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AUSTRALIA

PARTICIPANT INFORMATION SHEET (GENERAL)

TITLE: *Investigating the impact of Academic Development and Recognition activities for teaching staff at UOW (HREC# 2017/136)*

PURPOSE OF THE RESEARCH: This is an invitation to participate in an ongoing investigation into the impact of LTC Academic Development and Recognition (ADR) offerings for teaching staff at UOW. This includes programs of activity, which support learning and teaching-related professional development, applications for recognition, awards and grants.

INVESTIGATORS from: Learning, Teaching & Curriculum Unit, DVC(A) Unit, University of Wollongong

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METHOD AND DEMANDS ON PARTICIPANTS: The feedback collected by LTC is for the usual purposes of internal evaluation and reporting on all activities offered to UOW staff by LTC in order to inform ongoing improvement and refinement of these offerings. LTC is also seeking to conduct **evaluation research** using this already collected data. You may choose to opt out of the evaluation research component, by selecting the OPT OUT checkbox, which appears on all LTC data collection forms and on the LTC Submissions Portal.

If you choose to participate in the evaluation research component, any data you have provided will be de-identified, and may be analysed by the named investigators only for the purposes of reporting on the ongoing evaluation of LTC offerings including publications, presentations, conferences, or UOW events.

De-identification of data will be by the named investigators only and may include removal or coding of any information which could potentially or inadvertently identify participants, which may include but is not limited to, references made to self, names of colleagues, faculty/school/unit/campus, subject specific information.

Use of reviewer feedback (e.g. CPD Portfolio, awards and grants applications): If your submission(s) has been reviewed you may OPT OUT of the reviewer feedback on your submission(s) being used for the evaluation research component (note: this over-rides consent given by the reviewer to use their feedback). Alternatively you may opt out by contacting one of the named investigators.

Demands on participants: there is no extra time outlay required for participation in the evaluation research component.

Learning, Teaching & Curriculum

University of Wollongong NSW 2522 Australia

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<http://www.uow.edu.au/dvca/lc/teachdev/index.html> UOW CRICOS: 00102E

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POSSIBLE RISKS, INCONVENIENCES AND DISCOMFORTS: The research requires no additional time for participation in the evaluation research component. While we foresee no risk for you, should participation unintentionally cause anxiety, you are encouraged to contact the University Counselling Service located on Level 3, Building 11 (Ph: 4221 3445) or Lifeline (131 114).

Your involvement in the study is voluntary. You may choose to OPT OUT of the research evaluation at the beginning of each LTC data collection point. However, withdrawing data after submission is not possible for anonymous surveys. At any time you may choose to withdraw participation and data from identifiable sources (such as mentor/mentee/ reviewer reflections, reviewer feedback) and any identifiable data collected up to that point will be removed. Refusal to participate or withdrawal from the study will not affect your relationship with the researchers or the University of Wollongong in any way.

BENEFITS OF THE RESEARCH: It is anticipated that participation in the research will allow you time to reflect on the LTC activities you have been involved in. It is expected that the results of this research will contribute to wider discussion and dissemination to improve support for staff in academic professional development and recognition activities, both at UOW and beyond.

ETHICS REVIEW AND COMPLAINTS: This study has been reviewed by the Human Research Ethics Committee (Social Science, Humanities and Behavioural Science) of the University of Wollongong. If you have any concerns with the way this research has been conducted, you can contact the UOW Ethics Officer on (02) 4221 3386 or email rso-ethics@uow.edu.au. Ongoing monitoring of the research is the responsibility of the researchers listed above, and annual progress reports are to be submitted by the researchers to the UOW Research Ethics Unit.

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