

## POLICY



# Teaching Index Policy

<b>Purpose</b>	To outline the Teaching Esteem Factors that are included in the annual Teaching Index data collection and to describe how they are converted into funding. This funding is then used by organisational units to further encourage staff to pursue the scholarship of teaching.
<b>Overview</b>	<p>The Teaching Index was established to:</p> <ul style="list-style-type: none"><li>• reward Departments for staff activity in the area of the scholarship of teaching</li><li>• provide Departments with the financial resources to further encourage staff to pursue the scholarship of teaching.</li></ul> <p>The Teaching Index is part of a suite of learning and teaching awards and grants that encourage the growth of a performance culture in learning and teaching. The development and support of excellence in teaching is an objective of the <a href="#">Academic Plan 2010-2014</a>.</p> <p><b>DEFINITION</b> <b>Staff:</b> full-time or part-time staff on the University payroll.</p>
<b>Scope</b>	The Teaching Index is open to staff (academic, technical and professional) in academic departments, faculties, University-wide centres and offices.
<b>Policy</b>	<p><b>ELIGIBILITY</b> Only full-time or part-time staff on the University payroll are eligible to apply for Teaching Index points.</p> <p>All other staff, including but not limited to adjuncts, honoraries, guest lecturers and casual staff, are not eligible to apply for Teaching Index points.</p> <p>Once a staff member has left the University, they are eligible for points calculated in the year of their resignation, but ineligible for inclusion in a Teaching Index calculation beyond that year.</p> <p><b>EVIDENCE</b> Documentary evidence is required to support all applications for Teaching Index points. Only the evidence detailed in the Teaching Index Schedule will be considered to meet the criteria of the Teaching Esteem Factors.</p> <p><b>CALCULATION</b> Teaching Index points will be awarded on the basis of the following weighted self-reported Teaching Esteem Factors:</p>

- A. Qualification in university teaching (10 points)
- B. International, National or State learning and teaching award (10 points)
- C. Lead researcher in an Office for Learning and Teaching (OLT)/Australian Learning and Teaching Council (ALTC) grant (10 points)
- D. Vice-Chancellor's Award (or equivalent university-level award) (5 points)
- E. Participant team member (listed in grant application) in an OLT/ALTC grant (5 points)
- F. Faculty award for learning and teaching (2 points)
- G. Commercial publication (book/monograph) on university teaching, or a commercially published textbook for university students (10 points)
- H. Refereed chapter in a book/monograph on university teaching or, a refereed chapter in a commercially published textbook for university students (2 points)
- I. Article in a refereed journal on university teaching (2 points)
- J. Non-refereed article on university teaching (1 point)
- K. Presented conference paper or poster on university teaching (1 point)
- L. Serving on external bodies to enhance learning and teaching (1 point)
- M. Refereed article in published proceedings of a conference on university teaching (2 points)
- N. Non-refereed article in published proceedings of a conference on university teaching (1 point).

The Teaching Index is calculated by dividing the Teaching Index budget by the sum of the audited points gained by each organisational unit.

### **FUNDING**

Funds will be transferred to organisational units on the basis of their Teaching Index.

Teaching Index funds must be spent on activities which further the scholarship of teaching. Examples of such activities include:

- faculty learning and teaching awards
- funding of teaching relief to enable staff to undertake qualifications in university teaching
- departmental learning and teaching strategic projects that align with faculty and University learning and teaching goals
- departmental learning and teaching symposia
- staff attendance at learning and teaching conferences and symposia, etc.

Teaching Index funds are to be committed and expended within the Budget Year. Carry forward of funds will not be permitted.

### **COMPLIANCE AND BREACHES**

The University may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its

	related procedures).
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<b>Contact Officer</b>	Learning and Teaching Awards and Grants Officer, Office of the Provost
<b>Date Approved</b>	21 March 2012
<b>Approval Authority</b>	Academic Senate
<b>Date of Commencement</b>	21 March 2012
<b>Amendment Dates</b>	April 2012 – addition of criteria M and N January 2012 – Guideline converted to a Schedule and link updated February 2011 – reviewed at the end of the 2008-2012 Learning and Teaching Plan; eligibility clarified
<b>Date for Next Review</b>	March 2015
<b>Related Policies, Procedures, Guidelines, Forms or Templates</b>	Teaching Index <a href="#">Procedure</a> / <a href="#">Schedule</a>
<b>Policies/Rules Superseded by this Policy</b>	Teaching Index Policy approved 15 February 2011
<b>Keywords</b>	Learning and Teaching, Teaching Esteem Factors, Scholarship of Teaching, Teaching Index