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. Between six to twelve Fellowships are on offer per year, with one or two allocated to each Faculty. The scheme has been designed to support innovative, relatively short-term projects that will improve teaching and learning practices and culture within the recipient’s Faculty, School or discipline.

Teaching Fellows will normally undertake Fellowship activities over a period of one year. Teaching Fellows will be required to undertake a residency component in the Institute for Teaching and Learning Innovation (ITaLI). Fellows will have access to ITaLI staff support in the planning, delivery and evaluation phases of the project. During the residency, Fellows will be encouraged to participate in ITaLI and UQ learning communities, and will be provided with office space, a computer with network access, printing, and photocopying facilities.

Information about the 2018 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:

i. Identify a teaching and learning issue within their Faculty, School or discipline and facilitate an approach to addressing this issue (note at least one Fellowship per Faculty is reserved for a project that converts a large course, or a suite of courses, to blended delivery mode).

ii. Significantly address one or more of the goals and initiatives in the UQ Student Strategy White Paper.

iii. Develop leadership in researching, promoting and enhancing teaching and learning within their Faculty, School or discipline.

iv. Establish and build on partnerships in teaching and learning within their Faculty and the University.

v. 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.

vi. Disseminate (via presentations, publications, blogs etc.) the outcomes of the project in an engaging and timely manner.

vii. Manage their budgets in accordance with that which has been approved.

viii. Contribute to an informal check-in, in person, and provide two reports to the Pro-Vice-Chancellor (Teaching and Learning).
GUIDELINES

Eligibility
Fellowship applications are open to all levels and categories of UQ Academic staff who carry substantial teaching responsibilities. For applicants who do not have continuing appointments, the Head of School or Head of Section is required to confirm that (i) the applicant’s term of contract exceeds the term of the one year Fellowship and (ii) the outcomes from the Fellowship following its completion will be appropriately embedded and disseminated within the following six months.

Number of Fellows
Each Faculty will have either one or two Fellows. A Faculty may not have more than two Fellows.

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 goals and initiatives outlined in the UQ Student Strategy White Paper.

The applicant’s proposal must be of tangible benefit to their School or Faculty and the deliverables from the project should be clearly articulated in the application. In all cases the Associate Deans (Academic), in consultation with the Heads of School, are required to provide a brief statement of support confirming that (i) the project’s deliverables will contribute to the University’s teaching and learning priorities and that (ii) proposed deliverables of the project can be produced within the required timeline.

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

i. The project should significantly address one or more of the goals and/or initiatives outlined in the UQ Student Strategy White Paper.

ii. The project approach is robust and the proposed deliverables are achievable in the timeframe.

iii. The project has the potential to positively 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 beyond the life of the project.

v. The project budget is realistic and appropriate.

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

Time commitment
The successful applicants will normally undertake Fellowship activities over a period of one year. The twelve-month period for the project must begin before May 1, 2019. Any Special Studies Program or Long 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 a time equivalent to one day per week of the duration of their Fellowship. The period of residency in ITaLI may be
completed over the entire year or it may coincide with either first or second semester of the academic year, as appropriate to the applicant and their Head of School.

While the normal time-span of a Fellowship is twelve 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).

**Financial considerations**

Each Faculty is allocated Fellowship funding worth $50,000; this funding may be allocated to one Fellow (support of $50,000) or divided equally between two Fellows (each with support of $25,000). The Faculty should indicate its desired allocation to ITaLI by the application closing date; please email [Teaching Awards](mailto:Teaching%20Awards) with this information.

The funding may be used by the Fellow(s) to seek support for their teaching responsibilities, and/or to fund a project officer or other project costs. Funding may not be used to buy computers or other hardware. ITaLI will provide 50% of funding to the relevant School/Administrative Section at the commencement of the Fellowship and 50% upon receipt of a six-month Fellow's report showing acceptable progress on the project goals. This report must be received within six months of the Fellow's starting date or the second funding tranche will not be released. Early release of the second tranche may be approved by the Pro-Vice-Chancellor (Teaching and Learning) if the Fellow can appropriately demonstrate their need for funds and their project progress.

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). The Fellow's host School will provide a full and formal acquittal of funds expenditure at the end of the Fellowship. Financially acquitting the Fellowship means accurately reporting on the funded activities and the expenditure of Fellowship. Acquittal is a formal condition of funding. Any unspent funds at the end of the term of the Fellowship for which costs are not accounted for or accrued must be returned to ITaLI.

Support for the project/s undertaken during the Fellowship/s 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.

**Reporting requirements**

i. Fellows must participate in four reporting activities.

ii. The Fellow will complete an informal check-in discussion, conducted in person with an ITaLI staff member, approximately three months into the Fellowship.

iii. The Fellow will submit a six-month progress report to the Pro-Vice-Chancellor (Teaching and Learning) within six months of the project start date (note the second tranche of funding will not be released without this report).

iv. The Fellow will submit a final report (max. 2,000 words) endorsed by the relevant Associate Dean (Academic) to the Pro-Vice-Chancellor (Teaching and Learning) within three months of completion of the Fellowship. This report will include a full and formal financial acquittal for the funds supplied to the Fellow.

v. Fellows shall use the Reporting Template provided by ITaLI to produce the two reports.

vi. Within 12 months of the completion of the Fellowship, the Fellow will submit a list of publications arising/in progress, materials produced and/or papers presented to the Pro-Vice-Chancellor (Teaching and Learning) and relevant Associate Dean (Academic).
Fellowship support from ITaLI
Fellows will be invited, at the commencement of their Fellowship, to meet with members of the Higher Education Group in ITaLI 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.

KEY DATES

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<thead>
<tr>
<th>Applications open for the 2019 Teaching Fellowship Scheme</th>
<th>Monday 24 September, 2018</th>
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<tbody>
<tr>
<td>Information Session</td>
<td>Thursday 18 October, 2018</td>
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<tr>
<td>rsvp: <a href="mailto:teaching.awards@uq.edu.au">teaching.awards@uq.edu.au</a></td>
<td>from 3:00pm – 4:00pm</td>
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<td>Faculty Application Deadline (set internally)</td>
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<tr>
<td>ITaLI Application Submission Deadline</td>
<td>Friday 2 November, 2018</td>
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<tr>
<td>Notification of Outcome</td>
<td>Monday 19 November, 2018</td>
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APPLICATION PROCESS

Step 1: Attend an information session
The Pro-Vice-Chancellor (Teaching and Learning) will hold an information session on Thursday 18 October for members of staff interested in applying for a Fellowship. Prospective Fellows are strongly encouraged to attend. Please email ITaLI Teaching Awards if you wish to attend the session.

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 will set their own 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) and provide comment on whether the Faculty is requesting one or two Fellowship applications be funded.

Faculties should only request funding for two applications if both have a budget of $25,000.

Step 3: Submit nominations to ITaLI
Fellowship applications will be accepted, via Faculty Associate Deans (Academic), using the UQ Teaching Fellowship Scheme Application Form. Completed applications should be submitted by 5pm on Friday 2 November 2018 to ITaLI Teaching Awards.

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 Monday 19 November 2018.