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**UNIVERSITY OF WEST LONDON**

**UNIVERSITY LEARNING AND TEACHING FELLOWSHIP SCHEME**

**GUIDE**

**2018-19**

# Special requirements

If you require these guidelines in an alternative format please contact: Carol.Stock@uwl.ac.uk

Candidates who are unable to submit a nomination in written format should contact Carol Stock by email: Carol.Stock@uwl.ac.uk or by telephone: **0208 231 2690** as soon as possible to discuss an appropriate alternative format.

# Background

The University of West London’s Teaching Fellowship Scheme has been designed to celebrate those colleagues who demonstrate **passion** and **innovation** with respect to supporting and developing learning and teaching.

Successful candidates will have had an **outstanding impact** on the experiences of **students** and **fellow colleagues** and will demonstrate a **continuing commitment** to their own **professional development** in relation to **learning and teaching**.

The winners each year will become the **institutional candidates for the National Teaching Fellowship scheme** and will receive **£3000** to support a project designed to enhance the student experience across the institution.

1. **How does the scheme work?**

Our scheme is open to anyone with a role in enhancing the student experience who can also meet the other criteria upon which applications will be judged.

You can **self-nominate** or **nominate a colleague**.

The scheme comprises **two parts**

1. An initial application in which the candidate must demonstrate how they meet the criteria. It will also include a brief outline for a project focussing on some aspect of the student experience.
2. The judging panel will short list a maximum of 6 candidates. Those selected will then be asked to provide a detailed project description (including costings and dissemination plan). Guidance for this second stage will be provided.

The judging panel will then select the 3 best applications, based on both parts of the application and the candidates’ oral presentation to the panel.

The successful candidates will receive their certificates at their School graduation ceremony and will also receive £3,000 each to support their projects.

***UWL Teaching Fellows will be required to present their work at the Annual Learning and Teaching conference and to disseminate the work beyond the institution.***

1. **Who can apply**

The Scheme is funded by the ExPERT Academy.

Staff under various contracts including part-time, full-time, and non-permanent (fixed-term) are eligible to self-nominate. All candidates should note that funds will be administered by their School and subject to the rules of the scheme, UWLs financial rules and ethical committee approval.

**3.1 Application Process**



The invitation for nominations opens **August 27th, 2018**.

The Candidate must be able to demonstrate innovation, creativity, and professional practice which has had a measurable, positive, impact on students and staff. If the candidate has been part of a team, (s)he must clearly evidence their personal contribution.

Applications should clearly identify what is excellent and inclusive about their own practice.

We encourage applications from colleagues at any stage of their career or in any role which has a primary function related to enhancing the student experience.

UWL is committed to inclusive practice. Everyone will be treated equally regardless of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, other protected characteristics or for any other unlawful reason.

* 1. **Selection Process**

All candidates will be assessed on the evidence they provide in their applications.

A judging panel will comprise a range of colleagues with expertise in learning and teaching and will be chaired by the University Director, Learning, Teaching and Pedagogic Research.

Applications will be anonymised as far as possible and assessed by the Chair and two panel members who are independent of the candidate.

Assessment will be against the criteria provided to the candidates to guide their applications.

Shortlisted candidates will be those who in the judgement of the panel, meet the criteria for Stage 1 and the project proposal.

Short-listed candidates will be required to provide a detailed project proposal which they will present to the panel.

The panel will choose the 3 winners. This decision will be final.

Please note that:

1. Candidates must address each criterion using the application form.
2. The criteria are equally weighted in the assessment process.
3. The illustrative examples of the type of evidence required are designed to indicate the type of evidence for each criterion and are not exhaustive.
4. Impact and engagement beyond a candidate’s immediate academic or professional role are essential but the evidence may be varied.
5. The candidate’s work context will be considered when making decisions about how the candidate meets the criteria. Therefore, this must be explicit within the submission. E.g. the contribution might be less significant due to the candidate being on a fractional contract or (s)he may have made a significant contribution but outside his/her normal institutional role.
6. Candidates will be asked to provide a brief introduction that describes their personal philosophy in relation to learning and teaching, how it relates to the institutional philosophy and the theoretical or practical frameworks within which they design their pedagogy/ies

Evidence will be considered for each criterion with due regard to the individual’s circumstances and the opportunities afforded them as described in their introduction

1. **Criteria**

***Criterion 1***

**Evidence of innovation and scholarship in learning, teaching and curriculum design which has resulted in enhanced students’ learning experiences.**

The following are a list of examples that you **may** wish to use – **it is not exhaustive** and candidates provide other evidence that clearly demonstrate they meet the criterion above.

Evidence of:

* How your professional practice has inspired a commitment to student learning
* Innovative ways of presenting accessible, coherent learning experiences (including resources) that are inclusive and excite curiosity and engagement
* Recognising and actively supporting the full diversity of student learning needs
* Using research to inform your professional practice, (either disciplinary or pedagogic) which has inspired and encouraged student learning
* Changing students perception of their own role in their learning and encouraging them to reflect on and enhance their engagement with the learning process
* Contributing to departmental/faculty/institutional/national initiatives to enhance student learning and their understanding of higher education
* Creating innovative curricula including feedback and assessment practices which have improved student outcomes and encouraged student learning.

***Criterion 2***

**Evidence of supporting and promoting the UK professional standards framework and the development of professional academic practice in your colleagues, locally, nationally and professionally.**

* Contributing to institutional or national programmes which support adoption of the UK Professional Standards Framework
* Supporting colleagues to develop their professional academic practice in relation to learning and teaching through formal mentoring schemes and/or staff development activities
* Contributing to institutional, professional or national CPD by delivering workshops and materials which are designed to develop standards of teaching and learning amongst colleagues.
* Evidence of substantive engagement with the enhancement agenda in Higher Education at a national, professional body or institutional level.
* Leading meaningful and positive change with respect to pedagogic practice, policy and/or procedure which results in enhance professional practice and student experiences
* Evidence of how you model those attributes expected from graduates and staff of UWL

***Criterion 3***

**Evidence of a commitment to ongoing professional development with regard to teaching and learning and/or learning support.**

* Annotated list of Continuing Professional Development activities which you have engaged in, briefly showing how you have reflected on these and the impact they have made on your practice.
* Understanding how your contributions to the CPD of others have impacted colleagues and led to your own further development
* Attainment of UKPSF and demonstrating the values of the framework in your professional life.
* Contributions you have made to the learning and teaching agenda within relevant professional bodies.
* Contributions to institutional, national and international strategy/policy debates in Higher Education

1. **Grade descriptors**

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| **Alpha one**  The submission provides clear evidence that the nominee:   * meets the criterion in **highly explicit, relevant and innovative** ways; * demonstrates that s/he has made an **outstanding contribution that has had a transformative impact** on student learning; * **has significantly raised** the profile and/or standard of learning and teaching through his/her work in the given context; * demonstrates a **long standing** commitment to their own professional development and to raising the status of teaching and learning in higher education.   **Alpha two**  The submission provides clear evidence that the nominee:   * meets the criterion **in explicit, relevant and innovative** ways; * demonstrates that s/he has made an **outstanding contribution to and significant impact** on student learning; * has **clearly raised** the profile and/or standard of learning and teaching through his/her work in the given context; * demonstrates a **clear** commitment to their own professional development and to raising the status of teaching and learning in higher education.   **Alpha three**  The submission provides clear evidence that the nominee:   * meets the criterion **in explicit and relevant** ways; * demonstrates that s/he has made an **outstanding contribution** to student learning; * has **raised** the profile and/or standard of learning and teaching through his/her work in the given context; * demonstrates **recent** commitment to their own professional development and to raising the status of teaching and learning in the future.   .  **Beta one**  The submission:   * demonstrates substantial but incomplete fulfilment of the criterion; * offers specific and relevant evidence that is, however, insufficient in breadth and/or depth; * demonstrates that the nominee has, to some degree, helped to raise the profile and/or standard of learning and teaching; * demonstrates some commitment to their own professional development and to raising the status of teaching and learning in higher education.   **Beta two**  The submission:   * demonstrates incomplete fulfilment of the criterion; * offers some specific and relevant evidence that is, however, limited in breadth and/or depth; * demonstrates that the nominee has to a limited degree, helped raise the profile and/or standard of learning and teaching; * demonstrates the intension to develop their own professional practice and/or to raising the status of teaching and learning in higher education.   **Beta three**  The submission:   * demonstrates limited fulfilment of the criterion; * offers limited evidence that lacks depth and/or breadth; * demonstrates that the nominee has, to a very limited degree, helped raise the profile and/or standard of learning and teaching; * demonstrates the intension to develop their own professional practice and/or to helping others to raise the status of teaching and learning in higher education.   **Gamma**  The submission:   * does not demonstrate fulfilment of the criterion; * provides little or no explicit and/or relevant evidence of meeting the criterion. |

1. **Applications**

Applications for a UWL Learning and Teaching Fellowship **must** be submitted as a word document with the following information

1. You full name, title and School/College/Department
2. Your signature
3. Your application comprising:
   1. an introduction describing the context of your employment and your philosophical/theoretical framework for supporting learning, teaching or pedagogy (1000 words)
   2. a statement of how you demonstrate excellence in respect of each of the three criteria (maximum **5000** words)
   3. Brief Project description (maximum **1,500 words**).

**Projects must address one of the following areas:**

Attainment and retention

Equality, diversity, inclusivity

Assessment and Feedback

Internationalisation

Student centred learning

Student engagement

Teaching Excellence

The student voice

Applications should be text based, picture, images and hyperlinks will not be examined as part of the claim.

However, the short-listed candidates will be expected to give a presentation which may use any type of media to showcase their work.

1. **Formatting Requirements**

**Font:** Arial 12 point;

**Page orientation:** A4 portrait **only**;

**Line spacing:** 1.5 lines;

**Margins**: 2cm minimum (not including footers);

**Headers**: Should contain the nominee’s full name **only**;

**Footer:** Should indicate “page x of y” **only**.

**Word limit:** all section headings, text within tables or diagrams, numerical characters and any references **will** count towards the word limit;

**Footnotes:** should **not** be used. References should be included in the body text or put as endnotes, which should be added to the final word count;

**Pictures:** the Claim should contain text only;

**Diagrams:** are permitted. Any text appearing within the diagram should be manually counted and stated next to the diagram in brackets and added to the final word count;

**Web links:** Should **only** be used for reference and **put in the end notes**. The content of web links will **not** be considered in the nomination;

**Final word count:** The entire document should be highlighted and the word count tool utilised, ensuring that the tick box “include footnotes and endnotes” is selected, to add up all relevant free text. If any text is included in diagrams, this should be added to the word count total and the total sum should be stated at the end of the document. Headers and footers are **not** counted.

Any applications exceeding the word limit for any section will not be considered.

**Any candidates failing to adhere to these requirements will be automatically rejected after the deadline.** It is therefore the responsibility of the candidate to ensure that the application adheres to the requirements for formatting and word limits.

1. **Submissions**

## Applications should be submitted electronically by 12 noon on October 19th with the subject heading ‘UWL Teaching Fellowship Scheme Application’. They should be submitted to expert-academy@uwl.ac.uk

Receipt will be acknowledged by email to the candidate

**Stage Two**

Shortlisted candidates will be informed by **October 29th**. They will be requested to develop their project proposal to include:

Introduction

Aim/Objectives

Methods

Dissemination of Outcomes

Evaluation

Costs

Projects will be judged on their potential for widespread applicability and dissemination.

Candidates will be requested to give a presentation to the selection panel on their proposed project week beginning **November 5th, 2018** at which time you must provide the panel with the full proposal.

Successful candidates will be informed week beginning **November 12th, 2018**. Successful candidates will start their projects immediately and these will last until the end of July, 2019, when all funds should be spent.

The Teaching Fellows will be expected to **attend regular meetings** about their projects with their ExPERT mentors and to provide a **complete report** at the end of the 2018-2019 academic year. They will also be expected to present at the **2019 Festival of Learning and Teaching**.

The successful candidates will be the institutional nominees for the National Teaching Fellowship scheme and will be mentored through the application process.