## Learning and Teaching Performance Fund: Stage 1 Requirements

**University Name:** The University of Western Australia

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| 1. A current and recent institutional learning and teaching plan or strategy that is publicly available on the University’s website. | The learning and teaching plan or strategy that describes the University’s philosophy on and commitment to learning and teaching.  
*Note:* To be considered ‘recent’ the document should have been updated for the current planning cycle. |  
Cycle of Planning and Accountability: http://www.registrar.uwa.edu.au/__data/page/65569/CPA-Aug02.doc  
Operational Priorities Plan - http://www.registrar.uwa.edu.au/university_planning/strategic_operational_plans/opp | Within the University’s Cycle of Planning and Accountability, the University has a three year operational planning cycle: 2003 – 2005 and 2006 – 2008. As a consequence several of the University’s major planning documents will be reviewed in 2005, principally the Operational Priorities Plan (OPP) and the associated Management Plans, including the Teaching and Learning Management Plan (TLMP). The TLMP provides the University’s teaching and learning philosophy, broad strategies, processes and priorities; the operational detail and indicators for teaching and learning priorities are included in the OPP (pages 9 – 12). |

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* If the documents are not presently available online, please advise when they will be available. For inclusion in the Stage 1 assessment documents must be available by 10 June 2005.
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| 2. Evidence of systematic support for professional development in learning and teaching for sessional and full-time academic staff. | (i) Current academic staff professional development policy, identifying the areas which demonstrate that development in learning and teaching is provided to academic staff. Other acceptable documents might be:  
• professional development schedule for academic staff for 2005; and/or  
• learning and teaching development programmes for academic staff in 2005. | Staff Development Policy Statement  
http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/staff_development?child=on  
Overview of Teaching and Learning Development Support:  
Centre for Advancement of Teaching and Learning website:  
Staff Development Programmes – 2005  
Embedded in the Teaching and Learning Management Plan - Refer Staffing Policies, Section 4.3  
Second semester programs are still being finalised. This website will therefore be finalised by 10 June 2005 deadline. |

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| 2. (continued) | (ii) Information on professional development opportunities in the field of learning and teaching which were provided in 2003 and/or 2004. Evidence might include: • a report on staff development programmes offered in the field of learning and teaching in 2003 or 2004; or • the 2003 or 2004 staff development programme which shows the number of programmes offered in the field of learning and teaching.  
*Notes for (i) and (ii): Development opportunities should be available to both sessional and full-time academic staff. Universities are not required to provide information on the number of staff taking up these opportunities.  
*Note for (ii): If the documents from 2003 and/or 2004 are no longer available online these documents will be accepted either in hard copy or electronic format. | HR Annual Reports (including reports relating to Teaching and Learning Development).  
Staff Development Programmes for 2004  
Refer Section F: Teaching, Learning and Research. A number of other references to staff development programs are included throughout the report (eg Objective 1.4, page 16). A list of references can be provided upon request. |

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| 3. Evidence of probation and promotions policies which include effectiveness as a teacher. The documentation must be publicly available on the University’s website. | Academic probation and promotions policies, identifying the areas which require academic staff members to provide evidence of their effectiveness as teachers when being considered in relation to promotion and probation (e.g. student evaluations, portfolios etc). If the university does not have such policies, other acceptable evidence might include:  
  • relevant clause(s) of the university’s certified agreement;  
  • a description of the way in which promotion/probation decisions are made;  
  • a description of the inputs which staff seeking probation/promotion decisions are required to make to the decision making process. | HR Policies and Procedures – Promotion http://www.hr.uwa.edu.au/policy/toc/promotions_and_tenure/promotion  
Teaching and Learning Management Plan: http://www.teachingandlearning.uwa.edu.au/tl/management_plan | Promotion criteria require evidence of high quality teaching at all levels of promotion from Associate Lecturer up to Professorial Fellow and full Professor (Refer to Section 2 of criteria). The level of Professorial Fellow is unique to UWA whereby for Professorial Fellow (Teaching & Learning), promotion is based on an exceptional contribution to scholarship by teaching, together with evidence of satisfactory contributions to research and service.  
Refer pages 3 and 4 of this document which outlines the teaching and learning section in the preparation of an Academic Portfolio. The Academic Portfolio has been introduced as a standard for promotion and tenure applications effective from 2005.  
Refer Staffing Policies, Section 4.3 |

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<td>5. Evidence that student evaluations of subjects are publicly available on the University’s website.</td>
<td>The most recent results of student evaluations of subjects. These data should be aggregated. A suggested level of aggregation is the DEST field of education (4 digit level). However, if universities have data that is aggregated at a level such as School or Faculty, this will be acceptable. <em>Note: For privacy reasons any results which may lead to the identification of individuals should not be published.</em></td>
<td>Student Unit Reflective Feedback (SURF) instrument: <a href="http://www.planserv.uwa.edu.au/planning_services1">http://www.planserv.uwa.edu.au/planning_services1</a></td>
<td>The instrument was trialled in 2003 and introduced in 2004. Data is aggregated by Field of Education.</td>
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**Declaration**

I certify that the information contained in this submission is correct at the date of signing and undertake to notify the Department of Education, Science and Training of any change to this information prior to the outcomes of Stage 1 being announced.

__________________________________________________________

Vice-Chancellor

_/_/ 2005

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### Contact Officer

Please provide details of a contact officer that the Department can contact, should further information be required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Ms Sue Smurthwaite</th>
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<tbody>
<tr>
<td>Position</td>
<td>Executive Officer (Teaching and Learning Policy)</td>
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<tr>
<td>Department</td>
<td>Registrar’s Office, University of Western Australia</td>
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<td>Phone</td>
<td>(08) 6488 2459</td>
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<td>Email</td>
<td><a href="mailto:ssmurthwaite@admin.uwa.edu.au">ssmurthwaite@admin.uwa.edu.au</a></td>
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Information on this page is collected in order to seek further information relating to this table and to enable the Department to contact the University about the Learning and Teaching Performance Fund. The information collected will be used only for the purpose for which you provided it, and we will not disclose it without your consent, unless where authorised or required by law.