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Version 1.0

ALTC FELLOWSHIPS SCHEME 2009

Information, Guidelines
and Nomination Instructions

Contents

Version 1.0

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

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Acknowledgements

The revisions to these Guidelines were prepared by Dr Kerri-Lee Harris, Centre for the Study of Higher Education (CSHE), University of Melbourne in July 2008. The initial draft of the previous Guidelines was prepared in February 2006 by Dr Kerri-Lee Harris and Professor Richard James, CSHE, drawing upon the Fellowship Scheme Scoping Document, prepared by Dr Kay Stevens and endorsed by the Board in October 2005.

Each project was commissioned by the Australian Learning and Teaching Council.

1. INFORMATION SHEET 2009

ALTC Fellowships 2009 – 2010

Nominations are now called for ALTC Fellowships commencing in 2009. These Guidelines have been substantially revised when compared to 2008.

National Teaching Fellows

Up to five ALTC National Teaching Fellowships are available. National Teaching Fellows undertake a significant program of highly strategic fellowship activities equivalent to up to one year of full time engagement.

It is anticipated that in most cases National Teaching Fellows will undertake their Fellowship between 1 July 2009 and 31 Dec 2010. Maximum total funding available for each ALTC National Teaching Fellowship: \$350 000.

Teaching Fellows

Up to ten ALTC Teaching Fellowships are available. Teaching Fellows undertake a program of activities that address an identified learning and teaching issue within their institution or within a discipline. The one-year period of the fellowship includes three months of full time engagement.

It is anticipated that in most cases Teaching Fellows will undertake their Fellowship between 1 July 2009 and 30 June 2010. Maximum total funding available for each ALTC Teaching Fellowship: \$100 000.

Nomination and selection process

Individuals may nominate with the support of their institution. Nominees prepare a written nomination and obtain a written statement of support from their home institution, as detailed in the 2009 Fellowship Scheme Guidelines. **All nominations must postmarked no later than Friday, 6 February 2009.**

Nominations are assessed on the basis of the written submission. Short-listed nominations for the National Teaching Fellowships will make a presentation selected by the ALTC Standing Committee, on the basis of the written nominations received. **All nominees will be notified of the outcome of this in early April 2009.**

Selected National Teaching Fellows nominees will then be invited to present a seminar on the educational issue they propose to address during the fellowship. These presentations take place before a panel drawn from the ALTC Standing Committee and other invitees. Travel costs for presenting nominees are covered by the ALTC. **This presentation will be held in mid-late April 2009.**

All successful Fellows will be announced in May 2009.

The ALTC Standing Committee may choose to offer a nominee a fellowship under either program.

2. INTRODUCING THE ALTC FELLOWSHIP SCHEME

The aim of the ALTC Fellowship Scheme 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, ALTC Fellows have a positive and lasting influence 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 practice and further develop their leadership skills in this area.

The Fellowship Scheme involves two programs:

- **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 normally senior academics or senior people with expertise in higher education practice and scholarship, and a record of institutional or disciplinary leadership. National Teaching Fellows undertake a significant program of fellowship activities, contribute to various ALTC events, and develop national and international networks appropriate the fellowship activities.
- **Teaching Fellowships:** Teaching 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 mid-career academics engaged in the scholarly practice of learning and teaching in higher education. Teaching Fellows undertake activities with the goal of enhancing disciplinary or inter-disciplinary teaching and learning within their institution, and beyond.

Aims of the Fellowship Scheme

The ALTC Fellowship Scheme 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; and
- to contribute to the growing community of scholars in higher education learning and teaching.

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 travel to designated ALTC events associated with the fellowship; and
- to the home institution for infrastructure costs associated with the fellowship.

Fellowships are further supported through the provision of:

- tailored workshops and seminars to develop individuals' knowledge of the higher education sector, and advanced leadership skills; and
- a 'Community of Scholars' network of colleagues and contacts, including Fellowship Scheme alumni.

The nature of fellowship activities

The ALTC 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 Fellowship Scheme, 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 ALTC seeks to develop a high profile for the Fellowship Scheme, including in the attention drawn to the Council's other schemes and activities. It is therefore considered important that Fellows, in conjunction with the ALTC, 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 also have strong statements of support from their home institutions.

Invitational Visiting Fellowships

The ALTC may invite international scholars in higher education learning and teaching to undertake an ALTC Visiting Fellowship. The activities to be undertaken will be negotiated between the Visiting Fellow and the ALTC. Invitations will only be extended to international scholars who meet the criteria for selection for an ALTC National Teaching Fellowship. Opportunities are provided, on an annual basis, for leading international scholars to provide an expression of interest to the ALTC.

ALTC Visiting Fellows will be expected to furnish a statement of intent from their home institution to develop a memorandum of understanding with the ALTC. The purpose of the memorandum of understanding will be to establish relationships, exchanges and collaborations between the ALTC and the Visiting Fellows institution that will promote and advance the scholarship and practice of learning and teaching in higher education.

ALTC Fellowship events

The ALTC sponsors a series of events associated with the Fellowship Scheme. These provide opportunities for Fellows to join a community of scholars with shared interest and involvement in enhancing teaching and learning in higher education. These events contribute to the development of Fellows' leadership skills, and are therefore of value to individuals and their institutions beyond the duration of the fellowships.

Carrick/ALTC Fellowship alumni

Past recipients of Carrick and ALTC Fellowships are encouraged to continue their involvement in the Fellowship Scheme and other ALTC activities, as part of a growing community of scholars' network. This benefits their home institutions and the higher education sector more broadly. It also provides invaluable support to current ALTC Fellows, and is intended to be of direct benefit to the continuing academic work and leadership roles of alumni.

ALTC Leadership Mentors

The ALTC is seeking to develop a panel of high profile, senior and emeritus leaders in higher education to assist in developing a community of scholars. Leadership Mentors would contribute to this scholarly community and the ALTC in a variety of ways, including through the provision of advice and support for ALTC Fellows in their leadership roles.

3. NATIONAL TEACHING FELLOWSHIP GUIDELINES

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; and
- foster national and international collaboration and networking for the purposes of sharing research, innovation and good practice in learning and teaching.

National Teaching Fellows will normally undertake fellowship activities over a period of one year. Funding is available, by way of stipend, for release from all or most academic activities for between **three and twelve months**, which may include up to three months overseas. It is expected that the fellowship will be completed within an 18-month window, as specified for the Fellowship Scheme round.

National Teaching Fellows actively contribute to the growing community of scholars supported by the ALTC, and play a significant role in the achievement of the Council's overall mission.

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.)

Eligible institutions include all Table A and Table B providers, and private providers receiving places under the Commonwealth Grants Scheme. ALTC 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.

Previous Senior Fellows and National Teaching Fellows are not eligible to apply. Previous Associate Fellows and Teaching Fellows may apply for a National Teaching Fellowship.

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 Fellowship Scheme and the ALTC

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 values and strategic priorities of the ALTC; the viability of the fellowship activities; the overall value of the fellowship proposal in meeting the ALTC objectives 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 program of activity); 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 continuing leadership role in their home institution, and beyond; the value of the fellowship to learning and teaching in the home institution.

The selection process

Selection is a two-stage 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 of institutional support; the nominee's curriculum vitae; and references. Selected nominees are then invited to give oral presentations before a panel drawn from the ALTC Standing Committee and other invitees, during

which the nominee will discuss the educational issues they intend to address through their proposed fellowships.

Further details regarding the documentation for nomination is provided in a later section of these guidelines.

National Teaching Fellowship activities and outcomes

Nominees for fellowships 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 the proposal, nominees are advised to clearly align their activities with the overall aims of the Fellowship Scheme, and with the objectives of the National Teaching Fellowships specifically.

In addition, 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 ALTC, including the Council's other schemes. Details are available on the Council's website at www.altc.edu.au

The ALTC welcomes innovative and creative proposals that will fulfil the objectives of the Fellowship Scheme. 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 the program if it is an extended one beyond three months release, nominees should plan some time-out to manage their institutional on-going relationship and responsibilities.

A strategy for dissemination

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

In developing the dissemination strategy for inclusion in the fellowship proposal, nominees are advised to refer to the ALTC Dissemination Framework, available from the ALTC website.

In addition, all ALTC National Teaching Fellows will be involved in leading a seminar as part of the Fellowship seminar program and will give seminar papers and presentations as part of the ALTC Fellowship seminar program, as arranged by the ALTC.

National 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 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. 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. Alternatively, the planned strategy for identifying potential contacts should be explained in the nomination.

A national or overseas study program (optional)

ALTC National Teaching Fellows may elect to spend up to three months 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 cross-national perspectives, and/or to identify the conditions and approaches that contribute to recognised good practice. A period of overseas 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.

National Teaching Fellowship funding

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 \$350 000** 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 \$180 000)

Up to 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. If the normal salary with on-costs for one year is greater than the budget, limiting the duration of the fellowship might need to be considered.

The amount available as stipend is dependent upon the extent of time commitment proposed, which may range from 3 to 12 months equivalent full-time. The stipend is intended to provide for 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 18-month window specified for the Fellowship Scheme round (see *ALTC Fellowship Scheme Information Sheet*). 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 ALTC. 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.

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.

Travelling study program expenses

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

Travel expenses associated with ALTC seminars and events (\$5,000)

Travel expenses associated with ALTC seminars and events (\$5 000). The ALTC will sponsor a range of seminars and events associated with the Fellowships Scheme, and participation by Fellows is an expectation. Funding is provided for economy class flights, and accommodation and living allowance (as per Australian Government rates). The location of events will be announced during the fellowship year. Nominees are advised to include this as a single budget item of \$5000. Any unspent funds under this allocation are to be returned to the ALTC at the completion of the fellowship.

Travel expenses for invitational speakers and collaborators to present at ALTC Fellowships Events

Which may include: international and/or domestic flights; honoraria; accommodation and living allowance (as per Australian Government rates).

Evaluation expenses

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

Reporting and accountability

National Teaching Fellows will provide two Fellowship Reports to the ALTC:

- 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 ALTC within 3 months of completing the fellowship.

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

Nomination instructions

Essential documentation

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

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.

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 from institutions other than the nominee's home institution.

This statement should be provided by the Vice-Chancellor / Chief Executive Officer or delegate.

C. Written statement from nominee (3 pages maximum)

Written statement addressing Selection Criteria 1, 2 and 3. In particular, this 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.

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 internationally recognised scholars in this area; 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 method; a detailed timeline, including an explanation of any concurrent academic activities for the period of the fellowship.

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 higher education and/or in their area of disciplinary expertise.

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.

Lodgement and processing

ONE ORIGINAL set of documents plus NINE COPIES must be submitted

The documentation should be prepared using Times New Roman, Arial or similar in no less than 11 point font.

Submission of nominations

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

See the *ALTC Fellowship Scheme Information Sheet* for the closing date for nominations.

Institutional contact officer

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

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@altc.edu.au

4. TEACHING FELLOWSHIPS GUIDELINES

Objectives

ALTC Teaching Fellows will devise and undertake fellowship activities that promote and enhance learning and teaching in their home institution and beyond. To fulfil this objective, Teaching Fellows will:

- identify learning and teaching issues, within or across disciplines, 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; and
- foster networks with recipients of ALTC Teaching Awards and with other ALTC Fellows and educators in higher education.

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

National Teaching Fellows actively contribute to the growing community of scholars supported by the ALTC, and play a significant role in the achievement of the Council's overall mission.

Eligibility

Individuals who are employed by an eligible higher education institution may nominate for an ALTC 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.)

Eligible institutions include all Table A and Table B providers, and private providers receiving places under the Commonwealth Grants Scheme. ALTC Teaching Fellows are required to be Australian citizens or permanent residents.

Teaching Fellows will normally be 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.

Previous Senior Fellows, National Teaching Fellows, Associate Fellows and Teaching Fellows are not eligible to apply.

Selection Criteria

The following four criteria will be applied in the selection of Teaching 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; 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 Fellowship Scheme and the ALTC

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 values and strategic priorities of the ALTC; the originality and viability of the fellowship activities; the overall value of the fellowship proposal in meeting the ALTC objectives 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 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; the value of the fellowship to learning and teaching in the home institution.

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. The ALTC Standing Committee finalizes its decision on the basis on the evidence provided in the nomination and the assessment.

Further details regarding the documentation for nomination is provided in a later section of these guidelines.

Teaching Fellowship activities and outcomes

Nominees for fellowships 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 clearly align their activities with the overall aims of the Fellowship Scheme and with the objectives of the Teaching Fellowships specifically.

In addition, 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 ALTC, including the Council's other schemes. Details are available on the Council's website at www.altc.edu.au

The ALTC welcomes innovative and creative proposals that will fulfil the objectives of the Fellowship Scheme. 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 Fellowship Scheme. Teaching Fellows will be expected to plan a range of approaches to dissemination, as appropriate to their fellowship activities. Such strategies may involve the creation of opportunities to promote the fellowship activities and to explain the goals and outcomes.

In developing the dissemination strategy for inclusion in the fellowship proposal, nominees are advised to refer to the ALTC Dissemination Framework, available from the ALTC website.

In addition, all ALTC Teaching Fellows will give seminar papers and presentations as part of the ALTC Fellowship seminar program, as arranged by the ALTC.

A community of scholars

An important element in the work of Teaching Fellows is engagement with a community of scholars. Teaching Fellows are expected to develop and benefit from networking with the other ALTC 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 Teaching Fellows for peer review and critique of their activities, and with ALTC National Teaching Fellows for advice, support and guidance.

Leadership in learning and teaching

Teaching 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

Teaching Fellows will 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.

Teaching Fellowship funding

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 \$100 000** is available for each 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.

Teaching Fellow Stipend (up to \$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. If the normal salary with on-costs for one year is greater than the budget, limiting the duration of the fellowship might need to be considered.

The stipend is intended to provide for 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 (\$25 000)

The 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 ALTC. 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.

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.

Travel expenses associated with ALTC seminars and events (\$5 000)

The ALTC will sponsor a range of seminars and events associated with the Fellowships Scheme, and participation by Fellows is an expectation. Funding is provided for economy class flights, and accommodation and living allowance (as per Australian Government rates). The location of events will be announced during the fellowship year. Nominees are advised to include this as a single budget item of \$5000. Any unspent funds under this allocation are to be returned to the ALTC at the completion of the fellowship.

Evaluation expenses

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

Reporting and accountability

Teaching Fellows will provide two Fellowship Reports to the ALTC:

- A six-month progress report, including a statement of financial expenditure to date.
- A detailed final report on the fellowship activities and outcomes, findings from the evaluation, presentations given and financial report and acquittal of all expenditure associated with the fellowship. This must be submitted to the ALTC within 3 months of completing the fellowship.

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

Nomination instructions

Essential documentation

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

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.

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 from institutions other than the nominee's institution.

This statement should be provided by the Vice-Chancellor / Chief Executive Officer or delegate.

C. Written statement from nominee (3 pages maximum)

Written statement addressing Selection Criteria 1, 2 and 3. In particular, this should include a description of the nominee's record and capacity for influence on teaching and learning in their discipline.

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 method; and a detailed timeline, including an explanation of any concurrent academic activities for the period of the fellowship.

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.

G. Three references

Nominees are required to attach written references from three scholars recognised for their contribution to learning and teaching 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

ONE ORIGINAL set of documents plus NINE COPIES must be submitted

The documentation should be prepared using Times New Roman, Arial or similar in no less than 11 point font.

Submission of nominations

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

See the *ALTC Fellowship Scheme Information Sheet* for the closing date for nominations.

Institutional contact officer

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

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@altc.edu.au

5. OPERATIONAL POLICIES

The Fellowship Scheme Guidelines provide information for nominees and their home institutions. The information describes both National Teaching Fellowships and Teaching Fellowships, and covers the selection criteria, and the nomination and selection processes.

The following policies apply to all ALTC Fellowships.

Selection and publicity

The ALTC 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 ALTC 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 ALTC website.

Privacy information

The information on the nomination form is collected by the ALTC and will be used for the purpose of assisting the ALTC Standing 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 ALTC may disclose any of the information collected to the Minister for Education, Employment and Workplace Relations for relevant lawful purposes and in accordance with the Privacy Act 1988 and the Information Privacy Principles.

All documents created or held by the ALTC 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.

Intellectual property

One responsibility of the ALTC is the dissemination of good practice in learning and teaching in higher education. To this end, the ALTC aims to ensure that the outcomes of fellowship activities and other ALTC 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. Written approval must be obtained from ALTC 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 ALTC in writing for consideration and approval. In approving such a request the ALTC may impose any conditions it considers reasonable.

Formal agreement

ALTC Fellows and their institutions will be required to enter into an agreement with the ALTC. If there is any inconsistency between an agreement and these guidelines, 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.

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 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 fellowship 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 ALTC 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 fellowship);
- travel which is not directly related to achieving the outcomes of the fellowship 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 fellowship, which is on the finalisation of the funding agreement.

Payment will only occur after the execution of an ALTC funding agreement which contains the information on deliverables.

GST and other taxes

The ALTC payment will include a GST payment over and above the funding approved.

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