for each participant;
- a statement of agreement to the exchange from the parent employers.

The incoming exchange fellowship holder would be appointed as a Visiting Fellow (unpaid). This would enable the job to be tailored to the duties desired with the appropriate line of responsibility.

The Head of Element would recommend to the Pro Vice Chancellor approval of the appointment of the visitor and leave arrangements for the University staff member.

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### **4. DELEGATED AUTHORITIES**

The Head of Element makes a recommendation to the Group Pro Vice Chancellor.

The Group Pro Vice Chancellor approves the leave arrangements for the University staff member.

The Group Pro Vice Chancellor approves the appointment of the incoming Industry Exchange Fellowship holder.