

UWS Process and Timelines for ALTC Leadership for Excellence in Learning and Teaching Program: Round 1



UWS Submission Date: 08/02/10 UWS Closing Date: 11/03/10 ALTC Closing Date: 18/03/10

Steps	Timeline
<p><u>Step 1</u> ALTC publishes dates and guidelines for 2010</p>	August 2009
<p><u>Step 2</u> Office of PVC L&T circulates information on ALTC Leadership for Excellence in Learning and Teaching Program via UWS email bulletins and calls for Full Proposals.</p>	December 2009
<p><u>Step 3</u> Applicant completes the application form and Full Proposal and sends them via email attachment to the Head of School and Executive Dean for endorsement.</p>	01/02/10
<p><u>Step 4</u> Applicant forwards the endorsed documentation to the office of the PVC L&T via ALTCinfo@uws.edu.au for consideration by the UWS ALTC Liaison Group. Where UWS is not the lead institution, a copy of the proposal must still be submitted. Full Proposals should not be sent to the ALTC without the agreement of the ALTC Liaison Group.</p>	08/02/10
<p><u>Step 5</u> ALTC Liaison Group meets to consider all full proposals, make recommendations for change, and/or agree that the full proposal should be submitted to ALTC.</p>	w/o 22/02/10
<p><u>Step 6</u> Office of the PVC L&T advises applicant, relevant Heads of School, Associate Deans Academic and Executive Dean of outcome at Step 5 (including any changes that are required).</p>	02/03/10
<p><u>Step 7</u> Following amendment (if necessary), applicant completes the application form via the ALTC web-based grants management system, attaching the full proposal and any supporting documentation. At this time, the applicant should attach a letter of endorsement from the PVC/DVC (Academic) of any partner organisations as required by Section 5.2 of the Leadership for Excellence in Learning and Teaching Program Guidelines.</p>	11/03/10
<p><u>Step 8</u> Applicant sends a scanned copy of the full application (including supporting documentation) to the Office of the PVC L&T via ALTCinfo@uws.edu.au</p>	11/03/10
<p><u>Step 9</u> Office of PVC L&T enters details into the UWS ALTC Applications Register.</p>	18/03/10

UWS Process and Timelines for ALTC Leadership for Excellence in Learning and Teaching Program: Round 2



UWS Submission Date: 24/05/10 UWS Closing Date: 24/06/10 ALTC Closing Date: 1/07/10

Steps	Timeline
<p><u>Step 1</u> ALTC publishes dates and guidelines for 2010</p>	August 2009
<p><u>Step 2</u> Office of PVC L&T circulates information on ALTC Leadership for Excellence in Learning and Teaching Program via UWS email bulletins and calls for Full Proposals.</p>	April 2010
<p><u>Step 3</u> Applicant completes the application form and Full Proposal and sends them via email attachment to the Head of School and Executive Dean for endorsement.</p>	17/05/10
<p><u>Step 4</u> Applicant forwards the endorsed documentation to the office of the PVC L&T via ALTCinfo@uws.edu.au for consideration by the UWS ALTC Liaison Group. Where UWS is not the lead institution, a copy of the proposal must still be submitted. Full Proposals should not be sent to the ALTC without the agreement of the ALTC Liaison Group.</p>	24/05/10
<p><u>Step 5</u> ALTC Liaison Group meets to consider all full proposals, make recommendations for change, and/or agree that the full proposal should be submitted to ALTC.</p>	w/o 07/06/10
<p><u>Step 6</u> Office of the PVC L&T advises applicant, relevant Heads of School, Associate Deans Academic and Executive Dean of outcome at Step 5 (including any changes that are required)</p>	15/06/10
<p><u>Step 7</u> Following amendment (if necessary), applicant completes the application form via the ALTC web-based grants management system, attaching the full proposal and any supporting documentation. At this time, the applicant should attach a letter of endorsement from the PVC/DVC (Academic) of any partner organisations as required by Section 5.2 of the Leadership for Excellence in Learning and Teaching Program Guidelines.</p>	24/06/10
<p><u>Step 8</u> Applicant sends a scanned copy of the full application (including supporting documentation) to the Office of the PVC L&T via ALTCinfo@uws.edu.au</p>	24/06/10
<p><u>Step 9</u> Office of PVC L&T enters details into the UWS ALTC Applications Register.</p>	1/07/10