



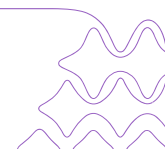
21.08.07

CARRICK FELLOWSHIPS SCHEME 2008

Information, Guidelines
and Nomination Instructions

4-12 Buckland Street Chippendale NSW 2008 Australia PO BOX 2375 Strawberry Hills NSW 2012 Australia
Telephone 02 8667 8500 Facsimile 02 8667 8515 www.carrickinstitute.edu.au ABN 30 109 826 628

An initiative of the Australian Government Department of Education, Science and Training



Contents

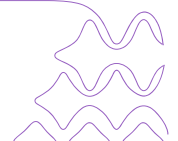
21.08.07

THIS DOCUMENT
PROVIDES
INFORMATION ON
THE CARRICK
FELLOWSHIP
SCHEME FOR
INSTITUTIONS AND
NOMINEES

1. CARRICK FELLOWSHIPS INFORMATION SHEET FOR 2008	3
2. CARRICK SENIOR FELLOWSHIP GUIDELINES	7
Senior Fellowship guidelines for nomination and selection.....	11
Nomination instructions.....	13
3. CARRICK ASSOCIATE FELLOWSHIP GUIDELINES	16
Associate Fellowship guidelines for nomination and selection	19
Nomination instructions.....	21

Acknowledgements

The initial draft of these guidelines was prepared by Dr Kerri-Lee Harris and Professor Richard James, Centre for the Study of Higher Education, The University of Melbourne, in February 2006. The draft CSHE Guidelines and this document draw from the Carrick Fellowship Scheme Scoping Document prepared by Dr Kay Stevens, endorsed by the Carrick Board in October, 2005. Both projects were commissioned by the Carrick Institute for Learning and Teaching in Higher Education.



1. CARRICK FELLOWSHIPS INFORMATION SHEET FOR 2008

The aim of the Carrick Fellowship Scheme is to advance learning and teaching in higher education by supporting leading educators to undertake strategic, high profile fellowship activities in areas that support the Mission of the Institute. Fellows are expected to develop a program that explores and addresses a significant educational issue; develop their personal skills and profile and to be ongoing advocates for excellence in learning and teaching. The fellowships will involve collaborative activities and the building of national and international partnerships. Carrick Fellows will become part of a national group of experts and leaders in learning and teaching in higher education. There are two programs in the Carrick Fellowship Scheme: Senior Fellowships and Associate Fellowships.

Senior Fellowship Program

Four Carrick Senior Fellowships are available. Senior Fellows will undertake a full time program of highly strategic fellowship activities over 1 year. Senior Fellows are expected to be outstanding scholars in their fields. The maximum funding available for each Senior Fellowship is \$330 000.

Associate Fellowship Program

Ten Carrick Associate Fellowships are available. Associate Fellows will undertake fellowship activities that address an identified learning and teaching issue within their institution or in a discipline over a 1 year period. Nominees for Associate Fellowships who wish to undertake collaborative activities may choose to nominate as a partnership. The maximum funding available for each Associate Fellowship is \$90 000.

Nomination and selection

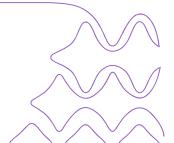
Nominations must be supported by the home institutions. The selection criteria include the academic record and professional standing of the nominee, the significance of the educational issue to be addressed by the proposed fellowship activities, the originality and viability of the activities and the likely breadth and depth of impact of the outcomes in relation to the funding sought.

Important dates for 2008

It is anticipated that Fellows will undertake their Fellowship for a 12 month period between May 2008 and 2009.

Nominations for Carrick Fellowships must be received by the Carrick Institute no later than **8 February 2008**. Fellows will be announced by May 2008.

Enquiries on the Carrick Fellowship Scheme should be addressed to Denise Chalmers, 02 8667 8504, denise.chalmers@carrickinstitute.edu.au



Objectives and activities of the Fellowship Scheme

The aim of the Carrick Fellowship Scheme is to promote and support excellence in learning and teaching in higher education by supporting individuals who have the educational expertise and leadership skills to:

- devise and undertake a significant program of activities that will advance learning and teaching in Australian higher education;
- identify educational issues across the higher education system and to facilitate approaches to address these issues;
- 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;
- establish and build on national and international partnerships in learning and teaching in higher education; and
- foster national and international collaboration and collegial networking for sharing research, innovation and good practice in learning and teaching.

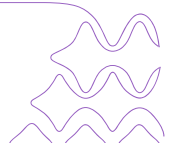
Nominees are strongly encouraged to explore synergies between the activities and outcomes of their proposed fellowship and the mission, goals and strategic priorities of the Carrick Institute, including the Institute's other schemes. The mission, goals and strategic priorities of the Carrick Institute are available on the Institute's website at www.carrickinstitute.edu.au

Fellowship activities should be focused on a national learning and teaching issue and may include, but are not limited to: examining a broad education question or issue affecting a sector or discipline; research into contemporary educational problems and possibilities; the reflective synthesis and utilisation of existing research; the development of innovative learning resources; the development of curricula and innovative approaches to teaching and learning; the development of innovative approaches to assessment and evaluation; and the development and implementation of professional development programs and resources for academic staff. Fellows will propose and undertake an integrated suite of activities.

The Carrick Institute seeks to develop a high profile for the fellowship scheme, including in the attention drawn to the Institute's other schemes and activities, thus it is considered important that Fellows, in conjunction with the Institute, develop a strategy for focusing national attention on their fellowship activities.

Nominees for fellowships should propose the activities they plan to undertake during the fellowship year and to identify and define the expected outcomes and timeline. The Carrick Institute welcomes innovative and creative proposals that will fulfil the objectives of the Scheme.

Proposals that incorporate cross-institutional collaboration among the fellowship activities are invited.



Carrick Visiting Fellowship

In special circumstances, the Board of the Carrick Institute may invite international scholars in higher education learning and teaching to undertake a Carrick Visiting Fellowship. The activities to be undertaken will be negotiated between the invitee and the Carrick Institute. Invitations will be extended only to international scholars who meet the relevant criteria for selection for a Carrick Senior Fellowship. International scholars will be expected to furnish a statement of intent from their home institution to develop a memorandum of understanding between their home institution and the Carrick Institute for Learning and Teaching in Higher Education. The purpose of the memorandum of understanding will be to establish relationships, exchanges and collaborations between the two institutions that will promote and advance the scholarship and practice of learning and teaching in higher education.

Intellectual property

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

Publication

The reports required under the fellowship agreement are detailed in the guidelines. The Carrick Institute's written approval must be obtained 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.

Commercialisation

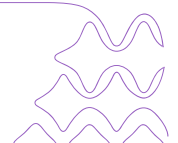
A request to commercialise any material developed must be referred to the Carrick Institute in writing for consideration and approval. In approving such a request the Carrick Institute may impose any conditions it considers reasonable.

Formal agreement

Fellows and their institutions will be required to enter into an agreement with the Carrick Institute. If there is any inconsistency between an agreement and these guidelines, the terms of the agreement will prevail. Where a proposal from a consortium is approved, the Carrick Institute will enter into an agreement with the lead institution only.

The conditions of funding will be specified in the agreement. The agreement will specify the outcomes of the project 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.

The Carrick Institute may request copies of Memoranda of Understanding or agreements for collaborative (joint venture) projects which involve partners, prior to the execution of an agreement with the Carrick Institute.



Purpose of Funding

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

The budget can contain provision for:

- Fellow 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 project 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 Carrick Institute in approving the funding (this restriction would normally include computers, small digital devices etc which should be provided by the institution/s as a contribution to the project);
- travel which is not directly related to achieving the outcomes of the project for which the funding was approved; or
- general recurrent funding.

Payment of Funding

All funding will be paid in full at the commencement of the project which is on the finalisation of the funding agreement.

Payment will only occur after the execution of a Carrick Institute funding agreement which contains the information on deliverables.

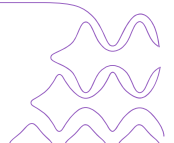
Collaborative Projects

For projects involving a consortium of institutions/organisations, the funding will be paid to the lead institution (recipient institution) which will be responsible for the management and acquittal of the funding and the deliverables from the project. When seeking funding for consortia, care should be taken to ensure the costs associated with the type of collaboration proposed are adequately addressed.

GST and other taxes

The Carrick Institute payment will include a GST payment.

Where the funding is being paid to a university the Carrick Institute will create a recipient created invoice and provide this with the payment of the funding.



2. CARRICK SENIOR FELLOWSHIP GUIDELINES

Senior Fellowships are highly prestigious, awarded to outstanding scholars who are respected advocates for excellence in learning and teaching in higher education. Carrick Senior Fellows are expected to contribute to the intellectual life of the Carrick Institute for Learning and Teaching in Higher Education and play a leadership role in the achievement of the Institute's mission.

Senior Fellows would be expected to establish a collaborative team of internationally recognised scholars and to lead an extended seminar as part of their fellowship activities. Funding is available to support the participation of members of the collaborative team.

Senior Fellows will normally be expected to be released from all or most academic activities for one year and may include a three-month residency period and up to three months overseas.

The home institutions of Senior Fellows are eligible for a grant of \$25 000 to support infrastructure costs associated with the fellowship. The maximum funding available for each Senior Fellowship is \$330 000.

Senior Fellowship activities and outcomes

The following outlines some expected and possible activities and outcomes for Carrick Senior Fellowships. The Carrick Institute welcomes innovative and creative proposals that will fulfil the objectives of the Fellowship Scheme.

Establish a collaborative team of respected scholars and educators (expected)

Senior Fellows would be expected to establish a collaborative team of internationally recognised scholars. Some team members may be overseas scholars. The collaborative team should support the nominated fellowship activities.

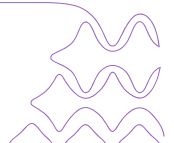
Nominees should propose the intended members of the collaborative team when the fellowship nomination is submitted. The international standing of team members, the relevance of their backgrounds to the proposed fellowship activities and their availability and willingness to contribute to the program should be demonstrated in the nomination.

The Selection Committee will only consider nominees seeking a Senior Fellowship partnership in exceptional circumstances.

Devise and conduct fellowship activities while based at their home institutions or with a group of institutions (expected)

As appropriate to their proposed fellowship activities, Senior Fellows may:

- conduct research and development for their nominated fellowship activities;
- disseminate preliminary findings of the activities through presentations and publications;



- begin embedding the outcomes of their activities in the institution(s);
- be advocates for excellence in learning and teaching in the institution(s);
- forge links between the institution(s) and the Carrick Institute; and
- promote learning and teaching in higher education at the national level.

The scheduling of the period at the home institution within the fellowship year is at the discretion of the Carrick Senior Fellow, in consultation with their home institution and the Carrick Institute. During this period, Senior Fellows may make several short visits to the Carrick Institute.

Undertake an overseas study program of up to three months (optional)

Carrick Senior Fellows may:

- visit overseas members of the collaborative team to examine learning and teaching issues from a cross-institutional and cross-national perspective;
- investigate international perspectives and possibilities that relate to their fellowship activities;
- identify the conditions and approaches that contribute to internationally recognised good practice; and
- interact with, establish and consolidate international scholarly networks that will enhance the dissemination of the outcomes of their fellowship.

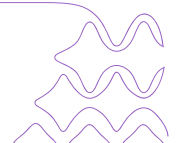
Disseminate fellowship activities and outcomes (expected)

The effective dissemination and uptake of fellowship outcomes is an important goal of the Fellowship Scheme. The Carrick Institute Seminar Series will contribute to dissemination outcomes. Senior Fellows would be expected to develop a number of the Engaged strategies outlined in the Carrick Dissemination Framework (see website) as appropriate to their fellowship activities. Strategies may also include:

- the creation of a website within the Carrick website. The website may be a mechanism for the dissemination of fellowship outcomes and could be used to host interactive online seminars that include discussion opportunities with members of the international collaborative team;
- the production of other resources as appropriate for distribution to universities, professional associations and other bodies as appropriate; and
- Publications and reports.

To maximise awareness and the influence of their activities, Senior Fellows may:

- identify and engage with institutions, discipline groups, employer representatives, government bodies, media and community groups that are strategic to the advancement of the fellowship;
- create opportunities to promote the fellowship activities and to explain the goals and outcomes; and
- present publicly on the fellowship activities.



Carrick Institute Seminars and Events (expected)

1. Carrick Institute Seminar

The leadership of an extended seminar is seen as an important component of dissemination for each Senior Fellowship. For fellowships involving a collaborative team, team members will be invited to participate. Previous winners of related CAAUT and AAUT awards and relevant scholars and stakeholders may be invited to attend these seminars. This may take place in whichever location is most appropriate to the project. The seminar will normally occur before the tenth month of the Fellowship so that ideas could 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. Senior Fellows will be expected to produce outcomes of the seminar in a report on the overall outcomes of the program.

2. Carrick Fellows Forum

As part of their leadership role, Senior Fellows would be expected to provide leadership and support for the Carrick Associate Fellows. Senior and Associate Fellows will be invited to attend and contribute to a Carrick Fellows Seminar held at the Carrick Institute.

3. Carrick Fellowship Annual Dinner

Fellows will also be invited to attend the Carrick Fellowship Scheme Dinner for Carrick Senior Fellows and Carrick Associate Fellows held during the Carrick Fellows Seminar.

4. Occasional Seminars

From time to time Fellows will be invited to attend and/or contribute to seminars related to their project, their discipline or an issue.

Evaluation (expected)

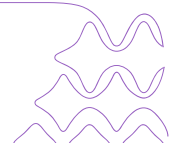
Fellows will carry out evaluation of their project that includes both process and outcomes. Evaluation should be take place throughout the project as well as at the end of the project.

Senior Fellowship Funding

The Carrick Institute will provide funds to support the salary of the Senior Fellows, fellowship activities and dissemination costs, and the expenses of collaborative team members associated with the seminar.

Nominees are required to submit a fully itemised budget and justification of the funds being requested. The funds provided to successful nominees will be administered by their home institutions. A maximum of \$330 000 is available for each Senior Fellowship.

Senior Fellowship nominees may seek funding in each of the categories below according to the nature of their proposed fellowship activities. The usual maximum sum that can be requested in each category, exclusive of GST, is indicated below and on the Nomination Form. Where the optional activities are not undertaken, the funding for this category can be allocated to other activities. Additional activities not detailed can be considered if they fall within the overall funding allowance.



Senior Fellow Stipend (maximum of \$160 000)

- One year's stipend commensurate with the nominee's salary plus on-costs (up to 28%) at their home institution. Funding is not available for additional salary loadings individuals may receive from their home institution.
- The stipend is intended to provide for release from all or most normal academic duties for the period of the Senior Fellowship. It is recognised that senior fellows may wish to maintain certain academic activities during the fellowship year. These activities should be outlined in the nomination proposal.

Travel to the Carrick Institute (maximum \$5 000)

- Expenses associated with the Carrick Fellows Forum and Dinner (required)
 - Accommodation and living allowances for three days.
 - Return economy airfare
- Expenses associated with the Fellows orientation workshop and dinner, other meetings (required)
 - Accommodation and living allowances for four days.
 - Two return economy airfares
- Economy return airfares, accommodation and living allowance for short visits to the Carrick Institute during the fellowship year.

Support for home institution (\$25 000)

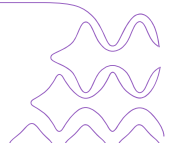
- The Senior Fellow's home institution is eligible for a grant of \$25 000 to support Fellowship costs not otherwise covered by the fellowship funding provided by the Carrick Institute.
- Home institutions are expected to provide usual workplace facilities and requirements including office space, a computer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

Overseas study program expenses (maximum \$36 000)

- Economy round-the-world airfare
- Daily accommodation and living allowance as per Australian Government rates
- Travel insurance
- Related fees, travel and study expenses.

Seminar expenses for collaborative team members (maximum \$34 000)

- Economy return airfares
- Weekly accommodation and living allowance as per Australian Government rates.



Fellowship activity development support and infrastructure (maximum \$66 000)

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 assistance
- Research costs
- Educational development support for innovative and technology-based teaching projects.
- Software and hardware as necessary for innovative and technology-based teaching projects as negotiated with the Carrick Institute
- Programming and/or web design and production support
- Editorial support for fellowship-related publications
- Support for seminar program and related activities
- Economy return airfares, relocation expenses and an accommodation subsidy for up to a three-month residency period (optional)
- Economy return airfares, accommodation and living allowance for public lectures and/or visits to additional Australian states.

Evaluation (maximum \$4 000)

- Expenses associated with evaluation of the fellowship activities and outcomes. This should take place throughout the project as well as at the end.

Senior Fellowship guidelines for nomination and selection

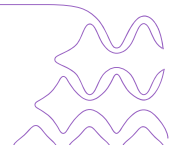
Objectives

Senior Fellows will devise and undertake fellowship activities that promote and support excellence in teaching and the scholarship of teaching in Australian higher education institutions. To fulfil this objective, Senior 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; and
- foster national and international collaboration and networking for the purposes of sharing research, innovation and good practice in learning and teaching.

Eligibility

Individuals who are employed by an eligible institute may nominate for a Senior Fellowship with the support of their home institution. Eligible institutions include all Table



A and Table B providers, and private providers receiving places under the Commonwealth Grants Scheme. Senior Fellows will normally be senior academics or senior people engaged in the research or practice of learning and teaching in higher education in Australia. They are required to be Australian citizens or permanent residents. They will have demonstrated expertise and scholarship in a field of relevance to the proposed fellowship activity.

The Selection Committee will only consider nominees seeking a Senior Fellowship partnership in exceptional circumstances.

Previous Senior Fellows are not eligible to reapply. Former Associate Fellows may apply for a Senior Fellowship.

Selection Criteria

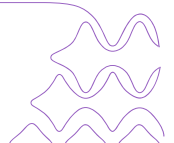
The selection panel may consider:

- the standing and academic record of the nominee, 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;
- the nominee's record of leadership and evidence of positively influencing the Australian higher education community in his or her discipline;
- the extent of the nominee's international recognition;
- the nominee's record of achievement as an educator in higher education, including an ability to influence students positively and to influence and inspire colleagues;
- the significance of the educational issues to be addressed by the proposed fellowship activities and the alignment of these with the values and strategic priorities of the Carrick Institute;
- the relevance of the nominee's curriculum vitae to the proposed activities;
- the originality and viability of the fellowship activities;
- 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 home institution's endorsement and support for the fellowship; and
- the overall value of the fellowship proposal in meeting the Carrick Institute's objectives for the amount of funding sought.

Reporting and accountability

By completion of the fellowship year, Senior Fellows will have provided two reports to the Carrick Institute:

- A six-month progress report, including a statement of financial expenditure to date.
- A detailed final report on the fellowship activities and outcomes, international networking outcomes and opportunities for future international partnerships, findings from the evaluation, presentations given and financial report and acquittal of all



expenditure associated with the fellowship. This must be submitted to the Carrick Institute within 3 months of completing the fellowship.

Senior Fellows will provide the Carrick Institute with a complete set of any publications and materials produced electronically and on appropriate media.

Nomination instructions

Essential documentation

All nominees for Senior Fellowships must complete the following sections in the pro forma provided:

- a. Nomination cover pages;
- b. Statement of institutional support;
- c. Description of proposed fellowship project and activities;
- d. Brief outline addressing the selection criteria;
- e. Budget and justification;
- f. Members of collaborative teams;
- g. Curriculum vitae; and
- h. Three references.

a. Nomination cover pages

The completed nomination must be signed by both the Head of Faculty/Organisational Unit and the Vice-Chancellor/Chief Executive Officer or delegate. If a collaborative team is proposed, nominees must sign to indicate that all team members have been contacted and have expressed their willingness to participate in the fellowship activities described in the proposal.

b. Statement of institutional support

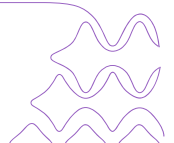
The statement from the home institution should endorse the program and the proposed benefits and the direct and indirect support that will be given to the fellowship. Similar statements of support are required from all participating institutions if the proposed fellowship activities involve institutions other than the nominee's home institution.

c. Description of proposed fellowship project and activities (8 pages maximum)

The description must include all sections in the pro forma, including a 150 word summary.

d. Brief outline addressing the selection criteria (1 page maximum)

In particular, provide a description of leadership roles that demonstrate record of leadership and influence in higher education/discipline.



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 presented using the table provided in the nomination form.

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. Members of collaborative teams

Nominees may choose to provide a list of collaborators, including people outside Australia, who they wish to convene for the fellowship. Accompanying the list should be a short curriculum vitae, of no more than one half page for each individual, which includes name, title, current affiliation and a brief summary of expertise and achievements relevant to the proposed fellowship.

g. 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 higher education.

h. Three references

Nominees are required to attach written references from three internationally recognised scholars in the 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.

Lodgement and processing

Institutional contact officer

The Deputy Vice-Chancellor, Pro Vice-Chancellor, or equivalent, with responsibilities for learning and teaching will be the Carrick Institute's contact person for matters relating to the Fellowship Scheme.

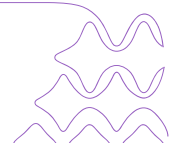
Submission of nominations

Nominations should be marked *Carrick Fellowship Scheme* and posted or delivered to:
Carrick Institute for Learning and Teaching in Higher Education
Mail: PO Box 2375, Strawberry Hills NSW 2012
Courier: 4-12 Buckland Street, Chippendale NSW 2008 (enter via Blackfriars).

See the *Carrick Awards Information Sheet* for the closing date for nominations.

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 postage, the officer should contact the secretariat by email: fellowships@carrickinstitute.edu.au



Selection and publicity

The Carrick Institute Board Standing Committee responsible for the Fellowship Scheme will undertake the Fellowship selections.

The successful nominees for fellowships will be notified and asked to provide a half page biography accompanied by a high quality digital photograph for use on the Carrick Institute 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 Carrick Institute website.

Privacy Information

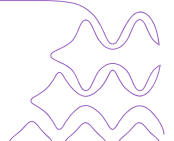
The information on the following form is collected by The Carrick Institute for Learning and Teaching in Higher Education and will be used for the purpose of assisting the Carrick Fellowship Selection Committee. The information will be used in the administration of the Fellowship Scheme and could be used for publicity in relation to the scheme. The Carrick Institute may disclose any of the information collected to the Minister for Education, Science and Training for relevant lawful purposes and in accordance with the Privacy Act 1988 and the Information Privacy Principles.

All documents created or held by the Carrick Institute with regard to the Fellowship Scheme are subject to the Freedom of Information Act 1982 (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

Decisions regarding request for access will be made by the authorised FOI decision-maker in accordance with the requirements of the FOI Act.

ONE ORIGINAL PLUS NINE COPIES MUST BE SUBMITTED

The Nomination Form should be completed in Times New Roman, Arial or similar in no less than 11 point font.





CARRICK FELLOWSHIP SCHEME

3. CARRICK ASSOCIATE FELLOWSHIP GUIDELINES

Associate Fellowships are awarded to undertake discipline-based or inter-disciplinary fellowship activities that will promote excellence in learning and teaching. Associate Fellows will be prominent scholars and educators in their fields who are expected to contribute to the intellectual life of the Carrick Institute for Learning and Teaching in Higher Education. They will nominate and undertake activities with the goal of significantly influencing the quality of learning and teaching within their institutions and beyond.

Associate Fellows will be supported by a network of colleagues, including Carrick Senior Fellows, other Associate Fellows and the recipients of Carrick Awards for Australian University Teaching.

Associate Fellows will normally undertake fellowship activities within their home institutions over a period of one year. The fellowship will provide for full release from all or most academic activities for three months full-time work on fellowship activities. Outside of this period, Associate Fellows will undertake fellowship activities with the support of their home institutions.

The home institutions of Associate Fellows are eligible for a grant of \$30 000 to support costs of the fellowship not directly borne by the Carrick Institute Fellowship funding. The maximum funding available for each Associate Fellowship is \$90 000.

Associate Fellow partnerships

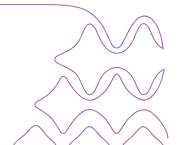
The Carrick Institute recognises the value of collaboration, both within and between institutions. Nominees for Associate Fellowships may choose to nominate as a partnership. Each nomination will be assessed and funded separately on its individual merits, as well as on the benefits of the partnership. However, it is still expected that each individual Associate Fellow will have distinctive personal outcomes as well as shared outcomes that are enhanced by the collaboration.

Nominees proposing a partnership must demonstrate that the:

- activities of the individual Fellows are highly complementary;
- activities include shared activities and involve genuine collaboration;
- partnership will lead to outcomes that could not be achieved without the collaboration; and
- individuals fellows will share and assume responsibility for the outcomes.

Associate Fellowship activities and outcomes

The following outline some of the activities and outcomes for Carrick Associate Fellowships. The Carrick Institute welcomes innovative and creative proposals that will fulfil the objectives of the Fellowship Scheme.



Develop, implement and embed discipline-based or interdisciplinary-activities in teaching or learning

As appropriate to their proposed fellowship activities, Associate Fellows may conduct research and/or development for their nominated fellowship activities. They may implement these at their home institutions (and other institutions), and develop strategies for ensuring that the outcomes are embedded and sustainable.

Demonstrate leadership in learning and teaching

Associate Fellows will be expected to use their fellowship activities as the basis for a developing a profile within their institutions and for advancing excellence in learning and teaching. Associate Fellows will undertake and evaluate their fellowship activities and give presentations at the home (and partner) institution.

Disseminate fellowship activities and outcomes

The effective dissemination and uptake of fellowship outcomes is an important goal of the Fellowship Scheme. The Carrick Institute Forum will contribute to dissemination outcomes. In addition, Associate Fellows would be expected to develop a number of the Engaged strategies outlined in the Carrick Dissemination Framework (see website) as appropriate to their fellowship activities. Strategies may also include but are not limited to:

- contribution to the Carrick website;
- the hosting of an interactive online seminar that includes discussion opportunities with other Carrick Institute members;
- the production of a CD-ROM and other material as appropriate for distribution to higher education institutions, professional associations, employer groups and relevant government bodies;
- presentations on the fellowship activities and outcomes outside the Fellow's home institution, as practicable; and
- publications and reports.

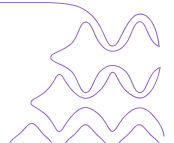
Establish networks with other Carrick Associate Fellows, Carrick Senior Fellows and winners of the Carrick Awards for Australian University Teaching

An important element in the work of Associate Fellows is engagement with a network of scholars. Associate Fellows are expected to develop and benefit from networking with the recipients of Carrick Awards for Australian University Teaching whose fields and interests in learning and teaching relate to the fellowship activities being undertaken. They are also expected to liaise with other Carrick Associate Fellows for peer review and critique of their activities and to liaise with Carrick Senior Fellows for advice, support and guidance.

Carrick Institute Forum and Events

1. Carrick Fellows Forum

The Carrick Fellows Forum will be an event held at the Carrick Institute. Associate Fellows will each present a paper on their fellowship activities. Fellows will undertake a



review of each other's papers prior to presentation at the seminar and a publication based on these papers may be produced. Senior Fellows may also be involved in presenting at and contributing to this seminar.

2. Carrick Fellowship Annual Dinner

Carrick Associate Fellows will also attend the Carrick Fellowship Scheme Dinner for Carrick Senior Fellows and Carrick Associate Fellows.

3. Occasional Seminars

From time to time Fellows will be invited to attend and/or contribute to seminars related to their project, their discipline or an issue.

Evaluation

Fellows will carry out evaluation of their project that includes both process and outcomes. Evaluation should be take place throughout the project as well as at the end of the project.

Associate Fellowship funding

The Carrick Institute will provide funds to support the salary of Associate Fellows for a three-month period of full-time work on fellowship activities, fellowship activity development and dissemination costs for the home institutions, and the participation of Fellows in the Carrick Fellows Forum.

Nominees are required to submit a fully itemised budget and justification of the funds being sought. The funds provided to successful nominees will be administered by their home institutions. A maximum of \$90 000 is available for each Associate Fellowship.

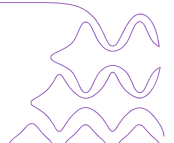
Associate Fellowship nominees may seek funding in each of the categories below according to the nature of the proposed fellowship activities. The usual maximum sum that can be requested in each category, exclusive of GST, is indicated below and on the Nomination Form.

If nominating as a partnership, each nominee must prepare an individual nomination and budget. Each individual in a partnership is eligible for the funding of an individual nominee.

Associate Fellow Stipend (maximum \$40 000)

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

The stipend is intended to provide for release from all or most normal academic duties for a three month full-time period. 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.



Travel to the Carrick Institute and other domestic travel (maximum \$3 000)

- Expenses associated with the Carrick Fellows Forum and Dinner (required)
 - Accommodation and living allowances for three days.
 - Return economy airfare
- Expenses associated with the Fellows orientation workshop and dinner, other meetings (required)
 - Accommodation and living allowances for four days.
 - Two return economy airfares.

Support for home institution (maximum \$30 000)

The Associate Fellow's home institution is eligible for a grant of \$30 000 to support Fellowship costs not otherwise covered by the fellowship funding provided by the Carrick Institute.

Home institutions are expected to provide office space, a computer with broadband internet access, telephone, fax, mail and photocopying facilities.

Fellowship activity development support and infrastructure (maximum \$15 000)

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 assistance.
- Research costs.
- Educational development support for innovative and technology-based teaching activities.
- Software and hardware as necessary for innovative and technology-based teaching activities as negotiated with the Carrick Institute.
- Programming and/or web design and production support.
- Editorial support for fellowship-related publications.

Evaluation (maximum \$2 000)

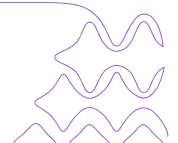
Expenses associated with evaluation of the overall fellowship activities and outcomes.

Associate Fellowship guidelines for nomination and selection

Objectives

Associate Fellows will devise and undertake fellowship activities that promote and enhance learning and teaching in their institution(s) and discipline. To fulfil this objective, Associate Fellows will:

- identify learning and teaching issues and facilitate an approach to addressing these issues;



- show leadership in promoting and enhancing learning and teaching;
- generate ideas for the development of learning and teaching in higher education through an expanded network from the Carrick Institute;
- foster networks with recipients of Carrick Awards for Australian University Teaching; and with other Associate Fellows and educators in higher education.

Eligibility

Individuals who are employed by an eligible higher education institution may nominate for an Associate Fellowship with the support of their home institution. Eligible institutions include all Table A and Table B providers, and private providers receiving places under the Commonwealth Grants Scheme. Associate Fellows will normally be mid-career or senior people engaged in the research or practice of learning and teaching in higher education in Australia. They are required to be Australian citizens or permanent residents. They will have demonstrated expertise and scholarship in a field of relevance to the proposed fellowship activities.

Previous Senior Fellows or Associate Fellows are not eligible to reapply.

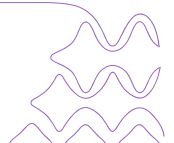
Nominees from the same or different institutions may nominate as an Associate Fellowship partnership.

Selection Criteria

The selection panel may consider:

- the standing and academic record of the nominee, including the influence on theory and practice in higher education learning and teaching through academic publications in recognised journals or refereed materials;
- the nominee's record of leadership and evidence of positively influencing the Australian higher education community in his or her field or discipline;
- the nominee's record of achievement as an educator in higher education, including an ability to influence students positively and to influence and inspire colleagues;
- the significance of the educational issues to be addressed by the proposed fellowship activities and the alignment of these with the values and strategic priorities of the Carrick Institute;
- the relevance of the nominee's curriculum vitae to the proposed activities;
- the originality and viability of the fellowship activities;
- the likely impact of the outcomes and the likely sustainability of the change created as a result of the fellowship;
- the home institution's endorsement and support for the fellowship; and
- the overall value of the fellowship proposal in meeting the Carrick Institute's objectives for the amount of funding sought.

In the case of nominees seeking a partnership, in addition to considering the academic record and standing of each individual, the selection panel will consider:



- the complementary nature of the overall activities proposed by each individual;
- the nature, extent and significance of the proposed collaborative activities;
- the extent to which the collaboration results in outcomes not otherwise possible from individual efforts alone; and
- the ways in which the individuals will share and assume responsibility for the outcomes.

Reporting and accountability

A final summative report will be provided to the Carrick Institute on the activities undertaken, final outcomes and the evaluation findings on completion of the fellowship year and the full implementation of the fellowship activities and outcomes. The report will also provide an acquittal of all financial expenditure associated with the Fellowship. This must be submitted to the Carrick Institute within 3 months of completing the fellowship.

Associate Fellows will provide the Carrick Institute with a complete set of any publications and materials produced electronically and on appropriate media.

Nomination instructions

Essential documentation

All nominees for Associate Fellowships must complete the following sections in the pro forma provided:

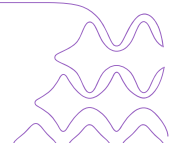
- a. Nomination cover pages;
- b. Statement of institutional support;
- c. Description of proposed fellowship project and activities;
- d. Brief outline addressing the selection criteria;
- e. Budget and justification;
- f. Members of collaborative teams;
- g. Curriculum vitae; and
- h. Three references.

Partnerships

Pairs of individuals nominating as a partnership must complete individual nomination forms. The intended partner is identified in Part A. The nature of the relationship between the activities of the two nominees should be detailed in Part C. The two nomination forms must be submitted together, with a covering statement. The covering statement, signed by both nominees, must demonstrate the way in which the intended collaboration and joint activities will add value to the individual fellowships and outcomes.

a. Nomination cover pages

The completed nomination must be signed by both the Head of Faculty/
Organisational unit and the Vice-Chancellor / Chief Executive Officer or delegate.



b. Statement of institutional support

The statement from the home institution should endorse the program and describe the direct and indirect support that will be given to the fellowship. Similar statements of support are required from all participating institutions if the proposed activities involve institutions other than the home institutions of nominees.

c. Description of the proposed fellowship activities (maximum 8 pages)

The description must include all sections in the pro forma, including a 150 word summary.

d. Brief outline addressing the selection criteria (1 page maximum)

In particular, provide a description of leadership roles that demonstrate record of leadership and influence in higher education/discipline.

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 presented using the table provided in the nomination form.

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

f. Curriculum vitae (5 pages maximum)

The curriculum vitae should document the career and achievements of the nominee with a particular emphasis on the leadership shown in advancing learning and teaching in higher education.

g. Three references

Nominees are required to attach three written references from recognised scholars 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.

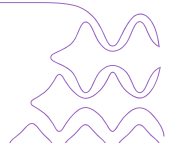
Lodgement and processing

Institutional contact officer

The Deputy Vice-Chancellor, Pro Vice-Chancellor, or equivalent, with responsibilities for learning and teaching will be the Carrick Institute's contact person for matters relating to the Fellowship Scheme.

Submission of nominations

Nominations should be marked *Carrick Fellowship Scheme* and posted or delivered to:
Carrick Institute for Learning and Teaching in Higher Education
Mail: PO Box 2375, Strawberry Hills NSW 2012
Courier: 4-12 Buckland St, Chippendale NSW 2008 (enter via Blackfriars)



See the *Carrick Fellowships Information Sheet* for the closing date for nominations.

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 postage, the officer should contact the secretariat by email: fellowships@carrickinstitute.edu.au

Selection and publicity

The Carrick Institute Board Standing Committee responsible for the Fellowship Scheme will select Fellows.

The successful nominees for fellowships will be notified and asked to provide a half page biography accompanied by a high quality digital photograph for use on the Carrick Institute website.

The names of the Fellows will also be made public through the media and on the Carrick Institute website.

Privacy Information

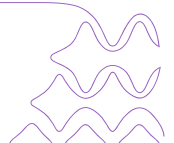
The information on the following form is collected by The Carrick Institute for Learning and Teaching in Higher Education and will be used for the purpose of assisting the Carrick Fellowship Selection Committee. The information will be used in the administration of the Fellowship Scheme and could be used for publicity in relation to the scheme. The Carrick Institute may disclose any of the information collected to the Minister for Education, Science and Training for relevant lawful purposes and in accordance with the Privacy Act 1988 and the Information Privacy Principles.

All documents created or held by the Carrick Institute with regard to the Fellowship Scheme are subject to the Freedom of Information Act 1982 ("FOI Act"). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

Decisions regarding request for access will be made by the authorised FOI decision-maker in accordance with the requirements of the FOI Act.

ONE ORIGINAL PLUS NINE COPIES MUST BE SUBMITTED

The Nomination Form should be completed in Times New Roman, Arial or similar in no less than 11 point font.



Pages 24 to 32 of the 2008 Carrick Fellowships Guidelines have been removed. These contained the nomination forms, which may no longer be used.