

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

Guidelines 2010

Summary

In the 2010 UQ Budget, \$4.5 million allocated 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:

- 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.

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 with 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 (see Annexure A)
- Academic staff already employed on a T&R or TF appointment are not eligible.

A list of common research grants and the minimum research requirement is attached as Annex A. Staff should check with the Research and Research Training Division if they are unclear whether limited teaching duties are permitted under their grant conditions.

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 Teaching Commitment

ResTeach is available to fund a commitment of 10% to 20% of a FTE position. 4-Year Postdoctoral Fellows may submit an application for up to 25% FTE.

Following is an approximate guide to the teaching commitment expected from each fractional appointment. Local factors will mean these requirements may vary.

- **20%:** coordination and delivery of one 2 unit course annually to a moderately size class.
- **10%:** teaching 50% of one 2 unit course annually with some grading, but otherwise minimal organisational responsibilities.

The fractional appointment applied for should represent the entire contribution over the year ie 20% application is 20% teaching for the entire year, not each semester.

Level and Duration of Funding

- ResTeach will provide for the researchers fractional salary plus on-costs.
- ResTeach will be available for periods ranging from 1-3 years to be determined by the school who has ultimate responsibility for the course.
- As a rule, staff members should not be able to apply for funding past the end date of their contract.
- If an appointment is approved for duration of more than one year, a 3% increase will be applied for each subsequent year.

Faculty Rankings, Criteria and Selection

Only applications approved by the school/centre in which the teaching is undertaken and faculty are to be forwarded to the Office of the DVC (Academic).

In the event that the number of supported applications exceeds the funding available, the DVC (Academic) will select successful applications based on rankings. Faculties should provide rankings based on advice from schools/centres on their identified teaching needs and the following key 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.

Expenditure of Funds

These funds will be available for use as described in the application and agreed between the researcher, researcher's supervisor, Head of School/Institute Director and Executive Dean.

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

1. Fund the researcher's salary for the proportion of teaching undertaken. In this event:
 - The money saved by payment for the fractional affiliate appointment can be expended on the research project(s) concerned in accordance with the usual guidelines and controls on such expenditure.
2. ResTeach funds will be available for use at the discretion of the researcher and researcher's supervisor, as outlined in the approved proposal and approved by the Head of School/Institute Director and Executive Dean.
 - A broad indication of the proposed expenditure should be detailed in the application – eg student salaries, travel, equipment etc

A combination of option 1 or 2 is possible – eg use half of 20% appointment for salary the other half for other expenditure

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.

From 2010 ResTeach funding is NOT permitted to be paid in addition to normal salary for hours worked teaching for full-time staff members. However, a part-time staff member may take ResTeach as additional salary providing the total FTE does not exceed 100%.

When to Apply

Applications for 2010 are due in the Office of the DVC (Academic) via the Executive Dean by **Friday 30 October 2009**.

Only one round of applications will be offered each year.

How to Apply

A proposal using the template at Annex B, should be submitted.

The Office of the DVC (Academic) will only accept applications with all levels of approval. The ODVCA will regard applications received from the Faculty as correct and agreed upon between relevant parties with regard to:

- Fractional teaching loads
- Duration of support
- Proposed courses for teaching
- Proposed expenditure of funding

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 rankings, informed by school rankings, and forward the proposal/s under covering memo to the DVC (Academic).

Teaching Evaluations

A condition of funding is that teaching evaluations must be undertaken in each course the ResTeach staff member teaches into.

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 Faculty/Institute Human Resources Division that formalises the arrangement as an affiliate appointment. Accordingly, the following will occur:

- The Office of the DVC (Academic) will send a letter of approval for ResTeach proposals to the Executive Dean, and Faculty/Institute HR and Finance Consultants. 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 Office of the DVC (Academic) will also send letters to Heads of School/Centres and Institutes for their information.
- 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.50% Research-only and 50% Teaching-Research) 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.
- The Office of the DVC (Academic) will liaise with the Faculty Finance consultants regarding the transfer of ResTeach funding. Funding for the calendar year will be transferred in January/early February 2010 to chart string distributions advised by the Faculty.

- If any changes to the distribution of a researcher's salary is to be made, the research position costing will be adjusted in the Aurion HR system by the Faculty/Institute HR Consultant.
- If, in the case of part-time employees, the researcher is approved to be paid for additional hours worked, the payment will be processed in the Aurion HR system and subject to normal income tax arrangements.
- 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, the Faculty must contact the Office of the DVC (Academic) regarding the return of funding. A case may be put forward at that time to appoint another staff member to this funding.
- Faculties will be requested to provide a twice yearly report to the Office of the DVCA confirming continuing ResTeach appointments.

Mentoring of ResTeach Appointees

Schools and centres where teaching is to be undertaken are expected to provide mentoring to ResTeach appointees in matters of, but not limited to, good assessment practice and UQ teaching and learning policy.

Annexes

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