



UAL Individual Teaching Scholars Awards

Applicant Handbook 2019-2020



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Application

1. Individual Teaching Scholars Award Outline

The UAL Teaching Scholars' Awards celebrate teaching by formally recognising colleagues who demonstrate a sustained commitment to excellence in teaching and learning.

Successful applicants receive funding and support over a two-year period to develop an aspect of their teaching practice that is explicitly designed to:

- 1) Enhance student learning
- 2) Influence teaching and learning beyond the individual's own practice

Teaching Scholars are supported to develop their own academic profiles through pedagogic scholarship and application for Senior or Principal Fellowship with the Higher Education Academy, and to share their project outcomes for the benefit of the wider teaching and learning community, within and beyond UAL.

2. Why apply?

The scheme enables successful applicants to:

- Increase their impact on student learning
- Extend their sphere of influence and academic leadership
- Undertake and share pedagogic scholarship
- Work with a University-wide network of peers
- Contribute to Teaching and Learning Exchange activity
- Attain professional recognition as Senior Fellow of the HEA or beyond

To support this activity, Teaching Scholars will:

- Receive a special responsibility allowance for the duration of their tenure
- Receive project funding of up to £2,500 each year of their tenure to facilitate project implementation and dissemination, and related professional development activity.¹
- Attend termly Teaching Scholar meetings to maintain a community of peers
- Receive mentoring to support scholarship, professional recognition applications and dissemination activities
- Present project outcomes at internal and external events

UAL Teaching Scholars who successfully complete and disseminate their projects and attain Senior Fellowship with the HEA will become UAL Senior Teaching Scholars at the end of their two-year tenure.

3. Who can apply?

Applicants must meet all the following criteria to be considered as a Teaching Scholar:

¹ Project funding can be used for teaching cover and other specialist support, purchasing essential equipment, paying for transcription, attending professional development activities to update knowledge and skills (including attendance at conferences and network events), evaluating projects, and disseminating findings.

- Have a current teaching or learning support role at the University
- Be employed on a minimum 0.4 FTE contract
- Have at least 18-months service at the University prior to application
- Hold a postgraduate certificate in higher education teaching and learning or academic practice, or equivalent
- Be a Fellow of the Higher Education Academy
- Be supported by their line manager

4. Making an application

To apply you will need to:

1. Download and complete the *Individual Teaching Scholars Award Application 2020* form which you can access from the Exchange website.
2. Download the *UAL Teaching Excellence Profile* from the Exchange website.
3. Contact Alexandra Pitt (recognition@arts.ac.uk) or attend one of the UAL Teaching Scholars Workshops in January to find out more and seek advice on preparing your application.
4. Gain line manager approval.
5. Prepare a Project Proposal in line with the application form guidance in this handbook.

The Application Form

There are four parts to the application that must be completed in full to be considered by the Teaching Scholars' Award review panel.

Part 1: About you

This section requires personal details and confirmation that you meet all the eligibility criteria.

Part 2: Demonstrating Teaching Excellence

In this section, you will give evidence that demonstrates your successful and sustained commitment to teaching excellence against each of the five dimensions listed in the UAL Teaching Excellence Profile: professional development, influence and leadership, student engagement, disciplinary and practice knowledge, and pedagogic design.

Part 3: Indicative Project Proposal

This section requires you to give an outline of an intended project that relates to existing teaching or learning support activity. You must:

- Provide a project outline that includes aims and objectives, proposed activity, and intended outcomes
- Explain how your project builds on your existing practice
- Focus on impact on student learning
- Demonstrate how your project is informed by pedagogic scholarship, professional practice, industry developments and/or disciplinary research
- Give an account of how your project will be used to influence others through leadership of teaching and/or scholarship
- Give careful consideration to ethical issues linked to your project by consulting the University's Code of Practice on Research Ethics and submitting a Research Ethics Approval Form if necessary.

Part 4: Supporting evidence

Your application must include:

- An up-to-date CV
- Two references – one from a peer and one from a student – to support your claim of excellence in teaching and/or supporting learning.

You should complete your application using the Teaching Scholars Application Form 2020, or you may request to submit the same information using an alternative format such as:

- A contextualised e-portfolio
- A recorded and narrated PowerPoint presentation
- A 10-minute narrated video
- A presentation (delivered to the panel)

Please note that if you wish to use an alternative format, you must agree this with the Teaching and Learning Exchange prior to submission.

5. How application judgements are made

Eligible applications will be considered by a Review Panel that includes academic and technical staff, and representation from each College.

The Review Panel will be constituted by a minimum of:

- Head of Arts Education (Chair)
- Member of the University Learning, Teaching and Enhancement Committee
- Academic Dean
- College Learning, Teaching and Enhancement lead
- Student representative
- Head of technical resource
- SFHEA, PFEA, NTF or Teaching Scholar

All documentation must be provided correctly, and grading criteria are specified in the Appendix below.

6. Application Dates 2020-22

- Application deadline: Monday 23 March 2020
- Review Board: Monday 20 April 2020
- Feedback to applicants: Wednesday 29 April 2020
- UAL Announcement: Monday 4 May 2020
- Award presentation ceremony: Wednesday 27 May 2020
- UAL Teaching Scholar Appointment: Monday 1 June 2020

7. Award Terms & Conditions

If your application is successful and you accept the appointment then the following terms & conditions will apply:

- i. It is your responsibility to conduct any research, project work or other agreed academic study as set out in your application form. It is acknowledged that during the

- course of your tenure you may need to make minor modifications to the original project proposal. However, you must ensure that the original issues identified in your application are fully addressed and the aims and objectives achieved.
- ii. If you need to make any significant amendments to your project, you must inform the Teaching and Learning Exchange as soon as possible, detailing the nature of the changes. Failure to notify the relevant representative of any change in your circumstances or proposed research will be taken into account in the assessment of your final report and may affect future funding.
 - iii. Intellectual Property Rights (IPR) arrangements apply as detailed in the University of the Arts London IPR Policy & Guidelines.
 - iv. The University reserves the right to revise or amend the conditions of the UAL Teaching Scholars' Award at any time and to suspend or terminate an Award and seek reimbursement where the Terms & Conditions are not met. In reserving these rights, the University will, where possible, ensure that reasonable notice is given to the Award holder.
 - v. UAL Teaching Scholars will report termly to their peers (UAL Teaching Scholars) and will write mid-year and end-of-year reports on their progress. Reports will be considered at the UAL Learning, Teaching and Enhancement Committee.
 - vi. UAL Teaching Scholars will be required to submit a final report by the end of their tenure.
 - vii. UAL Teaching Scholars who have met the accreditation standards for Senior Fellowship of the Higher Education Academy by the end of their tenure will be eligible for the title of UAL Senior Teaching Scholar. UAL Teaching Scholars who become UAL Senior Teaching Scholars will no longer receive a special responsibility allowance, but will receive 1 additional increment.
 - viii. UAL Teaching Scholars who have **not** successfully met the accreditation standards for Senior Fellowship of the Higher Education Academy by the end of their tenure will have completed their appointment and will no longer receive a special responsibility allowance.

Completing the Individual Teaching Scholars Award

8. Criteria for Successful Completion of UAL Teaching Scholars Award

1. Project has met the aims outlined in the project proposal.
2. Mid-year and end-of-year reports have been completed.
3. Final project report has been completed by the end of tenure and submitted to Teaching, Learning and Employability Exchange. This will include scholarly commentary on:
 - a. activities completed, insights gained and potential future development.
 - b. existing and future impact of the project on teaching practices and communities at UAL and beyond.
 - c. reflective account of your engagement with the Teaching Scholars Award.
 - d. future directions of your practice and professional development, including potential contributions as a Senior Teaching Scholar.
4. Project outcomes have been disseminated/actualised in multiple ways (examples below):
 - Embedded into teaching practices of your team and department
 - Embedded into teaching practices beyond your department
 - Embedded into teaching and learning communities at UAL or beyond
 - Contributed to strategic directions or new initiatives at the university
 - Disseminated at University of the Arts Research Week

- Disseminated at the University of the Arts London Teaching and Learning Conference
- Disseminated via an article in the University of the Arts London Spark Journal
- Disseminated beyond UAL
- Contributed to new initiatives, collaborations or practices beyond UAL

9. Key Dates and Deadlines

First Year

Mid-Year Report – December 2020

- Progress thus far
- Challenges and Solutions
- Any proposed revisions to original proposal

End of Year Report– June 2021

- Progress and Impact on Teaching and Learning Communities thus far.
- Discussion surrounding dissemination plan and predicted value to UAL and beyond.

Final Year

Dissemination Plan – January 2022

- Define outputs of the project and intended value to UAL and beyond

Presentation – February-March 2022

- Prepare a presentation to disseminate insights gained during UAL Research Season

Final Project Report and Project Outputs – May 2022

- Scholarly output of work completed, insights gained and impact on teaching and learning practices and communities at UAL and beyond
- Reflection on experiences as a Teaching Scholar and Special Interests as a potential Senior Teaching Fellow

10. Support during the Award

The Teaching Scholars Award is a significant commitment of time and effort over a two year period with high expectations and, in recognition of this, the Teaching, Learning and Employability Exchange offers those in tenure a range of support to successfully take the project through to completion.

- A dedicated Teaching Scholars Coordinator.
- Two Teaching Scholars Writing Retreats a year, one in summer and one in winter
- A suitable mentor at UAL to support you in your project.
- A community of Senior Teaching Scholars who have all completed Teaching Scholars Awards and who understand the process and challenges.
- Meetings with other Teaching Scholars to offer peer support.
- Feedback on reports and presentations made throughout the year.
- Handbooks and guidance.

After Completing the Award

On successful completion of the Teaching Scholars Award there is an opportunity to become a Senior Teaching Scholar.

11. Senior Teaching Scholars

Senior Teaching Scholars receive a special responsibility allowance and engage in activities to support the Teaching Scholars and Professional Recognition Schemes. Individuals may opt out of the Senior Teaching Scholar Community in any given year while reserving the option to opt back in for subsequent years. The special responsibility allowance will only be received in years of active engagement.

Qualifying Conditions to become a Senior Teaching Scholar

1. Successful completion of a Teaching Scholars Award within the agreed timeframe.
2. Senior Fellowship of the Higher Education Academy gained prior to completion of the Teaching Scholars Award.
3. Commitment to at least one of the following special responsibilities in each academic year:
 - a. Supporting potential Teaching Scholars in preparing proposals.
 - b. Mentoring Teaching Scholars through their projects.
 - c. Mentoring Teaching Scholars through the dissemination of their projects.
 - d. Participating in Teaching and Learning Exchange activities to share your experience and assist the coordinator in developing the scheme.
 - e. Reviewing for the Spark Journal.
 - f. Reviewing and mentoring for the UAL Professional Recognition Programme.
 - g. Engagement in Senior Teaching Scholars Away Days and associated Teaching and Learning Projects
4. Completion of an annual CPD reflection on your Educational Development activities which may contribute to development of the Scholars Community and future directions.

Appendix 1: Individual Teaching Scholars' Award Criteria and Grading

Documentation Criteria					
All documentation is provided correctly (i.e. to specified length) and signed off by line-manager	Yes/No				
	Comments:				
Part 2: Teaching Excellence Criteria					
Applicant has provided convincing evidence of excellence in teaching and/or supporting learning against each of the UAL Teaching Excellence Profile criteria.	Professional Development:				Yes/No
	Influence and Leadership Engagement:				Yes/No
	Student Engagement:				Yes/No
	Disciplinary & Practice Knowledge:				Yes/No
	Pedagogic Design:				Yes/No
	Please note any particular strengths and weaknesses:				
Part 3: Project Proposal Criteria					
1. Applicant sets out a clear and convincing project idea that includes aims, objectives, proposed activity and provisional outcomes.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				
2. Project builds on existing teaching and learning practice.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				
3. Focus on student learning is evident.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				
4. Project is clearly informed by relevant pedagogic scholarship, professional practice, industry developments and/or disciplinary research.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				
5. Potential for the project to influence others beyond the applicant's own practice is clearly identified.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				

6. Applicant has carefully considered ethical issues linked to their project.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				
7. Applicant has convincingly specified how funding will be used.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				
Reference Criteria and Grading					
References support the applicant's claim of excellence in teaching.	5 Yes, to a high standard	4	3	2	1 No, Not at all
	Comments				