



**Australian Government**  
**Office for Learning and Teaching**

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**FELLOWSHIPS**

**Information and application instructions**

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**Office for Learning and Teaching**



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# 1 INTRODUCTION

## 1.1 The Promotion of Excellence in Learning and Teaching in Higher Education

The Australian Government has committed \$50.1 million in program funding over four years towards the Promotion of Excellence in Learning and Teaching in Higher Education (PELTHE). PELTHE is administered by the Office for Learning and Teaching (OLT) in the Department of Education, Employment and Workplace Relations (DEEWR).

The PELTHE program consists of a suite of grants, fellowships, awards and networks. This document relates to the fellowships program of PELTHE.

In 2012, \$1.55 million (indicative) has been allocated to fellowships.

This document details the nomination requirements for fellowships. Information about the OLT's Grants and Awards programs is available from the [OLT website](#).

## 1.2 Fellowships

The aim of the Fellowships program is 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. Through their fellowship activities, Fellows have a positive and lasting influence and impact on higher education practice in Australia.

Fellowship selection is based on individuals' demonstrated leadership capacity in higher education. The fellowships are 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.

## 1.3 National Teaching Fellowships

National Teaching Fellows are outstanding scholars in their fields, recognised by their home institutions for their existing and continuing leadership roles in university learning and teaching. They are usually senior academics or senior people with expertise in higher education practice and scholarship, and a record of institutional or disciplinary leadership. National Teaching Fellows exercise leadership in undertaking a significant program of fellowship activities over the course of 12 months, contribute to various national learning and teaching events, and develop national and international networks appropriate to their fellowship activities.

- Up to five National Teaching Fellowships are available.
- Maximum total funding available for each National Teaching Fellowship is \$250,000.
- It is anticipated that in most cases National Teaching Fellows will undertake their Fellowship between 1 July 2012 and 30 June 2013, and commence before 31 December 2012.

## 1.4 Mid-Career Fellowships

Mid-Career Fellows are prominent scholars in their disciplinary fields, recognised by their home institutions for their capacity to make significant contributions to educational leadership into the future. They are normally early or mid-career academics engaged in the scholarly practice of learning and teaching in higher education. Mid-Career Fellows undertake a short program of

activities over the course of three to six months, addressing an identified learning and teaching issue within their institution or discipline, with the goal of enhancing disciplinary or inter-disciplinary teaching and learning within their institution, and beyond.

- Up to five Mid-Career Fellowships are available.
- Maximum total funding available for each Mid-Career Fellowship is \$60,000.
- Mid-Career Fellows will be expected to commence their Fellowship between 1 July and 31 December 2012.

### **1.5 Aims of the Fellowships program**

The Fellowships program encourages excellence in learning and teaching in higher education by supporting individuals who have the educational expertise and leadership skills to:

- identify educational issues across the higher education system and to facilitate approaches to address these issues
- devise and undertake a significant program of activities that will advance learning and teaching in Australian higher education
- stimulate strategic change in higher education institutions
- raise the profile of learning and teaching in higher education and the prestige associated with the pursuit of excellence in teaching
- show leadership in promoting and enhancing learning and teaching in higher education and exploring new possibilities
- establish and build on national and international partnerships in learning and teaching in higher education
- foster national and international collaboration and collegial networking for sharing research, innovation and good practice in learning and teaching
- contribute to the growing community of scholars in higher education learning and teaching.

### **1.6 Fellowship support**

Fellowships support individuals and institutions through provision of funding to:

- allow time release from normal academic duties
- support a range of fellowship activities
- cover attendance at designated events associated with the fellowship, including at Fellows' Alumni events
- the home institution for infrastructure costs associated with the fellowship.

### **1.7 The nature of fellowships activities**

The OLT will seek to select fellows who have identified an educational issue of relevance across the higher education sector, either within a discipline or across disciplines, and who have designed a program of fellowship activities with the capacity to draw widespread attention and create significant influence.

Fellowship activities should be designed to draw upon and build the individuals' particular areas of expertise. While all fellowships should address the aims of the Fellowships program, the specific activities suited to an individual fellowship will depend upon the identified issue, and upon the Fellow's teaching, disciplinary and leadership background and priorities.

The OLT seeks to develop a high profile for the Fellowships programs, including in the attention drawn to the OLT's and DEEWR's other programs and activities. It is therefore considered important that fellows, in conjunction with the OLT, develop a strategy for focusing national attention on their fellowship activities.

The selection criteria include the academic record, professional standing and leadership capabilities of the nominee. The significance of the educational issue to be addressed by the proposed fellowship activities is an important consideration, as is the originality and viability of the activities and the likely breadth and depth of impact of the outcomes in relation to the funding sought. To be successful, nominees must have strong statements of support from their home institutions.

### **1.8 Fellows' seminars**

All 2012 Fellows will be expected to attend an orientation day, to be held in July 2012 (date to be advised at the time of notification).

## 2 NATIONAL TEACHING FELLOWSHIPS INFORMATION

### 2.1 Objectives

National Teaching Fellows will devise and undertake fellowship activities that foster excellence in teaching and the scholarship of teaching in Australian higher education institutions. To fulfil this objective, National Teaching Fellows will:

- identify learning and teaching issues that affect the Australian higher education system and facilitate approaches to addressing these issues
- show leadership in promoting and enhancing learning and teaching in higher education and exploring new possibilities
- raise the profile of teaching and facilitate strategic change in higher education institutions
- establish and build on national and international partnerships in learning and teaching in higher education
- foster national and international collaboration and networking for the purposes of sharing research, innovation and good practice in learning and teaching.

Nominations for 2012 National Teaching Fellowships should address an identified learning and teaching issue.

National Teaching Fellows will normally undertake fellowship activities over a period of one year. Funding is available, by way of stipend, for part-time release from academic activities for between **three and twelve months**, which may include a period overseas. It is expected that the fellowship will be completed within 12 months.

### 2.2 Eligibility

Individuals who are employed by an eligible higher education institution may nominate for a National Teaching Fellowship, with the support of their home institution. In exceptional circumstances, affiliated individuals with the strong endorsement and support of an eligible institution may also be considered.

Under the [Australian Government Other Grant Guidelines](#), institutions listed in Table A and Table B of the *Higher Education Support Act (2003)* and other approved higher education providers receiving places under the Commonwealth Grants Scheme are eligible to receive funding from the OLT. A list of eligible institutions is found in section 6 (page 19) of this document.

National Teaching Fellows are required to be Australian citizens or permanent residents.

National Teaching Fellows will normally be senior academics or senior people engaged in the scholarly practice and leadership of learning and teaching in higher education in Australia. They will have demonstrated and recognised expertise in a field of relevance to the proposed fellowship activities.

## 2.3 Selection Criteria

The following four criteria will be applied in the selection of National Teaching Fellows.

### **1. Capacity of the nominee to play a continuing, substantive leadership role in higher education learning and teaching**

*Which will be judged by such factors as the nominee's:* record of leadership in teaching and learning; positive influence upon the Australian higher education community, within or across disciplines; record of achievement as an educator in higher education, including an ability to influence students positively and to influence and inspire colleagues; standing and academic record, including the influence on theory and practice in learning and teaching through academic publications in recognised journals or refereed materials, either within a discipline or in the broad field of higher education.

### **2. Alignment of the proposed fellowship activities and outcomes with the aims of the Fellowships program and the Government's strategic priorities**

*Which will be judged by such factors as:* the significance of the educational issues to be addressed by the proposed fellowship activities and the alignment of these with the strategic priorities of the Government; the viability of the fellowship activities; the leadership dimension of the fellowship activities; the evidence of the innovative and creative approach taken in the fellowship activities; the extent to which the fellowship activities build on, extend or add another dimension to existing work; and the overall value of the fellowship for the amount of funding sought.

### **3. Capacity of the nominee to embed the outcomes of the fellowship for the benefit of both their home institution and the broader higher education sector**

*Which will be judged by such factors as:* the likely breadth and depth of impact of the outcomes and the likely sustainability of the change created as a result of the fellowship; the extent of the nominee's national and international recognition (taking into account the duration of the release to work on the program of activities); the relevance of the nominee's curriculum vitae to the proposed activities.

### **4. Endorsement and support of the nominee by their home institution and evidence of support from other institutions involved in the proposed program**

*Which will be judged by such factors as:* the standing and recognition of the nominee in their home institution and other institutions involved in the proposed program; the nominee's capacity to play a continuing leadership role in their home institution and more widely; the value of the fellowship to learning and teaching in the home institution, in the other institutions and beyond.

## 2.4 The selection process

Nominations are first assessed on the basis of the documentary information provided, including: the written statement and proposal prepared by the nominee; the statement(s) of institutional support; the nominee's curriculum vitae; and references. This stage of assessment is carried out by an expert or experts in the nominee's discipline, and by senior executives from higher education institutions, normally pro or deputy vice-chancellors. The quality and timeliness of the nominee's work funded by the OLT's predecessor bodies may be taken into account when considering the nomination.

The Standing Committee reviews all nominations and assessments. Selected nominees are then invited to give oral presentations to the Standing Committee, during which the nominee will

discuss the educational issues they intend to address through their proposed fellowship. Travel costs for presenting nominees are covered by the OLT. Presentations will take place in late April/early May 2012.

The final selection of fellows rests with the Minister for Tertiary Education, Jobs, Skills and Workplace Relations. Decisions will be made based on recommendations made by the Standing Committee to the OLT's Strategic Advisory Committee. The Minister reserves the right not to award fellowships.

### **Successful Fellows will be announced in May 2012.**

Instructions for preparation and lodgement of nominations are provided on page 15.

Nomination forms are available at the [OLT website](#).

Membership of the Standing Committee and Strategic Advisory Committee will be published on the OLT website.

## **2.5 National Teaching Fellowship activities and outcomes**

Nominees are required to propose the activities they plan to undertake during the fellowship period and to identify and define the expected outcomes and timeline. In preparing the proposal, nominees are advised to align clearly proposed activities with the overall aims of the Fellowships program, and with the objectives of National Teaching Fellowships specifically.

The OLT welcomes innovative and creative proposals that will fulfil the objectives of the Fellowships program. While some particular aspects for consideration are listed below, this list is not intended to be definitive. Nominees are strongly encouraged to develop original ideas and strategies for their fellowship activities.

### **A program of activities aligned to the intended outcomes**

The specific activities included will depend upon the identified issue, and upon the National Teaching Fellow's particular teaching, disciplinary and leadership background and priorities. The activities should be designed to draw upon the fellow's areas of expertise, and be appropriate to the specific challenges being addressed and outcomes intended.

Building a profile for the fellowship should form part of the overall strategy. Fellowships may involve further investigation of the nominated educational issue, and the development of strategies to address this issue. Dissemination and embedding of the outcomes is likely to involve an integrated suite of activities, within and beyond the home institution. Consideration should be given to the most appropriate sequence and timing of the various activities.

In planning a program that extends beyond one three-month period of release, nominees should schedule time to manage the ongoing relationship with, and responsibilities at, their home institution.

### **A strategy for dissemination**

The effective dissemination and uptake of fellowship activities and outcomes is an important goal of the Fellowships Programs. National Teaching Fellows will be expected to plan a range of approaches to dissemination, as appropriate to their fellowship activities. Such approaches may involve strategic engagement with relevant groups within and outside the sector, and the creation of opportunities to promote their fellowship activities and to explain their goals and outcomes.

In developing the dissemination strategy for inclusion in the fellowship proposal, nominees are advised to refer to the dissemination resources available at [www.altc.edu.au/dissemination](http://www.altc.edu.au/dissemination)

### **National Teaching Fellow's Seminar/Workshop**

The leadership of an extended seminar is seen as an important component of dissemination for each National Teaching Fellow. Previous winners of related CAAUT, AAUT, Carrick Institute and ALTC awards and relevant scholars and stakeholders may be invited to attend the seminar. This may take place in whichever location is most appropriate to the program.

The seminar will normally occur before the ninth month of the Fellowship so that ideas may be incorporated into the final outcomes. According to the nature of the proposed fellowship activities, the seminar would provide an opportunity for peer review of the outcomes prior to final publication and dissemination. National Teaching Fellows will be expected to produce outcomes of the seminar in a report on the overall outcomes of the program.

### **A network of respected scholars and educators**

National Teaching Fellows are expected to establish contacts with internationally recognised scholars who will contribute to the fellowship in various capacities, including through the provision of advice and insight into educational practice elsewhere. This network may include both Australian and overseas contacts.

The particular roles and expertise required from such scholars should be detailed as part of the fellowship nomination. It may also be possible to nominate individuals for these roles at the time of submitting the fellowship nomination. If so, the agreement of the individuals named should be obtained before the nomination is submitted. Alternatively, the planned strategy for identifying potential contacts should be explained in the nomination.

### **National or international study program (optional)**

National Teaching Fellows may elect to a period on study programs at other higher education institutions, within Australia and overseas. The purpose for such study programs might be to examine learning and teaching issues from cross-institutional and international perspectives, and/or to identify the conditions and approaches that contribute to recognised good practice. A period of international study might be used to investigate international perspectives and possibilities relating to the fellowship activities. Whether in Australia or overseas, study programs can be used to interact with, establish and consolidate scholarly networks in order to enhance the dissemination of the outcomes of the fellowship.

### **Evaluation of the fellowship**

National Teaching Fellows are required to carry out an evaluation of their fellowship that encompasses both the activities and the outcomes. The evaluation strategy is therefore required to incorporate elements of evaluation during the fellowship, in addition to evaluation of the outcomes upon completion. In developing the evaluation strategy for inclusion in the fellowship proposal, nominees are advised to refer to the resource available at [www.altc.edu.au/extras/altc-gsep/index.html](http://www.altc.edu.au/extras/altc-gsep/index.html)

## **2.6 National Teaching Fellowship funding**

Nominees are required to submit a fully itemised budget and justification for the funds being requested. The funds provided to successful nominees will be administered by their home

institutions. Funds will be paid in two instalments – the first on execution of the funding agreement and the second following the OLT’s approval of the interim report.

Please refer to the Operational Policies on page 17 for further information about the purpose of funding.

A **maximum of \$250,000** is available for each National Teaching Fellowship.

Nominees may seek funding in each of the categories below according to the nature of their proposed fellowship activities. Additional expenses not represented by these categories can be considered if they fall within the overall funding allowance.

### **National Teaching Fellow stipend (up to \$150,000)**

A maximum of one year’s stipend commensurate with the nominee’s salary plus on-costs (up to 28%) at their home institution may be included in the budget. Funding is not available for additional salary loadings individuals may receive from their home institution. If the base salary with on-costs for one year is greater than the allowance in the budget, part-time release from normal duties, or limiting the duration of the fellowship should be considered.

The amount available as a stipend is dependent upon the extent of the time commitment proposed, which may range from the equivalent of three to 12 months full-time. The stipend is intended to provide part-time release from all or most normal academic duties for the period nominated. It is recognised that fellows may wish to maintain certain academic activities during this period and such activities should be outlined in the nomination proposal.

As appropriate to the Fellow’s proposed activities and other ongoing responsibilities, the funded time committed to fellowship activities may be distributed across the 12-month period specified for the Fellowships program round (see page 4). The timing of the fellowship should be outlined in the proposal.

### **Support for the home institution (\$25,000)**

The National Teaching Fellow’s home institution is eligible for a grant of \$25,000 to support fellowship costs not otherwise covered by the fellowship funding provided by the OLT. Home institutions are expected to provide usual workplace facilities and requirements including office space, a computer with broadband internet access, telephone, fax, mail, printing and photocopying facilities.

### **Fellowship activities support**

The type of support required will be determined by the nature of the fellowship activities proposed and may include, but is not limited to: research and administrative assistance; other research and development costs; expenses associated with travel within Australia for dissemination activities; and support for conducting seminars and related activities.

Seminar or event-related expenses may include international and/or domestic flights; honoraria; accommodation and living allowance (as per Australian Government rates) for invited speakers and collaborators invited to present at the activity.

### **Travelling study program expenses**

Expenses may include: international and/or domestic economy class flights; accommodation and living allowance (as per Australian Government non-SES rates); travel insurance; related fees, travel and study expenses.

### **Travel expenses associated with orientation, Fellows' seminars and events (\$5,000)**

The orientation day for all 2012 Fellows will be held on a to be advised to successful nominees. The Fellows' Alumni run regular seminars, and participation by Fellows is an expectation. Funding is provided for economy class flights and an accommodation and living allowance (as per Australian Government non-SES rates). The dates and locations of events will be announced by the Alumni. Nominees are advised to include this as a single budget item of \$5,000. Any unspent funds under this allocation are to be returned to the OLT at the completion of the fellowship.

### **Evaluation expenses**

Expenses associated with evaluation of the fellowship's activities and outcomes should be included in the budget. Evaluation should take place throughout the program as well as at the end.

## **2.7 Reporting and accountability**

National Teaching Fellows will provide three reports to the OLT:

- A six-month progress report on the plan of activities and their intended outcomes;
- An interim report that includes a statement of expenditure of funds. Provided the plan of activities is progressing satisfactorily to meet the proposed outcomes, payment of the second instalment of funds will be made; and
- A detailed final report setting out the fellowship's activities and outcomes, international networking outcomes and opportunities for future international partnerships, findings from the evaluation, presentations given, together with a financial report and acquittal of all expenditure associated with the fellowship. The final report and financial acquittal must be submitted to the OLT within three months of completing the fellowship.

National Teaching Fellows will provide the OLT with a complete set of any publications and materials produced, electronically and in an appropriate format.

## 3 MID-CAREER FELLOWSHIPS INFORMATION

### 3.1 Objectives

Mid-Career Fellows will devise and undertake fellowship activities that promote and enhance learning and teaching in their home institution or discipline. To fulfil this objective, Mid-Career Fellows will:

- identify a learning and teaching issue, within or across the discipline, and facilitate an approach to addressing these issues
- show leadership in promoting and enhancing learning and teaching in higher education, within and beyond their home institutions
- establish and build on national partnerships in learning and teaching in higher education
- foster networks with recipients of Teaching Awards, current Fellows, Fellows' Alumni and educators in higher education.

Mid-Career Fellows will normally undertake fellowship activities over a period of three to six months. The fellowship will provide for part-time release from academic activities for up to three months of the fellowship period. Outside this period, Mid-Career Fellows will undertake fellowship activities with the support of their home institutions.

Mid-Career Fellows actively contribute to the community of scholars supported by the ALTC Fellows' Alumni, and contribute to the OLT's other programs and activities.

### 3.2 Eligibility

Individuals who are employed by an eligible higher education institution may nominate for a Mid-Career Fellowship with the support of their home institution. In exceptional circumstances, affiliated individuals with the strong endorsement and support of an eligible institution may also be considered.

Under the [Australian Government Other Grant Guidelines](#), institutions listed in Table A and Table B of the *Higher Education Support Act (2003)* and other approved higher education providers receiving places under the Commonwealth Grants Scheme are eligible receive funding from OLT. A list of eligible institutions is found in section 6 (page 19) of this document.

Mid-Career Fellows are required to be Australian citizens or permanent residents.

Mid-Career Fellows will normally be early or mid-career academics engaged in the scholarly practice of learning and teaching in higher education in Australia. They will have demonstrated expertise and scholarship in a field of relevance to the proposed fellowship activities.

### 3.3 Selection Criteria

The following four criteria will be applied in the selection of Mid-Career Fellows.

#### 1. Capacity of the nominee to play a leadership role in higher education learning and teaching

*Which will be judged by such factors as the nominee's:* positive influence upon the Australian higher education community, within or across disciplines; and record of achievement as an

educator in higher education, including an ability to influence students positively and to influence and inspire colleagues.

## **2. Alignment of the proposed fellowship activities and outcomes with the aims of the Fellowships programs and the Government's strategic priorities**

*Which will be judged by such factors as:* the significance of the educational issues to be addressed by the proposed fellowship activities and the alignment of these with the strategic priorities of the Government; the originality and viability of the fellowship activities; and the overall value of the fellowship proposal for the amount of funding sought.

## **3. Capacity of the nominee to embed the outcomes of the fellowship for the benefit of both their home institution and the broader higher education sector**

*Which will be judged by such factors as:* the likely breadth and depth of impact of the outcomes and the likely sustainability of the change created as a result of the fellowship; and the relevance of the nominee's curriculum vitae to the proposed activities.

## **4. Endorsement and support of the nominee by their home institution**

*Which will be judged by such factors as:* the standing and recognition of the nominee in their home institution; the nominee's capacity to play a future leadership role in their home institution, and beyond; and the value of the fellowship to learning and teaching in the home institution.

### **3.4 The selection process**

Nominations are assessed on the basis of the documentary information provided, including: the written statement and proposal prepared by the nominee; the statement of institutional support; the nominee's curriculum vitae; and references. This assessment is carried out by experts in the nominee's discipline, and by senior executives from higher education institutions, normally pro or deputy vice-chancellors. The Standing Committee reviews all nominations and assessments.

The quality and timeliness of the nominee's work funded by the OLT's predecessor bodies may be taken into account when considering the nomination.

The final selection of fellows rests with the Minister for Tertiary Education, Jobs, Skills and Workplace Relations. Decisions will be made based on recommendations made by the Standing Committee to the OLT's Strategic Advisory Committee. The Minister reserves the right not to award fellowships.

#### **Successful Fellows will be announced in May 2012.**

Instructions for preparation and lodgement of nominations are provided on page 15.

Nomination forms are available at the [OLT website](#).

Membership of the Standing Committee and Strategic Advisory Committee will be published on the [OLT website](#).

### **3.5 Mid-Career Fellowship activities and outcomes**

Nominees are required to propose the activities they plan to undertake during the fellowship year and to identify and define the expected outcomes and timeline. In preparing this proposal,

nominees are advised to align clearly their activities with the overall aims of the Fellowships program and with the objectives of Mid-Career Fellowships specifically.

The OLT welcomes innovative and creative proposals that will fulfil the objectives of the Fellowships programs. While some particular aspects for consideration are listed below, this list is not intended to be definitive. Nominees are strongly encouraged to develop original ideas and strategies for their fellowship activities.

#### **A program of activities aligned to the intended outcomes**

The specific activities included will depend upon the identified issue, and upon the Teaching Fellow's particular teaching and disciplinary background and priorities. The activities should be designed to draw upon the Fellow's areas of expertise, and be appropriate to the specific challenges being addressed and outcomes intended.

Building a profile for the fellowship should form part of the overall strategy. Fellowships may involve further investigation of the nominated educational issue, the development of strategies to address this, and implementation at the Fellow's home institution. Strategies for ensuring that the outcomes are embedded and sustained should also be described.

#### **A strategy for dissemination**

The effective dissemination and uptake of fellowship activities and outcomes is an important goal of the Fellowships programs. Mid-Career Fellows will be expected to plan a range of approaches to dissemination, as appropriate to their fellowship activities. Such approaches may involve the creation of opportunities to promote their fellowship activities and to explain their goals and outcomes.

In developing the dissemination strategy for inclusion in the fellowship proposal, nominees are advised to refer to the dissemination resources available at [www.altc.edu.au/dissemination](http://www.altc.edu.au/dissemination)

#### **A community of scholars**

An important element in the work of Mid-Career Fellows is engagement with a community of scholars. Mid-Career Fellows are expected to develop and benefit from networking with the other Fellows and alumni whose fields and interests in learning and teaching relate to the fellowship activities being undertaken. They are also expected to liaise with other Mid-Career Fellows for peer review and critique of their activities, and with National Teaching Fellows for advice, support and guidance.

#### **Leadership in learning and teaching**

Mid-Career Fellows will be expected to use their fellowship activities as the basis for developing their professional profile within their institutions, and beyond, and for advancing excellence in learning and teaching.

#### **Evaluation of the fellowship**

Mid-Career Fellows may choose to carry out an evaluation of their fellowship. This should encompass both the activities and the outcomes. The evaluation strategy is required to incorporate elements of evaluation during the fellowship, in addition to evaluation of the outcomes upon completion. In developing an evaluation strategy for inclusion in the fellowship proposal, nominees are advised to refer to the [evaluation resource](#).

### **3.6 Mid-Career Fellowship funding**

Nominees are required to submit a fully itemised budget and justification for the funds being requested. The funds provided to successful nominees will be administered by their home

institutions. Funds will be paid in two instalments – the first on execution of the funding agreement and the second following the OLT's approval of the interim report.

Please refer to the Operational Policies on page 17 for further information about the purpose of funding.

A **maximum of \$60,000** is available for each Mid-Career Fellowship.

Nominees may seek funding in each of the categories below according to the nature of their proposed fellowship activities. Additional expenses not represented by these categories can be considered if they fall within the overall funding allowance.

#### **Stipend for the fellow**

Stipend commensurate with the successful nominee's salary plus on-costs (up to 28%) at their home institution is available. Funding is not available for additional salary loadings individuals may receive from their home institution.

The stipend is intended to provide for part-time release from all or most normal academic duties for a period of three months equivalent full-time. It is recognised that fellows may wish to maintain certain academic activities during the full-time fellowship period. These activities should be outlined in the nomination proposal.

As appropriate to the fellow's proposed activities and other ongoing responsibilities, the funded time committed to fellowship activities may be distributed across the fellowship year. The timing of the commitment should be outlined in the proposal.

#### **Support for the home institution**

The Mid-Career Fellow's home institution is eligible for a grant of up to 10% (\$6,000) to support fellowship costs not otherwise covered by the fellowship funding provided by OLT. Home institutions are expected to provide usual workplace facilities and requirements including office space, a computer with broadband internet access, telephone, fax, mail, printing and photocopying facilities.

#### **Fellowship activities support**

The type of support required will be determined by the nature of the proposed fellowship activities and may include, but is not limited to: research and administrative assistance; other research and development costs; expenses associated with travel within Australia for dissemination activities; and evaluation expenses.

#### **Travel expenses associated with orientation, Fellows' seminars and events (\$3 000)**

The orientation day for all 2012 Fellows will be held on a to be advised to successful nominees. The Fellows' Alumni run regular seminars, and participation by Fellows is an expectation. Funding is provided for economy class flights and an accommodation and living allowance (as per Australian Government non-SES rates). The dates and locations of events will be announced by the Alumni. Nominees are advised to include this as a single budget item of \$3,000. Any unspent funds under this allocation are to be returned to the OLT at the completion of the fellowship.

### **3.7 Reporting and accountability**

Mid-Career Fellows will provide two reports to OLT:

- An interim report, half-way through the fellowship period, on the plan of activities and intended outcomes, including a statement of expenditure of funds. Provided the plan of

activities is progressing successfully to meet the proposed outcomes, payment of the second instalment of funds will be made; and

- A detailed final report setting out the fellowship's activities and outcomes, findings from the evaluation (if undertaken), presentations given, together with a financial report and acquittal of all expenditure associated with the fellowship. This must be submitted to the OLT within three months of completing the fellowship.

Mid-Career Fellows will provide the OLT with a complete set of any publications and materials produced, electronically and in an appropriate format.

## 4 NOMINATION INSTRUCTIONS

### 4.1 Essential documentation

All nominations for fellowships must include the following documentation, presented in this order and labelled Parts A-G.

#### A. Nomination cover pages

The nomination cover page should include the nominee's contact details, and an abstract of the proposed fellowship (max. 160 words). The completed nomination must be signed by both the head of faculty / organisational unit and the vice-chancellor / chief executive officer or delegate.

To be completed using the *pro forma* provided.

#### B. Institutional statement of support (2 pages maximum)

The statement from the home institution should endorse the nomination, with specific reference to the selection criteria, including selection criterion 4. In addition, the statement should detail the direct and indirect support that the institution will provide during the fellowship. Similar statements of support are required from all participating institutions if the proposed fellowship activities include extensive involvement with institutions other than the nominee's institution.

This statement should be provided and signed by the vice-chancellor/ chief executive officer or delegate.

#### C. Written statement from nominee (3 pages maximum)

A written statement addressing selection criteria 1, 2 and 3.

Mid-Career Fellowship nominees should include a description of the nominee's record and capacity for influence on teaching and learning in their discipline.

National Teaching Fellowship nominees should include a description of previous and current activities and roles that demonstrate a record of leadership and influence in learning and teaching in higher education, and highlight the leadership and innovative and creative aspects of the proposal.

#### D. Description of proposed fellowship activities and outcomes (5 pages maximum)

The description must include: a discussion of the issue to be addressed; a plan of activities to address this issue; an approach to identifying and involving other scholars in the field\*; the strategy for profile-building and dissemination; the intended outcomes from the fellowship, including a strategy for embedding these outcomes; a description of the evaluation (if proposed as part of the Mid-Career Fellowship); and a detailed timeline, including an explanation of any concurrent academic activities for the period of the fellowship.

\*in the case of National Teaching Fellowship nominations, at least some of these scholars must be recognised internationally.

## **E. Budget and justification**

Each nomination must include an itemised budget that provides a detailed costing for all components of the fellowship expenditure.

The budget should be based on the table presented in the pro forma provided.

The budget justification should describe and defend all proposed expenditure in relation to the fellowship activities and outcomes. Amounts should be exclusive of GST.

## **F. Curriculum vitae (5 pages maximum)**

The nominee's curriculum vitae should document all relevant career achievements with a particular emphasis on the scholarship and leadership shown in advancing learning and teaching in their area of disciplinary expertise. Any publications cited should use [DIISR classifications for research publication data returns](#).

## **G. Three references**

Nominees are required to attach written references from three scholars recognised for their contribution to learning and teaching in higher education and/or in a relevant field or discipline. The references should support the proposed fellowship activities and the capacity of the nominee to conduct these successfully within the specified timeframe.

Nominees should not act as referees for other nominees. All references must be signed by the referee; references that include an electronic signature are acceptable.

## **4.2 Lodgement and processing**

**One PDF document including parts A–G, clearly labelled with name of the nominee and the institution (e.g. Elspeth Jones RMIT), must be submitted.**

The documentation should be prepared in A4 layout using Times New Roman, Arial or similar font in **no less than 11 point type**. The left margin should be at least 2.5 cm deep.

The PDF should be emailed to <[learningandteaching@deewr.gov.au](mailto:learningandteaching@deewr.gov.au)> by 5 pm (local time) on Tuesday, 28 February 2012.

### **Institutional contact officer**

The deputy vice-chancellor, pro vice-chancellor, or equivalent, with responsibilities for learning and teaching, will be the OLT contact for matters relating to the Fellowships Programs.

### **Receipt of nominations**

Receipt of all nominations will be acknowledged by email to the institutional contact officer. If the contact officer does not receive an email within a week after submission, the officer should contact the OLT by email: <[learningandteaching@deewr.gov.au](mailto:learningandteaching@deewr.gov.au)>

## 5 OPERATIONAL POLICIES

The Fellowships programs information and nomination instructions provide information for nominees and their home institutions. The information covers the selection criteria, and the nomination and selection processes.

### 5.1 Publicity

The successful nominees will be notified and asked to provide a 300-word biography accompanied by a high-quality digital photograph for use on the OLT's website. The names of the Fellows and a brief description of their proposed activities will also be made public through the media and on the OLT's website.

### 5.2 Privacy information

As part of this Fellowship Scheme, the OLT may collect personal information (“personal information” as defined in the [Privacy Act 1988](#)). When collecting and otherwise handling personal information, the OLT is required to comply with the [Information Privacy Principles \(IPPs\)](#) contained in section 14 of the *Privacy Act*. In accordance with the IPPs, application forms for this scheme will include details of:

- the purposes for which the OLT will collect personal information
- how the OLT will use the information
- any person, body or agency to whom the OLT may disclose information and for what purpose

for the purposes of this scheme. It is important that all bodies and persons involved in the scheme are aware of these arrangements.

### 5.3 Intellectual property

One responsibility of the OLT is the dissemination of good practice in learning and teaching in higher education. To this end, the OLT aims to ensure that the outcomes of fellowship activities and other OLT programs are made available to the higher education sector for use and further development.

### 5.4 Publication

The reports required under the fellowship funding agreement are detailed in the information above. Written approval must be obtained from OLT prior to publishing any fellowship reports required under the funding agreement. This provision does not limit the publishing of academic articles, conference papers or web materials as part of a fellowship.

### 5.5 Transfer

Fellowships are not normally transferable to another institution prior to the execution of the original funding agreement. Any revisions to a proposal that result from a change of institution

once a fellowship has been approved are required to be presented to the Standing Committee for approval. If approval is gained, a new funding agreement will be required.

## **5.6 Formal agreement**

OLT Fellows and their institutions will be required to enter into an agreement with the OLT. If there is any inconsistency between an agreement and this document, the terms of the agreement will prevail.

The conditions of funding will be specified in the agreement. The agreement will specify the outcomes of the fellowship to be achieved, the payment arrangements, conditions of the funding including financial and performance reporting requirements, requirements regarding variation to agreements, acquittal of funding and other related issues.

## **5.7 Purpose of Funding**

The funding is provided for the purpose of achieving the deliverables and outcomes of the fellowship for which it is approved.

The budget can contain provision for:

- Fellow's stipend
- Fellowship activity development support and infrastructure
- Dissemination activities
- Evaluation activities
- Salaries and on-costs. The rate used for on-costs should not exceed 28%
- Travel associated with the fellowships conduct and/or dissemination
- Administration costs and overheads allocated to the institution.

### **Non-approved use of the funding**

The funding may not be used for:

- building works (including the purchase, construction, lease, renovation or fit out of premises)
- purchase of motor vehicles
- purchase of assets unless in exceptional circumstances specifically agreed to by the OLT in approving the funding (this restriction would normally include computers, small digital devices etc. which should be provided by the institution as a contribution to the fellowship)
- travel which is not directly related to achieving the outcomes of the fellowship for which the funding was approved
- general recurrent funding.

### **Payment of Funding**

Funding will be paid in two instalments. The initial payment will occur at the commencement of the fellowship upon execution of the funding agreement. The second instalment of funding will

be paid upon the acceptance of the Fellow's interim report and financial statement, providing the program is progressing satisfactorily to meet the proposed Fellowship outcomes and deliverables.

## 6 ELIGIBLE INSTITUTIONS

Under the Australian Government Other Grant Guidelines, institutions listed in Table A and Table B of the [Higher Education Support Act \(2003\)](#) and other approved higher education providers receiving places under the Commonwealth Grants Scheme are eligible to receive funding from the OLT.

### **Institution**

Australian Catholic University  
Avondale College  
Batchelor Institute of Indigenous Tertiary Education (NT)  
Bond University  
CQUniversity Australia  
Charles Darwin University  
Charles Sturt University  
Christian Heritage College (QLD)  
Curtin University of Technology  
Deakin University  
Edith Cowan University  
Flinders University  
Griffith University  
Holmesglen Institute of TAFE  
James Cook University  
La Trobe University  
Macquarie University  
Melbourne College of Divinity  
Monash University  
Murdoch University  
Queensland University of Technology  
RMIT University  
Southern Cross University  
Swinburne University of Technology  
Tabor College Inc. (SA)

Tabor College Inc. (VIC)  
The Australian National University  
The University of Adelaide  
The University of Melbourne  
The University of New South Wales  
The University of Newcastle  
The University of Notre Dame Australia  
The University of Queensland  
The University of Sydney  
The University of Western Australia  
University of Ballarat  
University of Canberra  
University of New England  
University of South Australia  
University of Southern Queensland  
University of Tasmania  
University of Technology, Sydney  
University of the Sunshine Coast  
University of Western Sydney  
University of Wollongong  
Victoria University