

***DISTRIBUTIVE LEADERSHIP FOR LEARNING AND TEACHING:
DEVELOPING THE FACULTY SCHOLAR MODEL PROJECT***

LETTER OF AGREEMENT (LOA)

Between

And

1.0 BACKGROUND

The '*Distributive leadership for learning and teaching: Developing the faculty scholar model*' (Distributive Leadership) project will trial a framework to support leadership capacity development in the higher education sector. The project, which is funded under the Carrick Grants Scheme - Leadership for Excellence in Learning and Teaching, provides participants with an opportunity to develop leadership capacity through strategic leadership development activities including the facilitation of an authentic action learning project related to assessment.

2.0 COMMENCEMENT

This LOA will commence and be effective from the final date of execution by all parties.

3.0 OBJECTIVES

- 3.1. The purpose of this LOA is to identify the activities and associated requirements for participants in the Distributive Leadership Project.

- 3.2. The purpose of information provided under this LOA and listed in *5.3 Participant Requirements* is to ensure there is an agreed understanding of the requirements for participants in the Distributive Leadership Project.
- 3.3. Information detailed in this LOA does not include any additional institutional requirements for participants in the Distributive Leadership Project.

4.0 PROJECT OUTCOMES AND DELIVERABLES

Three overarching outcomes are addressed through the Distributive Leadership project:

- a.) creation of a framework to support capacity building for leadership in higher education,
- b.) creation of learning and changed practice within the cross-institutional teams, and
- c.) research which will feed into the policy and theories of academic development.

Evidence for these outcomes will be provided through:

- A distributive leadership development framework that can be adapted for the local context by the cascade stage partners
- A group of new leaders of teaching and learning in six institutions across Australia providing a critical mass for extending the network within and across institutions
- A roundtable organised and facilitated by the scholars to receive feedback on their teaching research from their peers
- Resources to support leadership development
- Resources to support assessment development
- Publications about the leadership framework and the personal experiences of those involved in improving assessment

5.0 CONDITIONS

5.1 General Use of Project Information

- 5.1.1. In relation to the use of any project related material, participants in the Distributive Leadership Project must seek approval from the Project Leader before reusing or repurposing material.

Distributive Leadership Project Letter of Agreement

- 5.1.2. Under this LOA, information related to the implementation or evaluation of the Distributive Leadership Project may be communicated in publications with the permission of the Project Leader.
- 5.1.3. The anonymity and confidentiality of participants in the Distributive Leadership Project must be maintained in the communication of all project related information unless specific permission to do otherwise has been formally received.
- 5.1.4. The Distributive Leadership Project has ethics approval from the University of Wollongong (Ref: HE07/065) as such the development and use of project related material by all parties will be guided by the University of Wollongong Policies, procedures and guidelines available at:
<http://www.uow.edu.au/research/forms/index.html>

5.2 Fees and Costs

- 5.1.1. Fees and costs will be in accordance with the guidelines outlined in the Distributive Leadership Project Proposal.

5.3 Participants Requirements

Following are the requirements of participants in the Distributive Leadership Project:

1. Trial a distributive leadership capacity development framework by engaging in project related activities including:
 - identification and negotiation of an authentic action learning task related to assessment that aligns with the faculty and university strategic goals;
 - using a distributive leadership perspective, lead and manage the implementation of the negotiated faculty based authentic action learning project focused on assessment;
 - development of a strategic action plan for the implementation of the faculty based action learning project, prior to the Leadership Retreat;
 - attend a three day Leadership Retreat (February 17 – February 20, 2008 at Barwon Heads, Victoria);
 - attend a Leadership Workshop (date and venue TBC);

Distributive Leadership Project Letter of Agreement

- presenting your action learning project to an institutional forum (TBC);
 - organising and facilitating a National Roundtable in collaboration with other project participants to receive feedback from peers on the authentic action learning project;
 - engaging in cross-institutional communication and collaboration;
 - engaging in mentoring/coaching relationship; and
 - reflection and journaling.
2. Provide feedback on the framework through structured assessment and evaluation activities.

6.0 Administration

Participants in the Distributive Leadership Project will be supported by the Project Manager, Project Leader and institutional project facilitators.

7.0 Acknowledgement of LOA

In signing I acknowledge my agreement to the terms outlined in this LOA.

SIGNED by

(Insert Participant's Name)
Project Participant
at

Dr Geraldine Lefoe
Project Leader
for and on behalf of the
Distributive Leadership Project

(Insert Institution)
Date

Date