THE UNIVERSITY OF QUEENSLAND
2016 TEACHING FELLOWSHIP SCHEME

INTRODUCTION

The University of Queensland’s Teaching Fellowship Scheme promotes excellence in teaching and learning through supporting educational leadership in line with University and Faculty strategic priorities. Each Faculty is allocated one Fellowship, making a total of up to six Fellowships on offer each year. The Scheme has been designed to support innovative, relatively short-term projects that will improve teaching and learning practices within the recipient’s Faculty, School or discipline and which have the potential to inform teaching and learning practices beyond the individual Faculty, School or discipline.

Teaching Fellows will normally undertake Fellowship activities over a period of six months, coinciding with either first or second semester of the academic year. Teaching Fellows will be required to undertake a residency component in the Institute for Teaching and Learning Innovation (ITaLI). This residency will allow the Fellows access to ITaLI staff in the planning, conducting and evaluating of their project and facilitate the Fellow’s participation in ITaLI and UQ learning communities. During the Fellow’s residency component, ITaLI will provide in-kind support in the form of office space, a computer with network access, telephone, fax and photocopying facilities.

Information about the 2015 UQ Teaching Fellows can be found on the ITaLI website.

AIMS OF THE SCHEME

The UQ Teaching Fellowship Scheme aims to support teaching and learning leaders to undertake activities that will advance teaching and learning in their Faculty, School or discipline and thereby contribute to UQ’s commitment to enhancing student outcomes.

UQ Teaching Fellows are expected to:

1. Identify a teaching and learning issue within their Faculty, School or discipline and facilitate an approach to addressing this issue
2. Develop leadership in researching, promoting and enhancing teaching and learning within their Faculty, School or discipline and thereby contribute to the University’s strategic learning objectives as outlined in the UQ Strategic Plan and UQ Student Strategy Green Paper.
3. Establish and build on partnerships in teaching and learning within their Faculty and the University
4. Contribute to the intellectual life of ITaLI (e.g. presenting a seminar, joining discussion groups) and the broader UQ community of teaching and learning scholars
5. Disseminate (via presentations, publications, blogs etc.) the outcomes of the project in an engaging and timely manner
6. Manage their budgets in accordance with that which has been approved
7. Provide interim and final reports
GUIDELINES

1. **Eligibility.** Fellowship applications are open to all levels and categories of UQ Academic staff who carry substantial teaching responsibilities.

2. **Application requirements.** Applicants must complete the [UQ Teaching Fellowship Scheme Application Form](#) to be eligible to receive funding. Applications require the certification of the relevant Head of School and Faculty Executive Dean/Associate Dean (Academic), with confirmation that the proposal is linked to the challenges outlined in the [UQ Student Strategy Green Paper](#).

   In all cases the Associate Dean (Academic), in consultation with the Heads of School, are required to provide a brief statement of support confirming that the project’s intent will contribute to the University’s teaching and learning priorities and that outcomes of the project can be delivered within the required timeline.

   For applicants who do not have ongoing appointments, the Head of School or Head of Section is required to confirm that the applicant’s term of contract exceeds the term of the six month Fellowship and guarantee that the outcomes from the Fellowship following its completion will be appropriately embedded and disseminated within the following six months.

3. **Selection criteria.** The selection criteria for the UQ Teaching Fellowship are as follows:

   i. The project aligns with one or more of the strategic challenges outlined in the [UQ Student Strategy Green Paper](#) (see Box 1)

   ii. The project design, method or approach is innovative, robust and achievable in the timeframe

   iii. The project has the potential to impact student learning in the University, Faculty, School or discipline

   iv. The project dissemination strategy helps build collaborations and promote excellent practices in teaching and learning

   v. The project budget is realistic and appropriate

   vi. The applicant has demonstrated capacity to successfully undertake, complete and disseminate the project

4. **Time commitment.** The successful applicants will normally undertake Fellowship activities over a period of six months, coinciding with either first or second semester of the academic year, as appropriate to the applicant and their Head of School. Any Special Studies Program or Long

<table>
<thead>
<tr>
<th>Box 1: Challenges outlined in UQ Student Strategy Green Paper</th>
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<tbody>
<tr>
<td>1. An innovative education that prepares graduates for unpredictable futures</td>
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<td>2. A diverse student population with new priorities and expectations</td>
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<td>3. Students as change agents</td>
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<td>4. A research-intensive education that speaks to students and employers</td>
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<td>5. The value of active learning in the digital age</td>
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<td>6. Effective assessment and feedback for enhanced learning</td>
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<td>7. New staffing capabilities for new learning expectations and environments</td>
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<td>8. Supporting students through a connected community</td>
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<td>9. ‘Sticky’ campuses with landscapes for learning outcomes</td>
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Service Leave proposed during the term of the Fellowship must be included in the project timeline at the time of application.

Fellows will be expected to conduct their residency component within ITaLI for approximately 50% of the duration of their Fellowship.

While the normal time-span of a Fellowship is six months, consideration may be given, upon application to the Pro-Vice-Chancellor (Teaching and Learning), for an extension and additional financial support if there are exceptional circumstances (such as compelling and unanticipated findings or results justifying an expansion in the scope of the project).

5. **Financial considerations.** Each Fellowship is worth $50,000. It is anticipated that the majority of this funding will be used to “buy out” the Fellows’ teaching duties for the designated semester. ITaLI will provide 100% of funding to the relevant School/Administrative Section at the commencement of the Fellowship.

Upon acceptance of a Fellowship, expenditure will be in accordance with the approved budget. Significant changes to expenditure must be approved by the Pro-Vice-Chancellor (Teaching and Learning). Unspent funds shall be returned to ITaLI.

Support for the project undertaken during the Fellowship in excess of $50,000 should be borne by the Faculty/School. Schools or Faculties may opt to contribute additional funding to support the proposed Fellowship activities.

6. **Reporting requirements.** Fellows must submit an interim report (max. 500 words) to the Pro-Vice-Chancellor (Teaching and Learning) and relevant Associate Dean (Academic) approximately three months into the Fellowship. Fellows shall use the Reporting Template provided by ITaLI to produce the report.

A final report (max. 1,000 words) endorsed by the relevant Associate Dean (Academic) must be submitted to the Pro-Vice-Chancellor (Teaching and Learning) within three months of completion of the Fellowship. Fellows shall use the Reporting Template provided by ITaLI to produce the report.

Within 12 months of the completion of the Fellowship, publications arising/in progress, materials produced and/or papers presented should be forwarded to the Pro-Vice-Chancellor (Teaching and Learning) and relevant Associate Dean (Academic).

7. **Fellowship support from ITaLI.** Fellows will be invited, at the commencement of their Fellowship, to meet with the Pro-Vice-Chancellor (Teaching and Learning) to:
   
   i. Discuss the proposed teaching and learning project
   ii. Consider and select an appropriate mentor for the Fellowship
   iii. Consider appropriate networks to support the Fellowship
   iv. Plan a relevant dissemination strategy

ITaLI will provide ongoing support to the Teaching Fellows in the above areas, as appropriate.
APPLICATION PROCESS

Step 1: Attend an information session
The Pro-Vice-Chancellor (Teaching and Learning) will hold an information session for members of staff interested in applying for a Fellowship at 1:00pm - 2:00pm on Tuesday, 10 November in Room 202a, Learning Innovation Building 17, St Lucia Campus. Prospective Fellows are strongly encouraged to attend. Please email Yvonne Oberhollenzer (y.oberhollenzer@uq.edu.au) if you would like to attend the session. See Box 2 for key application deadlines.

Step 2: Submit application to Faculty Associate Dean (Academic)
Potential applicants are encouraged to discuss their interest with their Faculty’s Associate Dean (Academic) as soon as possible after nominations have been called. Note that Faculties shall have an internal submission deadline prior to that required by ITaLI. If there is more than one Fellowship applicant from a Faculty, Faculties shall rank the applicants prior to submission to the Pro-Vice-Chancellor (Teaching and Learning).

Step 3: Submit nominations to ITaLI
Fellowship applications will be accepted, via Faculty Associate Deans (Academic), using the UQ Teaching Fellowship Scheme Application Form. Applications are welcome by 5:00pm on Friday, 11 December 2015 to Yvonne Oberhollenzer (y.oberhollenzer@uq.edu.au).

If one or more Faculties decline to make a nomination, the remaining Fellowships will be awarded in a second round open to all Faculties.

To ensure that ITaLI has the capability to meet the requirements of the Fellows and projects, the Pro-Vice-Chancellor shall review nominations and negotiate aspects of the project if required.

Step 4: Receive notification of application outcome
ITaLI will notify Fellowship applicants of the outcome of their application by 5pm, Friday, 18 December.

Box 2: Key application dates
1. Information session: Tuesday, 10 November 2015, 1-2pm
2. Individual applications close: Variable depending on individual Faculty. Contact your Associate Dean (Academic) for more information.
3. Faculty nominations close: Friday, 11 December 2015, 5pm
4. Applicants notified of outcomes: Friday, 18 December 2015, 5pm