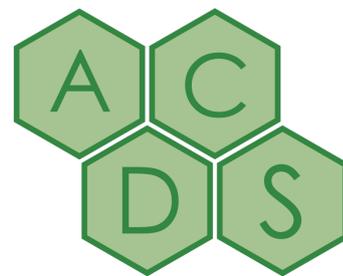


ACDS Fellowship Nomination Instructions



Essential documentation

All nominations for fellowships must include the following parts and documentation, presented in this order and labelled, Parts A to H, as appropriate.

A. Nomination cover page

The nomination cover page should include the nominee's contact details, and an abstract of the proposed fellowship (max. 160 words). The abstract must clearly state what will be delivered by the fellowship, i.e. output/s. Abstracts must be in plain English and avoid the use of jargon. The completed nomination must be signed by both the head of faculty or organisational unit and the Vice-Chancellor or chief executive officer or delegate.

To be completed using the pro forma provided in the nomination form.

B. Institutional statement of support (2 pages maximum)

The statement from the home institution should endorse the nomination, with specific reference to the selection criteria, including selection criterion 4. In addition, the statement should detail the direct and indirect support that the institution will provide during the fellowship. Similar statements of support are required from all participating institutions if the proposed fellowship activities include extensive involvement with institutions other than the nominee's institution.

This statement should be provided and signed by the Dean (or equivalent).

C. Written statement from nominee (2 pages maximum)

A written statement addressing selection criteria 1, 2 and 3.

ACDS Teaching Fellowship nominees should include a description of previous and current activities and roles that demonstrate a record of leadership and influence in learning and teaching in higher education, and highlight the leadership and innovative and creative aspects of the proposal.

ACDS Fellowship nominees should include a description of their record and capacity for influence on teaching and learning in their discipline.

D. Description of proposed fellowship rationale, activities, outputs and impact (6 pages maximum)

The description must include: a discussion of the issue to be addressed; rationale and readiness for the fellowship; a plan of activities to address this issue; an approach to identifying and involving other scholars in the field; the strategy for profile-building and dissemination; the intended outputs from the fellowship, including a strategy for embedding these outputs and achieving impact; an outline of the evaluation; and a detailed timeline of activities and milestones, including an explanation of any concurrent academic activities for the period of the fellowship.

The nomination form prompts for a brief fellowship objective statement, fellowship deliverables (outputs and resources produces), within a table or as a list, and a timeline of activities and milestones, within a table or as a list. These are elements of the description and discussion. For successful nominees, these elements are used by the OLT to produce documentation to formally establish the fellowship.

E. Budget and justification

Each nomination must include an itemised budget that provides a detailed costing for all components of the fellowship expenditure. The budget should justify proposed expenditure in relation to the fellowship activities and outputs. Amounts should be exclusive of GST.

The budget should be based on the table presented in the pro forma provided.

The funding may not be used for:

- building works (including the purchase, construction, lease, renovation or fit out of premises)
- purchase of motor vehicles
- purchase of assets unless in exceptional circumstances specifically agreed to by the ACDS in approving the funding (this restriction would normally include computers, small digital devices etc. which should be provided by the institution as a contribution to the fellowship)
- travel which is not directly related to achieving the outcomes of the fellowship
- general recurrent funding.

F. Curriculum vitae (5 pages maximum)

Nominees are asked to provide a 300-word biography.

Nominees should also include their curriculum vitae with all relevant career achievements, particularly those emphasising the scholarship and leadership they have shown in advancing learning and teaching in their area of expertise.

G. Three references

Nominees are required to attach written references from three scholars recognised for their contribution to learning and teaching in higher education and/or in a relevant field or discipline. The references should support the proposed fellowship activities and the capacity and capability of the nominee to conduct these successfully within the specified timeframe, in order to achieve the planned impact. Nominees should not act as referees for other nominees. All references must be signed by the referee; references that include an electronic signature are acceptable.

H. Photograph

Nominees are asked to provide a high-quality digital photograph, and permission to use this photograph.

Lodgement and processing

One PDF document including parts A to H, clearly labelled with the name of the nominee and the institution (e.g. *LASTNAME Firstname Univeristy*), must be submitted.

The documentation should be prepared in A4 layout using Calibri or Arial in no less than 11 point type. A narrow font should not be used. The left margin should be at least 2.5 cm deep.

The PDF should be emailed to acds-tlcc@deakin.edu.au by 5 pm (AEDT/AEST) on 29 January 2019.

Receipt of all nominations will be acknowledged by email to the institutional contact officer. If the contact officer does not receive an email within a week after submission, the officer should contact the ACDS by email: acds-tlcc@deakin.edu.au.