



CENTRE FOR EDUCATIONAL DEVELOPMENT AND INTERACTIVE RESOURCES

UNIVERSITY LEARNING AND TEACHING COURSE POLICY

Date approved	6 July 2007	Date Policy will take effect	Immediately	Date of Next Review	6 July 2012
Approved by	University Council				
Custodian title & e-mail address	Director Centre for Educational Development and Interactive Resources (CEDIR) swills@uow.edu.au				
Responsible Faculty/Division & Unit	CEDIR				
Supporting documents, procedures & forms of this policy	CEDIR University Learning and Teaching (ULT) course details http://www.uow.edu.au/cedir/ult/ ULT Application for Exemption form http://www.uow.edu.au/cedir/ult/PDF/ULT_exemption_proforma.doc Graduate School of Medicine Faculty Development Program URL to be provided				
References & Legislation	Academic Enterprise Agreement http://staff.uow.edu.au/personnel/awardagree/UOW016005.html Academic Probation Committee https://intranet.uow.edu.au/pods/acprobation/index.html Academic Promotions Committee https://intranet.uow.edu.au/pods/acpromotion/index.html				
Audience	Staff Intranet – UOW Staff Only				
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Table of Contents

1.	Purpose of Policy	1
2.	Definitions	2
3.	Policy Statement.....	2
4.	Application and Scope	2
5.	Course Details	2
6.	Application for Exemption	3
7.	Responsibilities of the Units, Divisions, Faculties and Committees	3
8.	Review and Change History	4

1. Purpose of Policy

- 1.1. This policy ensures that University of Wollongong teachers meet appropriate standards of professionalism as demonstrated via formal teaching qualifications.
- 1.2. This policy replaces the Introduction to Tertiary Teaching (ITT) Policy.



2. Definitions

Word/Term/Abbreviation	Definition
Academic staff	staff of the University (whether permanent, sessional or casual) who carry out teaching responsibilities under the authority of the Head of an academic unit
Approved Course	Course approved by Exemptions & Approvals Committee as compulsory teacher training for UOW academics
CEDIR	Centre for Educational Development and Interactive Resources
FDP	Faculty Development Program run by the Graduate School of Medicine
GSM	Graduate School of Medicine
ITT	Introduction to Tertiary Teaching course
ULT	University Learning & Teaching course run by CEDIR
Workload allocation	The annual workload allocated to an academic staff member by their supervisor

3. Policy Statement

- 3.1. All newly appointed academic staff shall:
 - a. complete the CEDIR University Learning and Teaching course (ULT) or
 - b. complete the GSM Faculty Development Program (FDP).
- 3.2. All newly appointed academic staff shall commence the ULT course or GSM program within 12 months of appointment.
- 3.3. In exceptional cases, academic staff may request approval from the Deputy Vice Chancellor (Academic & International) for an extension of time of up to a further 12 months.
- 3.4. Academic staff may apply for exemption as stipulated in section 6.
- 3.5. The Probation and Promotion Committee will be provided with a Course Status Report for each applicant.

4. Application and Scope

- 4.1. This policy applies to all academic staff involved in teaching who have an appointment of more than 12 months.
- 4.2. The following categories of academic staff are automatically exempt except where completion of specified staff development activities are required as a condition of employment:
 - a. academic staff with a 100% research workload
 - b. academic staff appointed prior to 1994
 - c. academic staff with a fractional appointment less than 40%.

5. Course Details

- 5.1. There are two courses covered by this Policy:
 - a. The ULT course is coordinated by the Centre for Educational Development and Interactive Resources (CEDIR).
 - b. The Graduate School of Medicine (GSM) Faculty Development Program (FDP) is coordinated by the GSM Division of Educational Development.
- 5.2. CEDIR ULT and GSM FDP are modular programs offering an introduction to tertiary teaching skills through self-directed projects, workshops and feedback on observed teaching.
- 5.3. Assessment is ungraded.
- 5.4. Academic staff may negotiate to submit a comprehensive Teaching Portfolio as an alternative to the ULT course assignments.
- 5.5. Academic staff completing CEDIR ULT or GSM FDP may seek advanced standing for 8 credit points within the Faculty of Education's programs such as the Graduate Certificate in Higher Education.



- 5.6. UOW academic staff are not charged a fee for CEDIR ULT or GSM FDP.
- 5.7. Academic staff undertaking a course shall have a minimum workload allocation of three hours per week for one session. This minimum allocation facilitates attendance at workshops.
- 5.8. Heads of Academic Units are strongly encouraged to provide a higher workload allocation for new academic staff undertaking a course, in recognition that the assignments, readings, research and self-paced modules will take the same number of hours that is expected of any student in a post graduate 8 credit point subject.

6. Application for Exemption

- 6.1. Written applications for exemption from a course shall be submitted to the Secretary, Exemption and Approval Committee on the Application for Exemption form.
- 6.2. A copy of the Exemption application form shall be forwarded by the academic staff member to the Head of their academic unit.
- 6.3. CEDIR can provide assistance with exemption applications. The course content may be discussed with the ULT Coordinator or FDP Coordinator before written application is made.
- 6.4. Academic staff may request full exemption or partial exemption from a course on the following grounds:
 - a. possession of one or more acceptable alternative qualifications in tertiary or adult education and/or
 - b. comprehensive documentary evidence of a high standard of tertiary teaching performance over at least five years, as stipulated in Clause 6.5.
- 6.5. Evidence shall include more than two of:
 - a. results of teaching surveys
 - b. awards for teaching excellence
 - c. teaching grants and fellowships
 - d. peer review
 - e. statements from Deans or Heads of Departments.
- 6.6. Where an academic staff member is granted a partial exemption, they will be required to complete some components of a course.

7. Responsibilities of the Units, Divisions, Faculties and Committees

UOW Personnel

- 7.1. UOW Personnel shall issue offers of employment to relevant academic staff as described in Section 4.
- 7.2. Each offer of employment shall include:
 - a. The following statement: "A requirement of this offer is that you complete the University of Wollongong's University Learning and Teaching course or the Graduate School of Medicine's Faculty Development Program [delete whichever is not appropriate] or demonstrate in writing equivalence of certification and prior experience as outlined in the ULT Policy (attached). Your progress with this study will be considered at probation."
 - b. A copy of the current University Learning and Teaching Policy.

CEDIR

- 7.3. CEDIR shall:
 - a. implement the ULT course.
 - b. inform Heads of Units when an academic staff member enrolls in the ULT course.
 - c. issue a certificate upon satisfactory completion of the ULT course.
 - d. provide assistance with applications for exemption (refer Clause 6.3).
 - e. provide Faculties and the Academic Staff Development Committee with annual statistics on enrolments, exemptions and completions in the courses.



- f. evaluate the ULT course and forward those evaluations to the Academic Staff Development Committee and Exemption and Approval Committee.
- g. forward a Course Status Report to the Probation and Promotion Committee upon the request of the academic staff member concerned. This Status Report shall include information on:
 - i. Commencement date of ULT or FDP
 - ii. Exemption details (where applicable)
 - iii. Withdrawal date
 - iv. Completion date
 - v. Modules completed.

GSM

- 7.4. The GSM shall:
- a. implement the GSM FDP.
 - b. issue a certificate upon satisfactory completion of the GSM FDP.
 - c. Ensure CEDIR has accurate records of enrolment and progress in FDP.
 - d. evaluate the GSM FDP and forward those evaluations to the Academic Staff Development Committee and Exemption and Approval Committee.

Heads of Academic Units

- 7.5. Heads of Academic Units shall:
- a. adjust the teaching, research and/or administrative load of academic staff to compensate for their time in undertaking the course.
 - b. refer to Clauses 5.7 and 5.8 of this Policy when considering workload allocation.
 - c. ensure academic staff participating in the ULT course are able to work with a peer from the teaching staff for the purposes of the Learning Through Teaching Development unit.
 - d. include discussion about exemption or enrolment and workload in academic staff' annual career development interviews.

Exemption and Approval Committee

- 7.6. The Exemption and Approval Committee shall:
- a. be convened by the Deputy Vice-Chancellor (Academic and International)
 - b. convene a minimum of three times each year.
 - c. consider all applications for exemption as outlined in Section 6 of this Policy.
 - d. consider proposals for developing alternative approved teaching courses.
 - e. ensure that the approved courses are regularly benchmarked against other schemes to ensure continuing quality.
 - f. make binding decisions.

Probation and Promotion Committee

- 7.7. The Probation and Promotion Committee shall, as stipulated in its Terms of Reference, consider, as part of the academic staff member's evidence of quality performance, their status in completing the ULT or FDP course.

8. Review and Change History

Version Control	Date of Review	Date Effective	Approved By	Change Details
First approved		1 January 1994	Information not available	Information not available
Revision approved		November 1998	Information not available	Information not available
Revision approved		July 2000	Information not available	Information not available
Minor amendment		August 2001	Information not available	Information not available
Minor amendment		July 2005	Information not available	Information not available
Minor amendment		September 2005	Information not available	Information not available
Major revision	March 2007	July 2007	University Council	
Minor Amendment	Jan 2008	Jan 2008	N/A	Minor correction to hyperlinks