

ResTeach: Use of Enhanced Student Contribution Funds to Pay for Teaching by Research Staff

Guidelines 2009

Summary

In the 2009 UQ Budget, \$4 million has been set aside from the Enhanced Student Contribution Funds to encourage and facilitate schools to utilise, in a limited fashion, some of the large numbers of research staff who are at UQ. A large majority of these staff currently have little formal contact with undergraduate or graduate coursework students.

The scheme, named ResTeach, is designed to remove a frequently stated impediment to utilising research staff, namely resource allocation, and thereby:

- expose students to key researchers, who hopefully can convey the excitement of their field;
- improve the student: teacher ratio in an effective and efficient manner;
- provide an opportunity for interested researchers to expand their portfolio;
- strengthen the relationship between research and teaching to improve the student learning experience, and
- reduce the teaching loads of existing T&R academics.

ResTeach appointments will be either 10 or 25% FTE. Schools, centres or institutes will be reimbursed for the agreed fractional salary plus on-costs plus a transaction cost allowance. The primary purpose of ResTeach is to improve the learning experience of students, not to be a prime source of funds for centres or institutes or the operating budgets of schools.

Initiation of Proposal

Proposals should be initiated by schools who have responsibility for specific teaching programs. Researchers who are interested in teaching should discuss with their supervisor and the relevant Head of School how they might be able to contribute to the teaching program.

Eligibility

ResTeach is available to support research academic staff at any level in schools, in institutes and in centres, provided that the staff member's contractual obligations do not exclude the possibility of limited teaching. Academic staff already employed on a T&R appointment are not eligible.

A list of grants and the minimum research requirement is attached as Annex A. In general, a Fellow may undertake teaching, research supervision or academic duties in

addition to performing the Project, but only where it enhances, rather than detracts, from the Fellow's research.

In addition, the ResTeach funds may be used to support a limited number of positions for appropriate individuals who are not employed by UQ.

Level of Commitment

ResTeach is available to fund a commitment of 10% or 25% of a FTE position.

As a guide, an individual taking responsibility for coordinating and delivering a 2 unit course annually to a moderately size class would approximate a 25% appointment. An individual teaching around 50% of one 2 unit course (or the equivalent – i.e., 6 to 8 1-2 hour lectures) annually with some grading, but otherwise minimal organisational responsibilities, would approximate a 10% appointment.

Local factors will mean these requirements may vary.

Duration of Support

ResTeach will be available for periods ranging from 1-3 years to be determined by the school who has ultimate responsibility for the course.

Criteria

The key criteria are threefold:

- demonstration that the introduction of a particular researcher into a specific teaching role will add value to the teaching program in a particular discipline;
- demonstration that the specific initiative forms part of a broader framework to improve the learning experience of the relevant students (i.e. programs which are innovative in structure and delivery will be preferred); and
- demonstration that the appointment will lead to an improved student:teacher ratio.

Preference will be given to new initiatives rather than to proposals which aim to cost-shift existing arrangements (e.g. existing UQ Postdoctoral 4 year scheme).

When to Apply

Applications for 2009 are due in the office of the DVC (Teaching & Learning) via the Executive Dean or Institute Director by Friday November 21 2008. Only one round of applications will be offered each year.

How to Apply

A proposal using the template at Annex B, should be submitted to the relevant Executive Dean or Institute Director in the first instance.

The Proposal should include:

- details of the researcher;
- name of the School, name of the teaching program into which the researcher will teach and name of course(s) (if appropriate);
- proposed teaching fraction (min 10% or max 25%);
- level of appointment;
- proposed start and end dates;
- justification; and
- proposed disposition of ResTeach funds.

The proposal must be signed by the:

- Researcher,
- Researcher's supervisor,
- Head of School, and
- Executive Dean/Institute Director.

Prior to sign-off by the Executive Dean/Institute Director, the Faculty/Institute HR Consultant will check eligibility against the employment conditions for the applicant. The Executive Dean/Institute Director should indicate the Faculty priorities and forward the proposal/s under covering memo to the DVC (T&L).

Level of Support

ResTeach will provide for the fractional salary plus on-costs plus a 25% transaction cost loading.

These funds will be available for use at the discretion of the researcher and researcher's supervisor, subject to approval of the proposed disposition of the funds set out in the proposal. The funds will be available for between 1 to 3 years.

Alternative ways in which the ResTeach funds may be used include:

1. Fund the researcher's salary up to 25% from the ResTeach account. In this event:
 - The money saved in the existing research account(s) by payment for the fractional affiliate appointment in the school from the specified ResTeach account can be expended on the research project(s) concerned in accordance with the usual guidelines and controls on such expenditure.
 - The 25% ResTeach transaction cost loading on the fractional affiliate teaching appointment in the school will remain in the specified ResTeach account. It will be available for use at the discretion of the researcher and researcher's supervisor, as outlined in the approved proposal. If approved, all or part of this 25% transaction cost loading could be paid in addition to the normal salary for additional hours worked teaching. Any such extra payment to the staff member pursuant to their employment with the University must be actioned by the relevant HR Consultant through the payroll system to ensure income tax is deducted.

2. Continue to fund the researcher's salary from the existing research account(s). In this event, the ResTeach funds will be available for use at the discretion of the researcher and researcher's supervisor, as outlined in the approved proposal. Alternatively, all or part of the ResTeach funding could be paid in addition to the normal salary for additional hours worked teaching. Any such extra payment to the staff member pursuant to their employment with the University must be actioned by the relevant HR consultant through the payroll system to ensure income tax is deducted.
3. In the case of non-UQ staff only, subject to a special case being made, the ResTeach funds will be available for use at the discretion of the researcher and researcher's supervisor, as outlined in the approved proposal. Alternatively, all or part of the ResTeach funding, could be paid at casual rates for teaching.

Implementation of ResTeach Arrangements

An approved ResTeach arrangement is to be implemented with a variation to the academic staff member's contract of employment by means of an *Offer of ResTeach Appointment* issued by Human Resources Division that formalises the arrangement as an affiliate appointment. Accordingly, the following will occur:

- The Office of the DVC (T&L) will send a letter of approval for ResTeach proposals to the relevant Head of School or Centre Director with a copy to the relevant Executive Dean/Institute Director and Faculty/Institute HR Consultant. The Faculty/Institute HR Consultant will confirm details with the relevant Head of School or Centre Director to formalise the affiliate contract of employment, including the academic level of appointment in the School.
- The Faculty/Institute HR Consultant will produce an *Offer of ResTeach Appointment* letter to go to the staff member to confirm the affiliate ResTeach appointment. This letter will set out the terms of the ResTeach arrangement, including the commencement and cessation dates, FTE, academic level of appointment and organisation unit. It will specify that the teaching duties are to be performed as directed by the Head of School and that the appointment is held in conjunction with the substantive placement in the home organisation unit and may be rescinded if the existing appointment changes or performance is not satisfactory.
- The Aurion HR system will record the new ResTeach appointment as a separate, **unpaid** affiliate placement, flagged with a Job Type of ResTeach. The existing research only placement will be updated to reflect the employee's change in function (ie. from Research Only to T&R) for DEST reporting purposes. Note that details of the ResTeach appointment will not be reported separately externally to DEST, but placement data on ResTeach appointments will be available through the data warehouse for internal reporting purposes.
- If up to 25% of the researcher's salary is to be paid from the ResTeach account, the research position costing will be adjusted in the Aurion HR system to reflect the percentage split between the existing research account(s) and the specified ResTeach account.

- If the researcher is approved to be paid for additional hours worked, this payment will be drawn from the specified ResTeach account in the Aurion HR system.
- It should be noted that ResTeach funding is approved based on the application submitted for an individual. Funding is not approved for a position, program, course or organisational unit, therefore if the individual who is approved the funding leaves UQ, any residual funding should be returned promptly to account: 1 01 0500 02 095, the Faculty/Institute/School must use posting code 095 also.

ResTeach Account

The ResTeach letter of approval from the DVC (T&L) will ask the Executive Dean/Institute Director to advise the Office of the DVC (T&L) the Faculty/Institute account(s) to which the ResTeach funds are to be transferred, if not previously specified in the proposal. The Faculty/Institute will then be responsible for transferring the funding to the appropriate School/Centre.

The Office of the DVC (T&L) will notify Business Services (Management Accounting Section) and HR Division (Associate Director, HR Client Services) the details of the specified ResTeach accounts to authorise transfer of funding from the Office of the DVC (T&L) and ensure that salary and any additional payments for ResTeach work are drawn from the specified ResTeach account.

Annexes:

- A. Grant Research Requirements
- B. Template for ResTeach Proposal