



# GUIDELINES FOR NON-DEGREE TEACHING RESEARCH TRACK

## Purpose

The purpose of this procedure is to:

- Define the process for achieving a research track for staff who are not teaching on a degree.
  - Ensure that all staff who are achieving excellence in research can be supported, including those not teaching on degree level programmes.
  - Ensure that all staff who are achieving excellence in research can be eligible for PBRF.
  - Ensure that there are robust processes in place to assess excellence in research toward achieving the Non-Degree Teaching Research Track.
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## Scope

This procedure applies to:

- Full time or part time tenured staff who are achieving excellence in research and are not teaching on degree level programmes (limited tenure staff are normally not eligible; casual staff are not eligible).
- The relevant Head of School of eligible staff.
- The Director Research and Enterprise.
- The Research Advisor.
- The Research Partners.

## Procedure

This procedure involves:

- Identifying eligible staff who are achieving excellence in research and are not teaching on degree level programmes.
- Assessing the level of excellence achieved by the Non-Degree Teaching Researcher through consideration of verified outputs in Unitec's Research Output Management System (ROMS).
- Ensuring the relevant Head of School and the Director Research and Enterprise agree the eligible staff member qualifies for, and should be, supported.
- The eligible staff member producing an approved Individual Research Plan outlining a pathway toward submitting a PBRF portfolio in the next round.
- Ensuring the eligible staff member's Position Description is updated to explicitly state the undertaking of research is a responsibility of that staff member.
- An annual review of Non-Degree Teaching Research Track staff led by Tūāpapa Rangahau in conjunction with the relevant Head of School.

**Identifying eligible staff**

- Non-Degree Teaching Researchers may self-identify by contacting Tūāpapa Rangahau, Unitec's Research and Enterprise Office.
- Non-Degree Teaching Researchers may be identified by Tūāpapa Rangahau, their line manager and/or their Head of School.

**Assessing the level of research excellence**

- The ROMS shell of the applicant must be up-to-date, and the research outputs therein must have been verified.
- The Research Advisor, the Director Research and Enterprise and the Research Partners must concur that the level of verified productivity in ROMS is, or would be by the deadline, equivalent to an excellence rating in the PBRF.
- This assessment will be verified on the template appended to this guideline.

**Ensuring approvals**

- The Non-Degree Teaching Staff Research Track Application Form (appended to this guideline) must be approved by the relevant Head of School.
- The Non-Degree Teaching Staff Research Track Application Form must be approved by the Director of Research and Enterprise

**Individual Research Plans**

- The Non-Degree Teaching Researcher must complete an Individual Research Plan outlining a pathway toward submitting a PBRF portfolio in the next round.
- The Non-Degree Teaching Researcher's Individual Research Plan must be approved by the relevant Head of School.
- The Non-Degree Teaching Researcher's Individual Research Plan must be approved by the Director of Research and Enterprise

**Position Description**

- The Director Research and Enterprise will work with HR to ensure that the Position Description of the successful Non-Degree Teaching Researcher applicant is accordingly adjusted in draft.
- The adjusted draft Position Description will be shared with the Non-Degree Teaching Researcher applicant and the Head of School for approval.
- The new Position Description will be filed appropriately.

**Responsibilities**

Role	Responsibilities
Non-Degree Teaching Researchers	<ul style="list-style-type: none"> <li>• Ensures ROMS is up-to-date, and all outputs have been verified.</li> <li>• Completes an Individual Research Plan outlining a pathway toward submitting a PBRF portfolio in the next round.</li> </ul>

	<ul style="list-style-type: none"> <li>• Completes the Non-Degree Teaching Staff Research Track Application Form.</li> <li>• Approves their new Position Description.</li> </ul>
Heads of School	<ul style="list-style-type: none"> <li>• Approves the Non-Degree Teaching Researcher's Individual Research Plan outlining a pathway toward submitting a PBRF portfolio in the next round.</li> <li>• Approves the Non-Degree Teaching Researcher's Non-Degree Teaching Staff Research Track Application Form.</li> <li>• Approves the Non-Degree Teaching Researcher's new Position Description.</li> </ul>
Director Research and Enterprise	<ul style="list-style-type: none"> <li>• Concurs that the level of verified productivity in ROMS is, or would be by the deadline, equivalent to an excellence rating in the PBRF.</li> <li>• Approves the Non-Degree Teaching Researcher's Individual Research Plan as a pathway toward submitting a PBRF portfolio in the next round.</li> <li>• Approves the Non-Degree Teaching Researcher's Non-Degree Teaching Staff Research Track Application Form.</li> <li>• Works with HR to ensure that the Position Description of the successful Non-Degree Teaching Researcher applicant is adjusted in draft to explicitly state that the undertaking of research is a responsibility of that staff member.</li> <li>• Obtains the approval of the successful Non-Degree Teaching Researcher applicant and their Head of School of the new Position Description.</li> </ul>
Research Advisor	<ul style="list-style-type: none"> <li>• Identifies eligible staff who are achieving excellence in research and are not teaching on degree level programmes.</li> <li>• Once eligible staff have been identified, assesses the level of excellence achieved through verified outputs in Unitec's Research Output Management System (ROMS).</li> <li>• Concurs that the level of verified productivity in ROMS is, or would be by the deadline, equivalent to an excellence rating in the PBRF.</li> </ul>
Research Partners	<ul style="list-style-type: none"> <li>• Identifies eligible staff who are achieving excellence in research and are not teaching on degree level programmes.</li> <li>• Concurs that the level of verified productivity in ROMS is, or would be by the deadline, equivalent to an excellence rating in the PBRF.</li> <li>• Ensures the relevant Head of School and the Director Research and Enterprise agree the eligible staff member qualifies for, and should be, supported.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Works with the Director Research and Enterprise to ensure that the Position Description of the successful Non-Degree Teaching Researcher applicant is adjusted in draft to explicitly state that the undertaking of research is a responsibility of that staff member.</li> </ul>

	<ul style="list-style-type: none"><li>Files the new Position Description appropriately once it has been approved by the successful Non-Degree Teaching Researcher applicant and their Head of School.</li></ul>
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## Reference Documents

- Non-Degree Teaching Staff Research Track Application Form
- [Individual Research Plan Template](#)
- [Unitec Research Strategy 2020-2024](#)

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## Approval Details

<b>Version number</b>	1	<b>Issue Date</b>	1 August 2022
<b>Approval authority:</b>	Te Komiti Mātauranga   Academic Committee	<b>Procedure Owner:</b>	Director Research & Enterprise
<b>Contact Person</b>	Research Advisor	<b>Date of Next Review</b>	August 2024

## NON-DEGREE TEACHING STAFF RESEARCH TRACK

### Application Form

#### Declarations:

1. I have met with a Tūāpapa Rangahau Research Partner and discussed this process, which they have supported in principle.

Yes ☐

No ☐

2. I have attached my approved Individual Research Plan outlining a pathway toward submitting a PBRF portfolio for the next round.

Yes ☐

No ☐

3. I have submitted for the most recent Internal PBRF Quality Evaluation.

Yes ☐

No ☐

4. My ORCID number is:

5. My ROMS profile is up-to-date, and my outputs have been verified.

Yes ☐

No ☐

## Signatures:

### Applicant

Signed:

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Dated:

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### Head of School (signature denotes approval of this application)

Signed:

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Dated:

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## Next Steps:

**Submit this signed and completed application form to a Tūāpapa Rangahau Research Partner.**

*NB: Decisions on applications will be made in consideration of the Non-Degree Teaching Research Track Guidelines.*

## For Tūāpapa Rangahau Purposes Only

Comments on the research being undertaken by the researcher in terms of relevance to Unitec's Research Strategy and KPIs:

Summary of financial benefit:

### Signatures:

#### Tūāpapa Rangahau Research Partner

Signed:

Dated:

#### Unitec Research Advisor

Signed:

Dated:

#### Director Research and Enterprise

Signed:

Dated: