

Guidance on the University Teaching Fellowship Scheme

2011/12

Background

1. This scheme aims to raise the profile of teaching and learning by supporting and valuing individuals who make an outstanding impact on the student learning experience at the University of Bristol.
2. The idea for initiating such fellowships emanated from the disappointing success rate of the University's applications for National Teaching Fellowships in recent years. Discussions with senior staff in the Higher Education Academy and internal discussions has led to the conclusion that this was partly due to colleagues not having sufficient time to dedicate to developing and disseminating their pedagogy.
3. These Teaching Fellowships will be competitively awarded to allow members of staff a dedicated period of time to concentrate on pedagogical research, quality enhancement and disseminating exciting, innovative and high-quality teaching and learning practices at a national (or even international) level with a view to ensuring that they are better equipped to make a successful application for a National Teaching Fellowship.
4. The award (up to maximum of THREE in 2012, each with of a maximum of £8,000) will be paid to the school to contribute to the direct costs of replacing teaching, administrative and/or clinical responsibilities.
5. Awards will be determined by the Pro Vice-Chancellor for Education, via an open application process.
6. There will be no restriction on the number of applications that may be submitted from each faculty though faculties may wish to provide a ranking of such applications. Normally no more than one fellowship will be awarded per school.
7. Each fellow will receive a mentor, from a different discipline, who will provide guidance and advice, as necessary, in implementing the project plan and subsequently applying for a National Teaching Fellowship. The mentor will be nominated by the Pro Vice-Chancellor in liaison with Faculty Education Directors.
8. The responsibilities of the Fellow will be to:
 - Concentrate his or her activity on implementing the plans set out in their proposal, providing a progress report to the Pro Vice-Chancellor for Education at the mid-point of the project.
 - Apply for a National Teaching Fellowship following completion of their University Teaching Fellowship.
 - Contribute as appropriate to the Teaching and Learning in Higher Education programme.
 - Disseminate his/her work at the University's Annual Learning and Teaching Exhibition.
 - Disseminate, and where appropriate, implement, the conclusions of their research in relation to the teaching practices within their home school, faculty and the University.
 - Provide a final report to the Education Committee.
9. The responsibility of the School will be to:
 - Release the Fellow from his or her teaching, administrative and/or clinical responsibilities during the Fellowship.
10. This guidance and the nomination form are available from the Education Support Unit website: www.bris.ac.uk/esu/academicdevelopment/utfs/

Guidelines for Nomination and Selection

Nomination process

11. Academic members of staff who can present an exciting and innovative project proposal to enhance the student learning experience in higher education are invited to apply for a fellowship. There are no categories of nomination and no minimum experience requirements, though the potential of the candidate's ability to further develop and disseminate their learning and teaching practices may be taken into consideration.
12. Academic staff who have previously been awarded a National Teaching Fellowship or a University Teaching Fellowship are not eligible to apply.
13. Applicants should set out the project they expect to work on during the Fellowship, along with an indication of the planned outputs (such as papers and possible journals, papers presented at conferences). The emphasis should be on the quality rather than the quantity of outputs.

Selection criteria

14. Applications will be assessed on the information provided in the nomination form in relation to the following criteria:
 - i. Whether the project is exciting, relevant and innovative.
 - ii. Whether the project will have a positive impact on the learning experience for students at the University of Bristol and potentially across the wider sector.
 - iii. Whether the outcomes of the project have the potential to inspire good practice at the University of Bristol and potentially across the wider sector.

Application guidelines

15. Applications should comprise the following:

a) Nomination Form (available from: www.bris.ac.uk/esu/academicdevelopment/utfs/):

The statement (maximum **1500** words) should describe:

- the proposed project plan (section 2) including the expected output and timescales (section 3);
- how the project will make a positive impact on the student learning experience at the University of Bristol, and potentially in the wider higher education sector (section 4).

b) Curriculum Vitae (maximum two sides of A4):

The CV should focus on relevant experience and outputs with a view to demonstrating commitment to enhancing and supporting student learning and delivering or facilitating teaching excellence. The CV should be headed by the name, job title and school of the candidate and supplement the information provided in the claim.

Submission instructions

16. Applicants should complete the relevant sections of the nomination form, attach a CV (maximum two sides of A4) and then forward it to their Head of School. The Head of School will then complete the financial statement¹ (section 5) and, in liaison with the relevant Faculty Education Director(s), comment upon the application in the supporting statement (section 6). The completed nomination form and CV should then be sent to the Education Support Unit. It is the responsibility of the Faculty Education Directors to make sure that the forms arrive at the Education Support Unit by the closing date.

¹ Full details of direct replacement teaching costs, according to the University's published rates, must be provided.

17. Completed nomination forms and CVs must be electronically submitted **by a Faculty Education Director** to the Education Support Unit (send to: m.white@bris.ac.uk; cc: esu-info@bris.ac.uk), by the deadline stated in section 23. **Applications that arrive after this closing date will NOT be considered.**
18. Receipt of electronic nominations will be acknowledged by email to the nominee and the individual that submitted the application.

Formatting requirements

19. The application documents (Nomination Form and CV) must adhere to the following formatting requirements.

Word limit / page lengths:

- Statement for Nomination (sections 2-4 combined): maximum **1500** words
- Supporting Statement from Head of School / Faculty Education Director(s): maximum **500** words
- Curriculum Vitae: maximum **two sides of A4** pages

Font size: 11 point

Page orientation: A4 portrait **only**

Line spacing: 1.5 lines

20. In addition to all the above, the **Nomination Form** should adhere to the following formatting requirements:

Included in word limit: All text, including within tables or diagrams, numerical characters and any references will count towards the word limit, but not the section headings.

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: NO pictures permitted.

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 as endnotes. The content of web links will **not** be considered in the nomination.

Selection

21. Nominations will be considered by the Pro Vice-Chancellor for Education. Nominations will be judged upon the information submitted in the application. No other information will be taken into consideration.
22. All nominees will be informed of the outcome via email shortly after the successful applicants have been determined, followed by confirmation letters.

Deadline and schedule for award of the fellowship (2011/12)

23. The timetable for the submission and assessment process for a fellowship in 2011/12 (to start in August 2012) is as follows:

9 th January 2012	The University teaching fellowship Scheme is opened.
Early February	Faculty deadline for nominations (faculties to confirm their own deadline).
13 th February, noon	University deadline for nominations, including supporting statements.
End February	Pro Vice-Chancellor for Education to consider applications. Nominees informed of the result.
27 th March	Fellowships presented at the University's Learning and Teaching Exhibition
1 st August 2012	Start of fellowship, with leave from normal duties.
31 st July 2013	End of fellowship.

Last revised: 23 September 2011