REPORT AND BUDGET BID MAY 2012

BACKGROUND AND MEMBERSHIP


In 2012 the Committee comprises:

Deputy Chair of the Teaching and Learning Committee, Chair (Winthrop Professor Phil Hancock)
Director, Centre for the Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers)
Dean of Graduate Research School (Winthrop Professor Alan Dench)
President of the Postgraduate Students' Association, or nominee (Ms Aisling Blackmore)
Faculty representative from the University's Teaching and Learning Committee (Winthrop Professor Mark Israel)
Faculty representative from the University's Teaching and Learning Committee (Assistant Professor Elaine Sharplin)
Co-opted member (Assistant Professor Di Gardiner)
Co-opted member (Associate Professor Bonnie Thomas)
Co-opted member (Assistant Professor Lee Partridge)
Executive Officer (Ms Sally Jackson)

ROLE

The role of the Grants and Schemes Standing Committee is to:

(a) engage in processes of selection for competitive grants and schemes supporting teaching and learning at UWA, including:
   • the Postgraduate Teaching Internship Scheme;
   • the Teaching Fellowship Scheme
   • Other grants and schemes that may arise from time to time;

(b) monitor and review grants and schemes guidelines and procedures, as appropriate;

(c) monitor progress of appropriate implementation strategies included in the Education Section of the University's Operational Priorities Plan;

(d) advise and make recommendations to the Teaching and Learning Committee and/or other University bodies or officers, as appropriate, on matters relating to grants and schemes in support of teaching and learning, including associated budgetary issues.

To date in 2012 the Committee has met to discuss matters relating to the proposed Post PhD Submission/ Pre-Acceptance Funding Scheme, the selection of the 2012 Teaching Fellows and budget requirements for 2012, taking each in turn;
1. Post PhD Submission/ Pre-Acceptance Funding Scheme

As a result of a comprehensive review into grants and schemes, the Grants and Schemes Standing Committee recommended the establishment of an additional scheme to complement the existing schemes already under its purview. This Scheme was recommended and agreed to in principle by the Teaching and Learning Committee at its 2nd June 2011 meeting. Following this in principle agreement, draft guidelines for the new scheme have been developed and endorsed by the Grants and Schemes Standing Committee. These guidelines are attached (Attachment A) for the Teaching and Learning Committee’s endorsement.

Recommendation 1: to endorse the Post PhD Submission/ Pre-Acceptance Funding Scheme Guidelines

2. Teaching Fellowship Scheme - Final Reports - F22005

2008 Teaching Fellowship Scheme

The outstanding reports from the following fellows are attached;

- Dr Dominique Blache (Attachment B)
- W/Prof Mohammed Bennamoun and Dr Ferdous Sohel (Attachment C)

2009 Teaching Fellowship Scheme

The following three fellows participated in the 2009 Scheme; reports were due in July 2011;

- Associate Professor Jill Howieson (extension till August 2012)
- Mr Malcolm Fiahlo (extension till June 2012)
- Dr Wenge Liu and Professor Andrew Deeks (both left the University)

2010 Teaching Fellowship Scheme

Reports for the 2010 Scheme are due before July 2012

Please note, it is anticipated that changes to the 2011 Guidelines reducing the reporting period from 12 months of completion of the Fellowship to 6 months should help alleviate the problems which have been associated with the collection of final reports and ensure a more timely and consistent provision of reports to the Committee from future Fellows.

3. 2012 Teaching Fellowship Scheme - F36298

The Committee met on 7th May 2012 to consider twelve applications to the 2012 Teaching Fellowship Scheme. Category ranking proformas for the applications to the Scheme had been completed by each member and a consolidated ranking report was tabled at the meeting. It was agreed to award the 2012 Teaching Fellowships to the following applicants;

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Co-applicant</th>
<th>Faculty/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaine Sharplin</td>
<td>Robert Faulkner</td>
<td>Education</td>
</tr>
<tr>
<td>Katrina Stratton</td>
<td>Susan Bailey</td>
<td>MDHS/Population Health</td>
</tr>
<tr>
<td>Kati Tonkin</td>
<td></td>
<td>AHSS/Humanities</td>
</tr>
<tr>
<td>Peter Whipp</td>
<td></td>
<td>Science/Teaching and Learning</td>
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</tbody>
</table>

4. FUNDING REQUIREMENTS FOR 2013

The Grants and Schemes Standing Committee have considered the 2013 Budget bid in light of the anticipated introduction of the Post PhD Submission Scheme. As it is uncertain how many successful applications the new scheme will receive, it was agreed for 2013 to request an overall pool of money which would cover all three schemes instead of the usual arrangement of requesting a set amount per Scheme. This will allow the Committee greater flexibility in allocating places for all three schemes.
dependent upon the number of applications, any uncommitted funds from a Scheme could then be rolled over to provide additional places for one of the other Schemes if required.

The 2013 budget bid for the Grants and Schemes Standing Committee is as follows (executive officers note: I have broken this down to reflect the anticipated requirements of each scheme for information, however it is requested that this money be seen as a pool which can be used flexibly):

**Postgraduate Teaching Internship Scheme – 2013**

The Committee agreed to increase the funds requested for 2013 to account for increases in the Professional Development component of the Scheme, it is recommended that the Professional Development costs be increased by $200 per intern, from $3,230 to $3,430.

The teaching component paid to Schools for Intern’s teaching costs was reviewed last year and it is not proposed that this should be increased for 2013.

CATL has not increased its monitoring and support component of the budget despite increased salary costs.

In order to fund the proposed Post PhD Submission Scheme, it is anticipated that the number of places available will be reduced from 24 to 20. However the Guidelines will continue to state that up to 24 places are available in order to provide the maximum number of places if money is available.

A full breakdown of 2013 costings for the Postgraduate Teaching Internship Scheme is attached (Attachment D).

**Recommendation 2**

To increase the funding for the professional development component of the Scheme as indicated at Attachment D.

**Teaching Fellowship Scheme – 2013**

No increase is recommended however it is anticipated that the number of fellowships offered be reduced from 4 to 3. The Guidelines will continue to state that up to four fellowships will be offered in order to provide the maximum number of places if money is available.

**Post PhD Submission Scheme – 2013**

It is anticipated that a pool of $50,000 be allocated to the Post PhD Submission Scheme, the number of places available will be dependent upon the number of successful applications made and the amount requested for each successful application which is flexible.

**Anticipated 2013 budget breakdown**

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Places Available</th>
<th>Total Budget Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Teaching Internship Scheme</td>
<td>20 (x $8,930)</td>
<td>$178,600</td>
</tr>
<tr>
<td>Teaching Fellowship Scheme</td>
<td>3 (x$22,000)</td>
<td>$66,000</td>
</tr>
<tr>
<td>‘Third’ Scheme</td>
<td>Flexible</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$294,600</strong></td>
</tr>
</tbody>
</table>

Sally Jackson
Executive Officer
Grants and Schemes Standing Committee

14 May 2012
1. Introduction

Guidelines

The University's Teaching and Learning Committee will introduce in 2013 a ‘Post PhD submission/pre acceptance’ funding pool of $50,000 to fund a number of applicants to further develop and prepare for publication an existing ‘teaching and learning in higher education’ project. Up to $10,000 per applicant is available.

The Scheme is open to all UWA students who have submitted their PhD thesis for examination, however, priority will be given to applications from Post Graduate Teaching Interns. The duration will be limited to a maximum of 6 months.

Allocation of the funding is administered by the Grants and Schemes Standing Committee, a sub-committee of the University's Teaching and Learning Committee. The Grants and Schemes Standing Committee consists of:

- Deputy Chair (Teaching and Learning Committee) as Chair
- Director, Centre for the Advancement of Teaching and Learning
- Dean of the Graduate Research School
- President of the Postgraduate Students’ Association, or nominee
- Two faculty representatives from the Teaching and Learning Committee
- Up to 5 co-opted members

Administration

The broad administration of funding will be overseen by the Grants and Schemes Standing Committee’s Executive Officer.

Eligibility

Only UWA PhD students who remain attached to UWA are eligible, applications from UWA PhD students employed at other Universities will not be accepted.

Submissions

The applications will be considered by a small group drawn from the Standing Committee comprising

- Chair, Grants and Schemes Standing Committee
- Postgraduate Teaching Internship Scheme Coordinator and
- Director, CATL

Applications should be submitted on the application form and can be made at any time following submission of the PhD thesis for examination to the Executive Officer, Grants and Schemes Standing Committee.

Assessment

The application will be assessed on the basis of the contribution that the project will make to the teaching and learning activities of the University and will be evaluated using the following criteria:

- A ‘teaching and learning in higher education’ project has been undertaken and is largely completed
- Details of the project and its impact upon Teaching and Learning
- Strength of proposed publication
- Priority will be given to students who have completed a Postgraduate Teaching Internship
- Successful applications will show consultation with CATL
Dissemination

Successful applications will be reported at the regularly scheduled Grants and Schemes Standing Committee meetings and forwarded to the Teaching and Learning Committee. Outcomes of the teaching and learning projects and published articles will be made available at the following website …(to be developed)

It is expected that successful applicants will disseminate the project findings both within the Faculty/Section and the University (via, for example, seminars, and the publication of project descriptions and results on the UWA website). In addition, confirmation must be provided by applicants that a University-wide presentation will occur and an article will be prepared for publication in a refereed national or international journal of teaching and learning.

2. What Assistance is Available?

2.1 In 2013 the Scheme will offer a pool of funding up $50,000 in total. It is expected that this will allow a number of applicants to complete the Scheme, with exact levels of funding to each applicant to be determined dependent upon the number and quality of submissions. The budget bid should detail the number of hours anticipated to produce an article suitable for publication in a quality journal or book chapter. Hours will be paid at ORAA rate, for further information please see the UWA Casual Teaching rate at [http://www.hr.uwa.edu.au/hr/salary_scales/casual_teaching_rate](http://www.hr.uwa.edu.au/hr/salary_scales/casual_teaching_rate)

2.2 The Centre for the Advancement of Teaching and Learning will provide support, resources and advice to support the development of a teaching and learning publication. Successful applicants will be expected to attend relevant programs on publishing and similar, provided through the Research School, CATL and OSDS to support the development of their writing skills.

3. What is involved

3.1 The publication-ready document should be completed in a period of up to and not exceeding 6 months.

3.2 The nature, timing and structure of the project is to be agreed upon by the applicant, the PTIS coordinator, the applicant’s research supervisor and CATL.

3.3 On completion, successful applicants are required to submit a copy of the publication-ready document with details of the publisher where the document has been submitted (or details of proposed publisher if not yet submitted) to the Grants and Schemes Standing Committee, C/- the Executive Officer, M456.

4. How to Apply

On submission (or immediately prior to submission) of the PhD thesis for examination, applications for funding can be made at any time during the year.

Your application will consist of:

- The completed application form,
- A brief statement detailing your ‘teaching and learning in higher education’ project and any reports and/or any forum and/or conference presentation details undertaken to date
- A brief statement of the proposed publication and intended publisher
- A supporting statement from the PTIS Coordinator (if applicable).
- A timeframe to develop a publication, including a budget estimate signed by the Head of School.

The application will be assessed on the basis of the contribution that the project will make to the teaching and learning activities of the University and will be evaluated using the assessment criteria detailed above.
5. School Responsibilities

5.1 The strength of support offered to applicants from their School is a vital component of this Scheme. Successful applications will show close consultation between the applicant’s supervisor(s), academic staff members (Discipline Chairs, Course Coordinators, etc.) as appropriate.

5.2 The School must make available to the applicant an allocated working space, access to computing and library facilities etc.

5.3 Schools may support more than one application. If this is the case, applications should not be ranked.

5.4 Schools will be responsible for the appointment procedures – applicants must be employed on contracts, salary payments and the day-to-day management of the work of the applicant in accordance with Human Resources practices. The Head of School (in conjunction with the applicant) is expected to prepare a realistic budget proposal which must be submitted as part of the application process. This budget proposal should bear in mind the proposed cost of preparing the project for publication (including any on-costs, in accordance with current casual award rates (https://www.his.admin.uwa.edu.au/his/cas_teach.asp ). The amount of up to $10,000 per applicant is available. Any additional funds required for this component of the Scheme should be met by the school.

5.5 A staff member from CATL will be appointed to mentor and support the applicant.

6. Professional Development for Postgraduate Teaching Interns

Upon acceptance, attendance at relevant workshops will be discussed and agreed upon by the applicant and CATL, the applicant will attend these as applicable. Workshops through the Research School, OSDS and CATL will be identified as appropriate to the applicant’s needs.

7. Deadline for Submissions

Applications can be made following or immediately prior to submission of the PhD thesis for assessment.

8. Reporting Requirements

Fifty percent of the total funding will be forwarded to the School of successful applicants upon commencement of the Scheme. The remaining fifty percent will be forwarded to the School upon submission of a copy of the publication-ready document with details of the publisher where the document has been submitted (or details of proposed publisher if not yet submitted) to the Grants and Schemes Standing Committee, C/- the Executive Officer, M456.

Sally Jackson, Executive Officer – Grants and Schemes Standing Committee
14 May 2012
POSTGRADUATE TEACHING INTERNSHIP SCHEME FOR 2013

COSTINGS

http://www.teachingandlearning.uwa.edu.au/page/78181

Based on a cohort of 20

**PROFESSIONAL DEVELOPMENT COMPONENT**

All Interns will complete approximately 50 hours of paid development. The most suitable rate for this work is the current rate for Other Required Academic Activity (ORAA) at the Honours Degree level (refer https://www.his.admin.uwa.edu.au/his/cas_teach.asp). There would also be an 16.04% on-cost. Thus the cost per annum (at current rates) would be:

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
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<tbody>
<tr>
<td>$2,450,300 (approx)</td>
<td>$49,000</td>
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Registration at the Teaching and Learning Forum (or funding for attendance at an equivalent forum) would normally be:

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
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<tbody>
<tr>
<td>$200,150 (approx)</td>
<td>$4,000</td>
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The Centre for the Advancement of Teaching and Learning will provide a monitoring and support service to Interns during the life of the scheme and also provide supporting materials related to each Intern's program of professional development. The monitoring and support will include the opportunity for Interns to discuss their progress in professional development with a member of the Centre's staff and to participate in group meetings of Interns organised by the Centre. The costs for this component of the scheme have been based on monitoring and support time equivalent to one day per Intern plus cost of materials.

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
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<tbody>
<tr>
<td>$380 (approx)</td>
<td>$9120</td>
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</tbody>
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Fees for 'Foundations of University Teaching and Learning' Program

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>$400 (approx)</td>
<td>$960</td>
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Total Professional Development component costs are thus:

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3430 (approx)</td>
<td>$77520</td>
</tr>
</tbody>
</table>

**TEACHING COMPONENT**

In 2012 the Postgraduate Teaching Internship Scheme will provide $5,500 per Intern for teaching costs. In accordance with clauses 5.2 and 5.5 of the Guidelines, the head of school shall submit a schedule of planned teaching work which the Intern will undertake.

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
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</thead>
<tbody>
<tr>
<td>$5,500</td>
<td>$10,000</td>
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</tbody>
</table>

**PROJECTED TOTAL COSTS FOR 2012 FOR A FULL INTERNSHIP**

<table>
<thead>
<tr>
<th>Per Intern</th>
<th>Per Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8730,8530 (approx)</td>
<td>$209,520,178,660</td>
</tr>
</tbody>
</table>

Date Compiled: 6 August 2004
Date Updated: May 2012