

Learning and Teaching Performance Fund 2008: Stage 1 Requirements

University Name: Flinders University

Requirement	Documentation	URL (University to complete)	University Comments
<p>1. A current and recent institutional learning and teaching plan or strategy.</p> <p>The documentation must be publicly available on the University's website.</p>	<p>The learning and teaching plan or strategy that describes the University's philosophy on and commitment to learning and teaching.</p> <p><i>Note:</i> To be considered 'recent' the document should have been updated for the current planning cycle.</p>	<p>Flinders University Strategic Priorities and Future Directions 2006-2010 Mark III http://www.flinders.edu.au/about/Future.Directions.3.pdf</p> <p>Education at Flinders: A guide to the principles and policy framework for Education and Teaching and Learning http://www.flinders.edu.au/ppmanual/education/edu.index.htm</p> <p>Flinders Way: Strategic Planning and Quality Assurance http://www.flinders.edu.au/about/Flinders%20Way.pdf</p>	<p>The University's strategy for teaching and learning is to:</p> <ul style="list-style-type: none"> • define clear goals, objectives and strategies aimed at enhancing the quality of its courses and their delivery (Flinders Strategic Priorities and Future Directions) • ensure that these goals are underpinned by a comprehensive policy framework (Education at Flinders) • have an effective quality assurance framework which encompasses policy implementation, review and improvement and annual review of outcomes using a comprehensive set of performance measures (Flinders Way)
<p>2. Evidence of systematic support for professional development in learning and teaching for sessional and full-time</p>	<p>(i) Current academic staff professional development policy, identifying the areas which demonstrate that development in learning and teaching is</p>	<p>Education at Flinders: A guide to the principles and policy framework for Education and Teaching and Learning http://www.flinders.edu.au/ppmanual/education/edu.index.htm</p> <p>Staff Development and Training Unit home page http://www.flinders.edu.au/staffdev</p> <p>Understanding the teaching and learning ethos of Flinders University for new staff</p>	<p>See especially p11 Supporting academic excellence.</p>

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<p>academic staff.</p> <p>The documentation must be publicly available on the University's website.</p>	<p>provided to academic staff.</p> <p>Other acceptable documents might be:</p> <ul style="list-style-type: none"> professional development schedule for academic staff; and/or learning and teaching development programmes for academic staff. 	<p>http://www.flinders.edu.au/teach/newstaff/</p> <p>REQUIRED PROGRAMMES:</p> <p>Academic Orientation: Understanding the teaching and learning ethos of Flinders University for new staff http://www.flinders.edu.au/staffdev/courses/newstaff/academic_orientation.htm</p> <p>http://www.flinders.edu.au/staffdev/courses/newstaff/resources.htm</p> <p>Flinders Foundations of University Teaching (FFOUT). (One year programme). Mentor and manual of resources provided. http://www.flinders.edu.au/teach/newstaff/ffout/index.php</p>	<p>The Academic Orientation programme introduces academics to the University's expectations for teaching, curriculum design, assessment and evaluation of teaching.</p> <p>FFOUT won the 2001 AAUT Award for Excellence in the provision of services for Enhancing the Quality of Teaching and Learning.</p> <p>All new academic staff are required to take the Academic Orientation and Flinders Foundations of University Teaching (FFOUT) programme. FFOUT is also taken by more experienced staff.</p>
<p>2. (continued)</p>	<p>(ii) Information on professional development opportunities in the field of learning and teaching.</p> <p>Evidence might include:</p> <ul style="list-style-type: none"> a report on staff development programmes offered in the field of learning and teaching; or the staff 	<p>REQUIRED PROGRAMMES continued:</p> <p>Sessional teacher and laboratory demonstrator induction http://www.flinders.edu.au/teach/sessional/index.php</p> <p>Sessional Teachers report http://www.flinders.edu.au/staffdev/Reports/Sessional_teachers_report_2005.pdf</p> <p>Practicum Coordinator Induction http://www.flinders.edu.au/staffdev/courses/teach/manage.htm</p> <p>Generic Teaching and Learning programme http://www.flinders.edu.au/staffdev/courses/teach/teachlist.htm</p> <p>RESOURCES</p> <p>Teaching for Learning website http://www.flinders.edu.au/teach</p>	<p>All newly appointed Practicum coordinators are required to participate in an induction to the legal, ethical and educational issues.</p> <p>The generic Teaching and Learning programme encompassing curriculum design, teaching strategies, lecturing, assessment, teaching evaluation, honours supervision.</p> <p>The Teaching for Learning website aims to assist academics to find useful ideas to enhance their teaching and so improve students'</p>

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	<p>development programme which shows the number of programmes offered in the field of learning and teaching.</p> <p><i>Notes for (i) and (ii):</i> Development opportunities should be available to both sessional and full-time academic staff.</p> <p>Universities are not required to provide information on the number of staff taking up these opportunities.</p>	<p>The following resources are available in hard copy and on the website.</p> <ul style="list-style-type: none"> • Sessional Teachers Booklet http://www.flinders.edu.au/teach/sessional/resources/tutbkv4.pdf • Science Laboratory Demonstrators booklet http://www.flinders.edu.au/teach/sessional/resources/dem o.pdf • Accompanying guide for Topic coordinators. http://www.flinders.edu.au/teach/sessional/casual.php • Practicum Manual for Work- Integrated Learning Coordinators http://www.flinders.edu.au/teach/t4/practicum/resources/manual.doc • Cultural Diversity and Inclusive Practice Toolkit http://www.flinders.edu.au/cdip <p>TEACHING AND LEARNING FORUMS</p> <p>The First Year Experience http://www.flinders.edu.au/staffdev/courses/teach/firstforum.htm</p> <p>Off-shore Programmes http://www.flinders.edu.au/staffdev/courses/teach/offshore.htm</p> <p>Practicum Programmes http://www.flinders.edu.au/staffdev/courses/teach/Practicumforum.htm</p> <p>Education Matters Forum http://www.flinders.edu.au/staffdev/edmatters/home.htm</p>	<p>learning experiences, and to provide resources for engaging in the scholarship of teaching.</p> <p>The first three Teaching and Learning Forums have electronic resources such as list-servers and web pages that keep members of the on-going forums (communities of practice) linked and informed.</p> <p>The Education Matters Forum is held every two years with key speakers.</p> <p>VC Symposium (held annually) to recognise and reward excellence in teaching as well as innovation and scholarship of teaching.</p>

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		<p>VC Symposium http://www.flinders.edu.au/staffdev/courses/teach/VCSymposium.htm</p> <p>SUPPORT FOR OFF CAMPUS STAFF Summer Intensive for off-main campus staff http://www.flinders.edu.au/staffdev/intensive/intensive.htm</p> <p>Teaching and learning focused projects http://www.flinders.edu.au/staffdev/courses/teach/projects.htm</p> <p>Reports, reviews and evaluations http://www.flinders.edu.au/staffdev/reports.htm</p>	<p>Off campus staff members are supported in a number of different manners and modes.</p> <p>Teaching and learning focused projects are projects in which the academic development unit is engaged to research methods of enhancing aspects of teaching and learning across the institution and the sector.</p> <p>Copies of reports and reviews are available on the Staff Development and Training Unit website.</p>
<p>3. Evidence of probation and promotion practices and policies which include effectiveness as a teacher.</p> <p>The documentation must be publicly available on the University's website.</p>	<p>Academic probation and promotions policies, identifying the areas which require academic staff members to provide evidence of their effectiveness as teachers when being considered in relation to promotion and probation (e.g. student evaluations, portfolios etc).</p> <p>If the university does not have such policies,</p>	<p>Academic Staff Performance Review Scheme http://www.flinders.edu.au/ppmanual/staff/acprp.html</p> <p>Policies and procedures: Assessment and Review http://www.flinders.edu.au/ppmanual/review.html</p> <p>Promotion to Levels B, C and D – Policy and Procedures http://www.flinders.edu.au/ppmanual/staff/prombed.html</p> <p>Promotion to Levels D Plus and E – Policy and Procedures http://www.flinders.edu.au/ppmanual/staff/promde.html</p> <p>Academic Profiles Policy http://www.flinders.edu.au/ppmanual/staff/acadprofiles.html</p>	<p>The form below is linked to this policy.</p> <p>Refer to Form C and Guide to Form C.</p> <p>Refer section 4 Criteria for promotion, section 11 Evidence of Teaching Effectiveness (which includes Student Evaluation of Teaching [SET]).</p> <p>Refer section 4 Criteria for promotion, section 11 Evidence of Teaching Effectiveness (which includes SET).</p> <p>Refer section 2 & 5.</p>

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	<p>other acceptable evidence might include:</p> <ul style="list-style-type: none"> • relevant clause(s) of the university's certified agreement; • a description of the way in which promotion/probation decisions are made; or • a description of the inputs which staff seeking probation/promotion decisions are required to make to the decision making process. 	<p>Policy on Evaluation of Teaching http://www.flinders.edu.au/ppmanual/policySecretariat/evaltech.htm</p> <p>Flinders University Enterprise Agreement https://www.flinders.edu.au/Local/hrd/eb/index.html</p>	<p>See also Policy on Evaluation of Teaching for information regarding promotion confirmation and staff development.</p> <p>Academic Profiles provide a framework for identifying the qualifications normally required of a staff member at each level of academic appointment and the range of contributions that may be expected of a staff member in each of the four areas of academic activity and at each level of appointment.</p>
<p>4. Evidence of systematic student evaluation of teaching and subjects that informs probation and promotion decisions for academic positions.</p>	<p>Policies on academic probation and promotion, identifying areas which specify that probation and promotion decisions are informed by student evaluation of teaching and subjects.</p>	<p>Student evaluation of teaching home page http://www.flinders.edu.au/teach/SET/</p>	<p>In accordance with the University Policy on Evaluation of Teaching, teaching staff at Flinders University are obliged to evaluate their teaching at least once every two years. Where topics are offered on a regular basis a minimum of two student evaluations of the topic must be conducted by the topic coordinator within a five year cycle in accordance with the Policy on Course and Topic Evaluation, Monitoring and Review.</p> <p>The system of Student Evaluation</p>

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<p>The documentation must be publicly available on the University's website.</p>			<p>of Teaching (SET) adopted by Flinders University caters for the mandatory student evaluation of teaching and topics with a series of standard questions based on published educational research (referred to colloquially as standard SETs for Teaching and Topic, respectively). The system also offers the capacity for teachers, topic coordinators and supervisors to address particular teaching situations and developmental needs with extended versions of the standard SET forms and additional supervision SETs. In total, teaching staff may select from six evaluation forms: Standard and Extended versions of Teacher, Topic or Supervision SETs</p>
<p>5. Evidence that student evaluations of subjects are publicly available.</p>	<p>The most recent results of student evaluations of subjects.</p> <p>These data should be aggregated. A suggested level of aggregation is the DEST field of education (4 digit level). However, if universities have data</p>	<p>Planning Services Unit – SET information http://www.flinders.edu.au/unistats/surveys/#set</p>	<p>Aggregated data of Student Evaluation of Topics (Subjects) SET are available on the University's Planning Services Unit site</p> <p>This data is aggregated by major areas of study within each Faculty.</p>

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	<p>that is aggregated at a level such as School or Faculty, this will be acceptable.</p> <p><i>Note:</i> For privacy reasons any results which may lead to the identification of individuals should not be published.</p>		

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