



Membership Policy

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1. Purpose and scope

This document sets out the policy and procedures that apply to membership of the Graham Centre. The policy is relevant to staff of the Centre's alliance partners – Charles Sturt University (CSU) and the NSW Department of Primary Industries (NSW DPI); Higher Degree by Research (HDR) students enrolled at CSU; and visitors and others with relevant links to the Centre.

The following individuals are eligible to apply for Graham Centre membership provided they meet the relevant criteria outlined in section 3.

- 1.1 CSU staff engaged on a casual, fixed-term or permanent basis, either full or part-time.
- 1.2 NSW DPI staff engaged on a casual, fixed-term or permanent basis, either full or part-time, who also hold a current visiting, adjunct or honorary appointment with CSU.
- 1.3 HDR candidates enrolled at CSU.
- 1.4 Visiting, adjunct and honorary personnel (either paid or unpaid) who hold a current appointment with either alliance partner.
- 1.5 Individuals with an interest in Centre activities who have an appropriate relationship with the Centre (refer section 3.4).

Membership is free of charge.

2. Membership categories

There are four categories of Graham Centre membership:

- 2.1 **Full members** – Researchers who are actively engaged in research aligned with the Centre's [Research Pathways](#) and who meet the criteria in section 3.1.
- 2.2 **Associate members** – Researchers and research support personnel engaged in research aligned with the Centre's [Research Pathways](#) who do not meet the criteria in section 3.1 but meet the criteria in section 3.2.
- 2.3 **Student members** – HDR candidates enrolled at CSU who meet the criteria in section 3.3.
- 2.4 **Affiliates** – Individuals who do not meet the criteria for full, associate or student membership but meet the criteria in section 3.4 and wish to maintain a relationship with the Centre for an appropriate purpose. Examples might include retired researchers, consultants and others from the industry who have an active interest in the Centre's activities. NB: Personnel visiting the Centre under CSU's Visiting Appointments Policy are automatically granted affiliate status for the duration of their appointment.

3. Eligibility criteria

Individuals described in section 1 are eligible to apply for membership under the following conditions:

- 3.1 **Full members** must have attained BOTH of the measures described in 3.1.1 and 3.1.2 and at least ONE of the measures described in 3.1.3 through 3.1.5 during the preceding three year period:
 - 3.1.1 Named on one or more external research grants with income of \$5,000 or more administered by the Graham Centre;
 - 3.1.2 Published and recorded in the CSU Research Outputs Collection ([ROC](#)), THREE or more, single or co-authored research publications which are broadly aligned with Graham Centre [Research Pathways](#) (or achieved a minimum of 1.5 HERDC points for eligible publications).
 - 3.1.3 Named as Chief Investigator on one or more external research grants administered by CSU or NSW DPI for research broadly aligned with Graham Centre [Research Pathways](#).
 - 3.1.4 IN ADDITION to 3.1.2, published and recorded in the CSU Research Outputs Collection ([ROC](#)), THREE or more, single or co-authored research publications which are broadly aligned with Graham Centre [Research Pathways](#) (or achieved a minimum of 1.5 HERDC points for eligible publications).
 - 3.1.5 Supervised one or more HDR students to completion in an area broadly aligned with Graham Centre [Research Pathways](#).
- 3.2 **Associate members** must have attained at least TWO of the following measures during the preceding THREE year period:
 - 3.2.1 Named on one or more external research grants with income of \$5,000 or more administered by the Graham Centre.
 - 3.2.2 Published and recorded in the CSU Research Outputs Collection ([ROC](#)), THREE or more, single or co-authored research publications which are broadly aligned with Graham Centre [Research Pathways](#) (or achieved a minimum of 1.5 HERDC points for eligible publications).
 - 3.2.3 Named as Chief Investigator on one or more external research grants administered by CSU or NSW DPI for research broadly aligned with Graham Centre [Research Pathways](#).
 - 3.2.4 IN ADDITION to 3.2.2, published and recorded in the CSU Research Outputs Collection ([ROC](#)), THREE or more, single or co-authored research publications which are broadly aligned with Graham Centre [Research Pathways](#) (or achieved a minimum of 1.5 HERDC points for eligible publications).

- 3.2.5 Supervised one or more HDR students to completion in an area broadly aligned with Graham Centre [Research Pathways](#).
- 3.3 **Student members** must meet ALL of the following criteria:
 - 3.3.1 Enrolled at CSU as an HDR student undertaking a Masters or Doctorate degree on a part-time or full-time basis either internally or online.
 - 3.3.2 Studying a research topic broadly aligned with Graham Centre [Research Pathways](#).
 - 3.3.3 Supervised by at least ONE full or associate member of the Graham Centre.
- 3.4 **Affiliates** must meet at least ONE of the following criteria:
 - 3.4.1 Have a track record (publications, industry impact or similar) that demonstrates a substantial contribution to the agricultural sector over a sustained period and a willingness to contribute to the Centre's vision.
 - 3.4.2 Hold a current visiting appointment with the Graham Centre under CSU's Visiting Appointments Policy or the equivalent policy of NSW DPI.

4. Application and review process

- 4.1 Personnel visiting the Centre under CSU's Visiting Appointments Policy are automatically granted affiliate status for the duration of their appointment.
- 4.2 With the exception of individuals to which 4.1 applies, membership is available through a formal application process.
- 4.3 Applications for membership may be made at any time by completing the application form available from the Centre website.
- 4.4 Applicants will be advised in writing regarding the progress and/or status of their application.
- 4.5 All membership appointments are determined by the Director.
- 4.6 The Director reserves the right to reject or cancel membership where there is evidence that an individual has breached relevant policies of the Centre or of either alliance partner.
- 4.7 The Director reserves the right to reject or cancel membership where there is evidence that an individual has not complied with the conditions of membership outlined in section 6.
- 4.8 An individual's membership automatically expires when a member leaves their position at CSU or NSW DPI, withdraws or graduates from study at CSU or if their adjunct or visiting appointment expires and is not renewed.

- 4.9 Membership is for a period of up to two years and is then subject to review.
- 4.10 Members deemed ineligible for initial or continuing membership (apart from that defined in 4.8) will be advised in writing, outlining the reasons for declining the membership application or renewal. For members who no longer meet the criteria for continuing membership, an exit strategy will be agreed upon in consultation with the relevant line manager.
- 4.11 Membership enquiries should be directed to the Centre via email to grahamcentre@csu.edu.au or telephone (02) 6933 4300.

5. Benefits of membership

- 5.1 Research support via internal funding (see Centre website for current funding opportunities).
- 5.2 Promotion of members' expertise and activities to external stakeholders through the Centre website and other media, event sponsorship, seminars, workshops and conferences, training and publications.
- 5.3 Access to the benefits of the CSU/NSW DPI alliance, e.g. shared facilities, enhanced reputation, strong international links, improved access to information and infrastructure, team membership, capacity building, training and professional development.

6. Conditions of membership

To retain membership of the Centre, all members, with the exception of affiliates, are required to:

- 6.1 Liaise with the Director and/or Centre staff regarding research grants and inform the Centre of potential grant applications at least four weeks prior to the external due date for submission, where possible, or otherwise within a reasonable timeframe.
- 6.2 Submit grant applications in accordance with CSU and/or NSW DPI policies and nominate the Graham Centre as the administering body, where appropriate.
- 6.3 Submit copies of external grant correspondence and relevant documentation to grahamcentre@csu.edu.au in a timely fashion.
- 6.4 Show Centre affiliation on all relevant documentation related to grant applications, publications, presentations and correspondence, including emails.
- 6.5 Register relevant publications in the CSU Research Outputs Collection ([ROC](#)) in accordance with CSU policies and guidelines, noting Graham Centre [affiliation](#).
- 6.6 Participate in research teams within their discipline and within Graham Centre [Research Pathways](#), where appropriate.

- 6.7 Comply with relevant conditions pertaining to the Centre's [Internal Grants Scheme](#).
- 6.8 Support colleagues and mentor early career researchers, where appropriate.
- 6.9 Regularly attend Centre events, including whole of Centre meetings, [Research Pathway](#) meetings, seminars and other events, where relevant and appropriate.
- 6.10 Submit information on relevant research activities to the Director and/or Centre staff for publicity or other purposes as required.
- 6.11 Liaise with the Centre via grahamcentre@csu.edu.au prior to engaging with the media or with any other publicity representatives.
- 6.12 Conduct their activities in a manner that upholds the reputation of the Centre.
- 6.13 Ensure individual member profiles on the Centre website are kept up to date at all times, where applicable.
- 6.14 Advise the Centre if their staff, student or other appointment status changes.
- 6.15 Advise the Centre regarding any relationship or affiliation they may have with any other CSU Research Centre.
- 6.16 Advise the Centre regarding any information relevant to research activities and/or membership status not covered by items 6.1 to 6.15 above.

7. Membership of other CSU Research Centres

Members may also be a member of another CSU Research Centre under the following conditions:

- 7.1 There is a satisfactory and justifiable reason for requesting dual membership;
- 7.2 Membership is restricted to the Graham Centre and one other Centre;
- 7.3 The membership policies of both Centres allow dual membership; and
- 7.4 The Directors of both Centres have provided their written agreement.