

Postdoctoral Supervisor's Responsibilities in the Faculty of Humanities:

The postdoctoral supervisor has a dual responsibility to ensure that the postdoc fulfils his or her obligations to the university, as well as facilitating the postdoc's professionalization within the academy. In the Faculty of Humanities, we expect more of postdoctoral supervisors than merely the production of accredited units, in that the supervisor should advise the candidate on how best to operate in the academy.

1. During the application process, the supervisor is required to submit a letter of motivation with the application for the candidate. It is not appropriate for a supervisor to offer a contract, or complete contractual forms, prior to the HRC approving an application.
2. The postdoctoral supervisor is responsible for ensuring that the candidate is performing according to the duties stipulated in the contract or the performance agreement, which would normally involve the production of at least two accredited units (not merely, say, two co-authored articles) over the course of one year. This should be done through regular meetings, monitoring of the postdoc's progress, reporting on that progress and ensuring that he or she is publishing articles in **accredited** publications. The supervisor should ensure that articles have been submitted to accredited journals by requesting copies of submission documents from the postdoc, and must ensure that accredited publications are uploaded onto the OROSS system so that UJ can claim subsidy from the DoHET
3. Although an office manager can assist, a supervisor is ultimately responsible for ensuring that the postdoc has whatever documents are required for administrative purposes at UJ such as staff card procurement, office space procurement, library access, payments etc. A supervisor is not necessarily responsible for enabling the post-doctoral fellow to relocate to Johannesburg.
4. The postdoctoral supervisor should be cognizant of how the postdoc is representing him or herself as part of the University of Johannesburg to ensure that all ethical codes are followed. For example, a postdoc may not submit an article for subsidy purposes that has already received subsidy or been submitted elsewhere in South Africa, and may not conduct research on human subjects without approval from a faculty ethics committee.
5. In addition, the supervisor is responsible for facilitating the professionalization of the candidate. This duty includes involving the postdoc in seminars, reading groups and networking opportunities where available, encouraging (if not also funding) the candidate to present at conferences and involve him or herself in the many events held at the university. The supervisor should invite the postdoctoral candidate to academic events when possible, offer limited teaching opportunities if needed to boost the candidate's work experience and generally think about what the candidate needs to enter the academic job market. This may include help in constructing teaching portfolios, proper CV construction, application letter feedback, interviewing techniques etc.

6. The supervisor is required to submit a brief mid-year progress report, or a report 6 months into the start of the fellowship, to the Humanities Research Committee (HRC). If one article is not already submitted to an accredited journal, the supervisor must motivate as to why he or she feels that the postdoc will be able to submit the required two articles to an accredited journal by the end of the first year of the fellowship. A progress report of this type must be submitted to the HRC every 6 months into further annual renewals.

7. The supervisor is also required to submit reports on the postdoc's activities and progress over the course of the year at the time of renewal. The supervisor must assess the postdoc's progress according to his or her obligations to the university and whether they have been fulfilled using the objective criteria as agreed upon by the HRC. Any concerning behaviour should also be reported at this time to the committee. The supervisor should indicate whether he or she supports the renewal of the postdoc's fellowship for another year.