

UWS Process and Timelines for ALTC Teaching Fellowships



UWS Submission Date: 05/01/09 UWS Closing Date: 05/02/10 ALTC Closing Date: 26/02/10

Steps	Timeline
Step 1 ALTC publishes dates and guidelines for 2010	August 2009
Step 2 Office of PVC L&T circulates information on ALTC Teaching Fellowships via UWS email bulletins and calls for Expressions of Interest.	End September 2009
Step 3 Applicant sends Expression of Interest to relevant Associate Dean Academic, after obtaining endorsement from their Head of School	30/10/09
Step 4 Associate Dean Academic and Executive Dean confer to determine which nominations will be supported by the College.	06/11/09
Step 5 Associate Dean Academic to advise Office of PVC L&T which staff will be invited to submit a full application.	13/11/09
Step 6 Associate Dean Academic invites applicants to submit a full application. <i>(Note: Applicants are urged to obtain feedback from other relevant colleagues from their College, TDU and ALTC Initiatives Coordinator during the preparation of their application and prior to final submission)</i>	13/11/09
Step 7 Applicant to submit final application to HoS and Dean for endorsement.	14/12/09
Step 8 Applicant to send endorsed application to Office of PVC L&T via ALTCinfo@uws.edu.au for consideration by the UWS ALTC Liaison Group.	05/01/10
Step 9 ALTC Liaison Group meets to consider all applications, make recommendations for change, and/or agree to submit to ALTC.	w/o 11/01/10
Step 10 Office of the PVC L&T advises applicant, relevant Heads of School, Associate Deans Academic and Executive Dean of outcome at Step 9 (including any changes that are required).	15/01/10
Step 11 Following amendment (if necessary), applicant submits final application, any supporting documentation, and the required number of copies to Associate Dean Academic.	29/01/10
Step 12 Associate Dean Academic reviews final application, obtains Dean's signature (if required) and forwards all copies to Office of PVC L&T via ALTCinfo@uws.edu.au	05/02/10
Step 13 Office of PVC L&T arranges VC's signature and any other endorsements required.	12/02/10
Step 14 Office of PVC L&T posts nominations to ALTC, and advises applicant that application has been mailed	19/02/10
Step 15 Office of PVC L&T enters application information into ALTC Applications Register	23/02/10
Step 16 Office of PVC L&T forwards official ALTC "receipt of application" advice to applicant	On receipt from ALTC