

## Information for Applicants Teaching Fellowship Scheme

### Important Dates

<b>30 October, 2009</b>	Head of School endorsed Expressions of Interest (EOI) submitted to Associate Dean Academic
<b>5 January, 2010</b>	Head of School and Executive Dean endorsed full application submitted to Office of the Pro Vice Chancellor (Learning and Teaching) via <a href="mailto:ALTCinfo@uws.edu.au">ALTCinfo@uws.edu.au</a> .
<b>w/o 11 January, 2010</b>	ALTC Liaison Group meets to consider applications
<b>15 January, 2010</b>	Applicant advised of outcome of ALTC Liaison Group consideration
<b>26 February, 2010</b>	ALTC Closing Date for submission of full application under Teaching Fellowship Scheme

**Maximum funding** \$100,000 including a stipend for release from all or most academic activities for 3 months.

**Fellowship duration** Three months of full time engagement within a one year period. Fellowships will generally be undertaken between 1 July 2010 and 31 December 2011.

### Background

The ALTC Fellowship Scheme involves two programs: National Teaching Fellowships and Teaching Fellowships. The Fellowship Scheme aims to advance learning and teaching in higher education by supporting a group of leading educators to undertake strategic, high profile activities in areas of importance to the sector (eg identified educational issues). Fellowship selection is based on an individual's demonstrated leadership capacity in higher education and requires strong support from a nominee's institution. Fellowships are highly competitive and prestigious acknowledgements of individuals' expertise and influence, and, as such, are highly valued by recipients' home institutions. Fellowships afford opportunities for individuals to undertake strategic programs of activities around identified educational issues, to develop their knowledge of the broader higher education environment in Australia, and to practise and further develop their leadership skills in this area.

**Teaching Fellows** are prominent scholars in their disciplinary fields, recognised by their home institutions for their capacity to make significant contributions to educational leadership in the future. They are normally mid-career academics engaged in scholarly practice of learning and teaching in higher education. Teaching Fellows undertake activities to enhance disciplinary or inter-disciplinary teaching and learning within and beyond their institutions.

### Application Information

Prospective applicants for funding under the Teaching Fellowship Scheme are advised to familiarise themselves with the criteria and guidelines outlined in the ALTC Fellowship Scheme 2010: Information, Guidelines and Nomination Instructions (<http://www.altc.edu.au/fellowships>).

## Process

1. Ensure that your application aligns clearly with the ALTC objectives for the Fellowship you seek, that you are eligible for nomination and that you have the support of your home institution (UWS). Send your Expression of Interest to the relevant Associate Dean Academic after obtaining the endorsement of your Head of School.

### After submission of the Expression of Interest:

2. The Associate Dean Academic and the Executive Dean will meet to consider all applications received by the College and will make recommendations on those staff who will be invited to submit a full application. ALTC only awards up to ten Teaching Fellowships across the sector.
3. The Associate Dean Academic will advise you of the outcome of your Expression of Interest. If you are invited to submit a full application, the Associate Dean Academic will provide advice on the support available to you to assist in completion of the application. If you are not invited to submit a full application, the Associate Dean Academic will provide you with written feedback.

### Information for staff who are invited to submit a full application:

4. Ensure all selection criteria are clearly articulated in your application (eg capacity to play a leadership role in higher education learning and teaching, alignment of Fellowship activities and outcomes with the aims of ALTC and the Fellowship Scheme, capacity to embed Fellowship outcomes for benefit of home institution and broader higher education sector, endorsement and support by home institution) and prepared in accordance with ALTC Fellowship Scheme Guidelines.

Complete the full application and send it electronically to your Head of School and Executive Dean for endorsement (due: 14/12/09). Applicants are urged to obtain feedback from other relevant colleagues from their College, TDU and UWS ALTC Initiatives Coordinator during the preparation of their application and prior to final submission.

5. Forward the full Teaching Fellowship application and endorsement to the Office of the Pro Vice Chancellor, Learning and Teaching via [ALTCinfo@uws.edu.au](mailto:ALTCinfo@uws.edu.au) by the date outlined on the ALTC Teaching Fellowship timeline for consideration by the UWS ALTC Liaison Group. (due: 05/01/10)

The Office of the Pro Vice Chancellor, Learning and Teaching will advise you, relevant Heads of School, Associate Deans Academic and Executive Dean of the outcome of their consideration. If the ALTC Liaison Group, is of the view that your application should not be submitted to ALTC in its present form, the PVC Learning and Teaching will provide you with written advice on the reasons for the Group's decision.

6. Following amendment (if necessary), submit the final application, required number of copies and any supporting documentation to the Associate Dean Academic, who will review the application, obtain the Dean's signature (if required) and forward all copies to the Pro Vice Chancellor, Learning and Teaching via [ALTCinfo@uws.edu.au](mailto:ALTCinfo@uws.edu.au). (due: 05/02/10)
7. The Office of the Pro Vice Chancellor, Learning and Teaching arranges for the VC's signature and any other endorsement required, posts the application to the ALTC, advises that the application has been posted, enters application information into the UWS ALTC Applications Register, and advises you of the receipt of your application by ALTC.