

ACADEMIC OUTPUTS POLICY

Section	Research
Contact	AVC Research, Academic and Enterprise
Last Review	April 2014
Next Review	April 2017
Approval	AB14/52 - June: 3.1.2
Effective Date	16 April 2014

Purpose:

The purpose of this policy is to define roles and requirements associated with the collection, recording and reporting of academic outputs.

Definition of Academic Outputs:

Academic outputs include evidence of any Scholarly Work or Artistic Work produced by a staff member in the course of his or her employment at the University.

Scholarly work means all literary, dramatic, musical or artistic works, software, sound recordings, films or communication works produced by a Staff member and includes in relation to a Staff member's research activities, any scholarly publications including books, text books, articles in scholarly journals research reports or conference proceedings.

Artistic work means a Scholarly work that has an artistic quality and may include: paintings; design; photography; drawings; sculptures; literature; poetry; performances; musical works, dramatic works or films that have any artistic quality.

Background:

The Office of the Assistant Vice Chancellor Research, Academic and Enterprise is responsible for establishing and maintaining a single, University-wide repository for academic outputs for funding and archival purposes. However, the repository also has to meet the needs of internal University stakeholders (staff for PRPs, Colleges for departmental purposes, Assistant Vice-Chancellor (Research, Academic and Enterprise) for institutional benchmarking and public dissemination as required).

The intent of the policy below recognises the need to give a high priority to the requirements of funding agents, while also allowing for the needs of all University stakeholders to the fullest extent possible within this context.

Policy:

Nominated Massey University staff members (or their delegates) are required to enter details of academic outputs to the designated repository on a regular basis. To this end, they are expected to keep full copies of all academic outputs and have these readily accessible. These need to be made available for internal and external audit.

Nominated staff will normally be those in a lead research position and those in the range of lecturer through professor.

The timing of the request for evidence, the evidential requirements, publications categories and cover sheets for academic outputs and categories of affected staff will be established by the Office of the Assistant Vice-Chancellor (Research, Academic and Enterprise), in consultation with Colleges, in light of the following principles:

- i) Consistency with reporting requirements from external funding bodies;
- ii) Consistency of approach across the University;
- iii) Consistency with international conventions;
- iv) Efficiency of administration;
- v) Addressing the needs of Colleges.

While all attempts will be made to meet the needs of Colleges, the requirements of funding agents will prevail in the event that mutually incompatible requirements arise. Reporting requirements may be adjusted from time to time to ensure consistency with the principles. Where changes are of a material nature, the Assistant Vice-Chancellor (Research, Academic and Enterprise) will consult with Colleges in regard to these changes.

Audience:

Massey University Academic and Research Staff.

Relevant legislation:

Legal compliance:

Related policies and procedures:

[Strategic Research Capability Policy](#)

[Research Practice Policy](#) (Responsible Research Conduct)

[Code of Responsible Research Conduct and Procedures for dealing with Research Misconduct](#)

Document management control:

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Owned by: Assistant Vice-Chancellor (Research, Academic and Enterprise)
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