SCOPE AND ADMINISTRATION

Scholarship of Teaching and Learning (SoTL)
The University of Queensland has established an exceptional reputation for excellence in university teaching and learning. This reputation is evidenced by unrivalled achievements within national teaching and learning award programs, an ongoing capacity to attract competitively funded teaching and learning grants and fellowships, and significantly high levels of learning and teaching performance-based funding. To consolidate and extend UQ’s position of excellence in university teaching and learning, in 2009 it introduced an initiative that aims to focus on and expand the critical mass of teaching and learning expertise that currently exists across the UQ community.

The intention is to create a staff development framework that will include seminars, workshops, fellowships, scholarships, and grants that will be available to University of Queensland academic staff appointed to Teaching Focused (TF) positions.

The University of Queensland New Staff Start-Up Grant, Scholarship of Teaching and Learning (SoTL) scheme is a means by which the University provides resources to new Teaching Focused staff to assist them to build a profile in the Scholarship of Teaching and Learning. The scheme is funded jointly, to a maximum combined total of $12,000 per grant per applicant, by the Deputy Vice-Chancellor (Academic) and Faculties, and TEDI. The total funding allocated to each applicant is at the recommendation of the relevant Faculty.

The general aims of the Scheme are -

1. to encourage new members of TF staff to identify and develop an area of professional learning in the Scholarship of Teaching and Learning (SoTL) that is relevant to their current and intended role; and
2. to provide limited seed funding as a means of generating future support from competitive internal and external grant schemes.

Time frame for applying for a Start-up Grant

Applicants will need to apply to one of the first two application rounds following their appointment to a Teaching Focused position at UQ: ie staff have until the funding round immediately following the one-year university of their appointment to apply for New Staff Start-Up funding. Applicants provide a cogent outline of their SoTL proposal, demonstrating how the Start-Up funds will assist them to establish a profile in teaching and learning scholarship.


Eligibility

All applicants must fulfil the following general eligibility criteria:

- At the time of application, and for the grant period, applicants must hold a (salaried) Teaching Focused appointment at The University of Queensland;
- The appointment must be of at least 0.5 full-time equivalent (FTE);
- The appointment must be for at least a three-year term (if a staff member’s appointment is less than 3 years at the time of application they need to present a special case to explain why they should be considered);
- An applicant’s Head of School/Director must demonstrate that the applicant has the time and
capacity to undertake the proposal;
• If an applicant is currently completing research higher degree study, he/she must demonstrate that the progress of their degree will not be affected by taking on the additional work outlined in the project for which they are seeking funds under this scheme.

Applicants must comply with the following specific UQ New Staff Start-Up Grant, Scholarship of Teaching and Learning scheme eligibility criteria:

• Only staff appointed to Academic Levels A, B and C may apply. Staff appointed to Academic Levels D and E can make a special case if they believe they should be eligible for an New Staff Start-up grant.

Applications will not be accepted from:
• Staff who were successful in obtaining a grant under the scheme previously;
• Staff appointed on less than a half-time basis;
• Holders of adjunct, affiliated or clinical academic titles;
• Staff who will be on Special Studies Program during the grant period;
• Staff who will be on Long Service Leave during the grant period.

Preparation

It is recommended that applicants who have had limited exposure to SoTL and have not completed or are currently completing the Graduate Certificate in Higher Education attend workshops run by TEDI staff on developing teaching and learning grant applications.

A workshop will be held to coincide with the New Staff Start-up (SoTL) applications.

Date: Wednesday, 11 May 2011
Venue: Kathleen Room, UQ Staff and Graduates Club
Time: 1:00 – 3:00pm

Length and Type of Application
Applicants are required to complete and submit a New Staff Start-up Fund SoTL Application Form. The application form is available from the UQ Teaching and Learning web page http://www.uq.edu.au/teaching-learning/index.html?page=98466&pid=56478. Page limits, as specified within the application form, apply to some parts of the application.

Submission of Application

Prior to submission
The Head of School and/or School T & L Committee Chair must discuss the proposal with the applicant and satisfy themselves that:

• the project is relevant to their current and intended role;
• the project is compatible with the type of proposal that might be submitted to a competitive T&L grant scheme.

Sign-off and submission
Prior to submission, New Staff Start-up SoTL Fund applications must be endorsed by the Head of School. The T&L Committee Chair of the School may, in some instances, also endorse the application.

• One electronic copy, in RTF, Word or PDF format must also be forwarded to the Office of the DVC (Academic) m.card@uq.edu.au

Closing date for applications Monday 30th May 2011

Assessment and processing
Applicants should be aware that the assessment process may take approximately six to eight weeks.
Applications will initially be referred to Faculties where a decision to recommend the award of funding will be made by the Executive Dean, or delegate, on the basis of advice from the Faculty T&L Committee or a sub-committee thereof. Faculty recommendations will advise the DVC (Academic) whether to approve funding, or request the staff member undertake a revision of the proposal.

Applicants should be mindful that not all assessors will be experts in the field and should write in accessible language, avoiding the use of jargon. Assessors will be looking for clarity of expression.

**Criteria**

Applications will be assessed against the following criteria:

- Does the proposal demonstrate an understanding of the nature of the Scholarship of Teaching & Learning (SoTL) within the university context?
- Does the proposal identify an area of SoTL that is relevant to their current and intended role and discipline in which they teach?
- Will the anticipated outcomes contribute to the SoTL of the discipline? How?
- Will the anticipated outcomes be applicable to other disciplines within the T&L spectrum? How?
- Are the conceptual framework, design, methods and analyses adequately developed, well integrated and appropriate to the aims of the proposal?
- Is the proposed budget appropriate?
- How will the proposed project lead to an application for external funding for future work?

The DVC (Academic) may request the applicant undertake no more than one round of revisions to the application, which are to be completed within a recommended period of two weeks from the date of notification.

Applicants are notified of the decision in writing.

**Distribution of funds**

When a request for funding has been approved the Office of the DVC (Academic) will notify the applicant, School and Faculty in writing. The School will be responsible for setting up a project account for the funding and requesting the funds transfer. If, for example, an award of $12,000 has been made, $6,000 will be requested from DVC (Academic) funds as well as a request to the Faculty for the transfer of matching funds ($6,000).

**Expenditure of Grant**

The applicant should note that New Staff Start-up SoTL Funds may only be expended in accordance with the project budget. The funds can be used to pay any category of expenditure (salaries, equipment, computing, maintenance or travel) consistent with the budget outlined in the application. If appropriate, the funds can be used for assistance with teaching relief. (eg. If travel to access information is only possible during semester.) Funds for overseas travel may be awarded to carry out fieldwork or research essential to the project, or for participation (presentation of a poster or paper) in a directly related conference. In either instance, the applicant must be able to convince assessors of the relevance of the request. In evaluating requests for overseas travel funds, the overall objective must be the identification of an area of professional learning in the Scholarship of Teaching and Learning (SoTL) that is relevant to the applicant’s current and intended role. Funds may not be used for entertainment expenses. While it is expected that the funds would normally be expended within twelve months of being made available to the applicant, funds may be carried forward for a limited period.

You are reminded that the following are NOT supported by a New Staff Start-Up Grant:

- the supplementation of projects being funded by other agencies
- abstracting services
- publication costs of any kind
- projects which consist primarily or substantially of conference travel
- short-term participation of eminent scholars on sabbatical leave
- travel or other expenses while the investigator is on a Special Studies Program
- employer contributions to elective superannuation
- fees of overseas students
• This scheme is not designed to provide funds for projects that constitute the topic for an applicant’s higher degree thesis.

Reporting

At the end of the grant, a brief report on expenditure of funds plus key outcomes and any highlights and/or issues will be provided to the Faculty Associate Dean (Academic) who will endorse the report and forward to the DVC (Academic). It is recommended that staff be required to summarise outcomes after one year.

Budget Information

A sample budget is included below to assist applicants in completion of Section C of the application form.

Please note that your total budget must not exceed $12,000.

<table>
<thead>
<tr>
<th>Sample Budget (List all items individually)</th>
<th>$ Amount Requested</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong> (include type of appointment and on-costs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Assistant (HEW 5, Level 1)</td>
<td>4,790</td>
<td>4,790</td>
</tr>
<tr>
<td>(4 weeks @ $1,945.19 per fortnight + on-costs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>4,790</td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong> (items costing more than $1,000 each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop for RA</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance</strong> (Including equipment items costing $1,000 or less each)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software maintenance</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visit to collaborating institution – one standard economy return air fare</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Subsistence: 10 days in City @ $xx per day (say)1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
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<td></td>
</tr>
<tr>
<td>Electronic devices</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>500</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>$10,000</td>
</tr>
</tbody>
</table>

The following websites are included to assist applicants in preparing their application budgets:


Qualifications/experience required for various levels of support staff: [http://www.uq.edu.au/hupp/attachments/personnel/5.40.3App2EvaluationClassificationPosition.pdf](http://www.uq.edu.au/hupp/attachments/personnel/5.40.3App2EvaluationClassificationPosition.pdf)