

THE UNIVERSITY OF MELBOURNE
UNIVERSITAS 21 FELLOWSHIP PROGRAM
FOR ACADEMIC STAFF

Guidelines 2009

1. Universitas 21 Fellowships

The purpose of the Universitas 21 Fellowships (the fellowships) is to recognise outstanding teaching performance by academic staff of the University of Melbourne, provide development opportunities for the recipients and benefit the University of Melbourne through the advancement of its quality of teaching. The fellowships have the key objectives of enabling academic staff to develop their expertise further, pass on what they have learned for the benefit of the University of Melbourne, and strengthen links with other Universitas 21 institutions so that other staff and students can benefit from mobility across the Universitas 21 network.

Universitas 21 Fellows (the fellows) are expected to be ambassadors for the University. Their interaction with colleagues at other Universitas 21 institutions is expected to promote ongoing communication and foster long-term relationships with the University of Melbourne from which future fellows and exchange students will benefit.

The Universitas 21 Fellowship Selection Committee awards up to three fellowships per year and makes an allocation of up to \$10,000 to support each fellowship. The fellows will be funded to spend up to two months engaged in a teaching program and/or professional development in at least three Universitas 21 universities and any additional universities outside the consortium. It is expected that fellowships will be taken up within twelve months of receipt of the award. Eligibility for awards will be limited to academic staff of the University of Melbourne at levels B-E.

Further information about Universitas 21 is located at www.universitas21.com/.

2. Nomination Process

Heads of Departments are asked to be responsible, in the first instance, for identifying potential applicants. They should encourage applications from suitably qualified members of academic staff and, in doing so, consider relatively junior or recently appointed members of academic staff who have demonstrated outstanding potential as teachers as well as more experienced staff with a distinguished record of achievement.

Staff may, however, initiate applications through discussion with their Head of Department. Further advice regarding their proposed fellowship project can be obtained in discussion with the President of the Academic Board and the Director of the Centre for the Study of Higher Education. **Staff should submit their application to their Dean by Friday 24th April 2009** for subsequent nomination to the Committee.

Deans are asked to rank the applications from their departments and **forward these with a covering memorandum to Mrs. Mary Tsaousis, University Secretary's Department, no later than Monday 4th May 2009**. The grounds on which they have ranked the various applications should be provided in the memo. Particularly for the purpose of judging teaching performance, account should be taken of matters such as the outcome of teaching surveys, success in obtaining teaching grants and other evidence of excellence such as awards and success of optional subjects taught. Deans will be responsible for approving the final project details for successful nominees, and may need to be prepared to top up the award benefits to ensure the proposed program objectives can be fulfilled.

3. Applications

Appendices A-C

Applications should be **no longer than 5 pages** and applicants should provide sufficient details to enable the Committee to make judgments according to the selection criteria. Applications must address each of the following criteria:

- i. the case for their excellence in teaching which may focus on one or more particular area/s such as:
 - a. small group teaching,
 - b. recognition of diversity in the curriculum and teaching practices,
 - c. transition into and out of the University of Melbourne,
 - d. teaching of part-time students,
 - e. intensive teaching programs,
 - f. use of multimedia and other educational technologies.

Applications must include a full curriculum vitae;

- ii. innovations in their teaching;
- iii. ability to be an excellent ambassador for the University of Melbourne;
- iv. how they would use the experience of visiting other universities to:
 - a. further their understanding of excellence in teaching. The Committee encourages fellows to become involved in benchmarking programs of the University of Melbourne with equivalent ones at other Universitas 21 universities. Applicants should explain the benefits of visits as opposed to information exchanges that could occur through email or voice.
 - b. foster mobility for staff and students of the University of Melbourne. Of particular interest to the Committee are proposals which would enhance undergraduate student exchanges (appendix B).

Applications must include an outline of the proposed travel program including visits to at least three Universitas 21 universities and any additional universities outside the consortium;

- v. the particular dimension of teaching on which the fellowship would focus. Applications must include the theme and details of the teaching and/or professional development program to be undertaken as part of the award. The projects of previous fellows are provided as past examples (appendix C);
- vi. the ways in which the fellowship would be used to improve the quality of teaching, **not only in their Faculty, but at the University of Melbourne in general** upon their return. This could include delivering seminars on teaching practice, preparing an application for an Australian University Teaching Award or mentoring other staff;
- vii. how the proposal would reinforce the broad program themes outlined in the planning and policy paper, *Universitas 21 – The Next Phase: “A Global Learning Partnership”*. Applications should address the key pillars (appendix A, pp.3-4).

Applications received from staff without a letter/email of support from the Dean will not be considered. See above section 2 for details of submission to the Dean’s office. Only one copy of the application is required and it should be printed (not hand written), single spaced, single sided and stapled once (not placed in a folder or plastic sleeve). Materials submitted with the application will not be returned.

4. Selection Process

Selection of fellows is conducted by the Universitas 21 Fellowship Selection Committee (the Committee), the membership of which includes the Chancellor, Vice-Chancellor, three

officers of the Academic Board, Senior Vice-Principal and Provost. The membership list is located at www.unimelb.edu.au/unisec/committees/centcomm.html#38.

The Committee has resolved that fellows should be representative of a wide range of backgrounds in terms of disciplines, seniority (Level B-E) and other matters. Accordingly, the Committee will take into account a number of factors in appointing fellows so as to ensure that, over time, a range of appointments are made. The departments of previous appointees will be taken into account, as will the spread of seniority, gender balance and discipline background of other recent appointees.

Above all, fellows will be appointed on the basis of demonstrated excellence in teaching and their potential to use the fellowship to further the quality of teaching at the University of Melbourne. The Committee will look favourably upon those whose projects foster mobility of staff and students at the University of Melbourne.

Applicants who have been awarded a Commonwealth Teaching Award would not be expected to receive a fellowship in the same year. However, submission of applications for both awards is permitted.

5. Fellowship Requirements

The successful staff members who are awarded a fellowship are requested to undertake the following steps in preparation for, and subsequent reporting on, their fellowship.

5.1 Luncheon

After receiving written confirmation of the award of a fellowship, fellows will be invited to attend a Universitas 21 luncheon hosted by the President of the Academic Board. The Provost, Senior Vice-Principal and the other 2008/2009 Universitas 21 Fellows and Scholars will be present also. At this luncheon, the President of the Academic Board would like to discuss planning individual fellowship programs and including ways to maximise the benefit to the University. Fellows should send their RSVP to the PA to the President of the Academic Board.

5.2 Funding

The Committee will make an allocation **of up to** \$10,000 to support each fellowship. Approval of funding rests with Professor Peter McPhee, Provost. Therefore, after the successful fellow and the Dean have agreed upon a travel program abroad and associated activities at the University of Melbourne, the fellow must submit a travel itinerary and budget to Professor McPhee for final funding clearance. Professor McPhee will provide a written reply to the fellow, cc Mr Geza Horanyi in Financial Operations with attached budget. Funding will be released to the fellow's department after Financial Operations receives a copy of Professor McPhee's authorising memo/email and the fellow's budget. Departmental Finance Officers should contact Mr Horanyi with any queries about accounting arrangements.

5.3 Colloquium Session

Following their return from overseas, fellows will be expected to speak at a session of the 'Vice-Chancellor's Colloquium on Teaching and Learning' about their work and experiences at other Universitas 21 institutions. They should email the Director, Centre for the Study of Higher Education, to schedule their speech.

5.4 Seminar

Following their return from overseas, fellows will be expected to deliver a seminar for appropriate academic staff of the University of Melbourne about their project and experiences at other Universitas 21 institutions also. They should select an appropriate seminar series conducted at the University, and email the coordinator to schedule their seminar.

5.5 Fellowship Report

Successful applicants are required to submit two reports within three months of completion of their fellowship or scholarship activities.

The Activities Report should be no more than three pages and should summarise the activities undertaken as part of the project. This report should indicate that the grant funding has supported the activities proposed in the application and should identify where there were variations, if any, to the original proposal.

The Findings Report should summarise or synthesise the main findings of the project that will be of benefit to the University of Melbourne and the broader Universitas 21 community. The principal purpose of this report is to assist in dissemination of the lessons learned during the fellowship or scholarship. This report should be of no more than 20 pages and should include an executive summary of around 300 words. This report should be of a standard suitable for placement in the e-Prints repository.

6. Privacy Policy in Relation to Nominations

The information we are asking you to provide will be available to and used by the Committee, the Committee Secretary, administrative staff and where necessary professional advisers in order to assess candidates for the fellowships. The University of Melbourne has a comprehensive policy addressing issues related to the responsible use, collection and security of, and access to personal information which can be viewed at the following website: www.unimelb.edu.au/unisec/privacy.htm. You are entitled to access personal information held by the University of Melbourne under freedom of information laws as explained on the Privacy Officer's web site at www.unimelb.edu.au/unisec/privacy.htm.

7. Further Information

Questions regarding the fellowships should be directed to Professor Geoff Stevens, President, Academic Board, tel: 8344 6621, email: gstevens@unimelb.edu.au

Useful websites:

- a. further information on Universitas 21 can be found at: <http://www.universitas21.com/>
- b. staff opportunities within Universitas 21:
<http://www.universitas21.com/staffopportunities.html>
- c. Universitas 21 Fellowships and Scholarships: www.unimelb.edu.au/unisec/u21/
- d. Universitas 21 student exchanges:
<http://www.services.unimelb.edu.au/exchanges/goabroad/ex/universitas21.html>
- e. quality assurance at the University of Melbourne:
<http://www.unimelb.edu.au/publications/accountability/quality.html>.

These guidelines are also located at: www.unimelb.edu.au/unisec/u21/

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