



## GUIDELINES FOR PREPARING APPLICATIONS FOR THE ACADEMIC FELLOWSHIP SCHEME

### Introduction

These Guidelines have been developed to assist in the development of fellowship applications. The Academic Fellowship Scheme is designed as a form of sustained professional development which supports practical, innovative and research-informed teaching enhancements. Academic Fellows are prestigious positions and the award of a fellowship will only be granted for high quality proposals.

### Selecting the Topic

The first matter that prospective applicants need to decide is the focus of a project that might be funded by the Scheme. There are two main types of projects.

- *Open Projects* can be on any topic that relates to the areas set out in the *Road to 2020* under the Teaching and Learning 'Big Goal', and the Teaching and Learning Annual Plan/s, which involve an innovative programme of work over the duration of the fellowship.
- *Targeted Projects* will respond to specific areas of strategic interest as indicated in the fellowship announcement. These may involve initiatives that the Office of the Assistant Vice-Chancellor (Academic & International) identifies being of particular importance to Massey University.

### Range of Topics

The aim of the Fellowship Scheme is to support innovative and better quality teaching which leads to improved outcomes for learners. It follows there are few restrictions on the range of topics and applications for open fellowships can range from specific innovations within a single paper to facilitating curriculum redesign on a whole of programme basis. The important thing is that projects should have potential for wide impact and have both practical and scholarly dimensions—for example:

- Developing creativity with new social media
- Evaluating the effectiveness of digital media for distance learning
- Redesigning the curriculum for 21<sup>st</sup> century learners
- Promoting learner engagement through formative assessment
- Exploring access and equity issues related in online learning
- Finding the right blend for international distance students living overseas

These ideas are by no means exhaustive. As you plan and conduct your project, you will be provided with opportunities to think about and engage with the scholarship of teaching and learning. Accordingly, we will encourage you to read widely in the higher education literature and to think deeply about some of the factors that influence designs and environments for better teaching and learning.

### What timeframe?

You will need to think carefully about the amount of time required to plan, implement and complete the project, as this will have a significant bearing on the size and scope of the study. The proposed project has to be feasible.

**Who should you consult?**

In preparing the proposal we strongly encourage you to talk with the Director of the National Centre for Teaching and Learning. You should also consult colleagues, teaching consultants, your College Director of Teaching and Learning and other relevant staff who may have valuable ideas to offer. As more staff complete these fellowships it would also be wise to talk with previous applicants. Finally, assistance will be available that describes the Academic Fellowship Scheme and what is required to prepare an application.

**Will you work with a mentor?**

You need to decide if you are going to work with someone who has experience in the field as a formal mentor. Mentors are encouraged but remember you will be provided with support throughout your project through the National Centre for Teaching and Learning. The key thing is to talk with as many people as possible to establish who has the right mix of experience to ensure you successfully complete the project.

**Do you have the support of your line manager?**

The support of your line manager is essential. The relevant head of unit will have to agree to your time release, and sign a form to this effect.

**What are the selection criteria?**

Your proposal will be judged by a Selection Committee that will assess (i) the strategic value of the project, (ii) the potential to enhance the quality of teaching and learning, (iii) the number of staff and students who will benefit from the outcomes, (iv) the scalability and sustainability of the innovation, and (v) the extent to which the initiative is consistent with the principles of the scholarship of teaching and learning. Please note that Targeted Projects have priority over applications for Open Projects.

**How do you apply?**

You will need to complete a written application form. The application form is designed to help you think about all the questions and decision points likely to arise during the course of your fellowship.

**What is the timeline for applications?**

Please note the of following dates:

- September/October - Call for Expressions of Interest
- Mid November - Closing date for applications
- December - Announcement of successful Academic Fellows
- 1<sup>st</sup> Feb - Academic Fellowships commence