Information about the suggested format of submissions to the review of the Institute for Teaching and Learning Innovation

## Formatting

Either in an email directly to dvca.academicprojects@uq.edu.au, or as a Word document/PDF attachment to an email.

## Length

There is no set length for a submission. The length can depend on the extent of a stakeholder’s interactions with the Institute – a submission might be 2-3 paragraphs in an email, or multiple pages in a Word document if there is a longer history or the stakeholder wants to address multiple terms of reference individually.

## Content

Please provide any relevant information the review committee can use in reviewing the Institute.

Where appropriate, a submission can begin with a brief overview of the stakeholder’s experience and interactions with the Institute. The rest of the submission can take any form, but stakeholders often prepare a submission that would either:

1. Respond to terms of reference: the submission can include a response to each/any of the terms of reference the submitter can speak to, with the term of reference as a heading. The responses can include more detail of the submitter’s experiences or relationship with the Institute and staff, any areas of commendation or recommendation, past collaborations/projects, future plans, etc.
2. Provide broader/general comments on the Institute: the submission can include details about the submitter’s experiences or relationship with the Institute (e.g. interactions, collaborations, specific projects, experiences, etc.) and suggestions for the review committee without individually highlighting the terms of reference.

Stakeholders are welcome to include recommendations for the review committee to consider.

*Please delete this box by clicking the three dots above and hitting Backspace.*

# Submission to the 2021 Review of the Institute for Teaching and Learning Innovation

*[Name]*

*[Brief outline of extent/history of experiences/relationship with the Institute for Teaching and Learning Innovation]*

## Response to terms of reference

[Remove any of the terms of reference below if not relevant]

### 1. Functions and Goals

1. *assess whether the identified functions and goals of ITaLI are consistent with UQ strategy and planning, and the University’s general objectives in learning, discovery and engagement*
2. *assess whether the identified functions and goals of ITaLI are clearly articulated, aligned and enacted with respect to the strategic objectives of the Faculties*

[Response, if applicable]

### 2. Service Expectations

*identify the institution’s service expectations for ITaLI with respect to supporting the Faculties achieve their strategic objectives and assess ITaLI’s ability to meet them*

[Response, if applicable]

### 3. Service Culture

*seek and evaluate client views of the unit’s service culture and identify strengths and opportunities for improvement over the short and long term*

[Response, if applicable]

### 4. Service Culture

1. *review the scope of current and planned work and mechanisms by which work is allocated to the unit, and the role and capacity of ITaLI to support faculty led change, including the nature of connectivity across ITaLI and Faculties*
2. *identify the essential relationships which are required to augment and deliver ITaLI’s activities, functions and services*

[Response, if applicable]

### 5. Organisational Structure

1. *review the organisational structure, service strategy, planning and design, and staffing of the unit in the context of its ability to meet its identified functions and goals*
2. *review of governance arrangements and operation of decision-making functions*

[Response, if applicable]

### 6. Research

*review ITaLI’s contributions to informing, advancing, embedding and creating new knowledge across the university in research-based teaching and learning technologies, pedagogies and leadership and in the delivery of ITaLI’s services*

[Response, if applicable]

### 7. Resources

*assess the level of resources needed for effective support of the unit*

[Response, if applicable]

### 8. Key Performance Indicators

*identify key performance indicators relevant to a customer service focused unit for future evaluation*

[Response, if applicable]

### 9. Equity and Diversity

*consider the performance of the Unit in equity and diversity issues and the procedures to maintain or enhance them*

[Response, if applicable]