

The USQ Teaching Academy – Guidelines for Practice

Purpose

The USQ Teaching Academy celebrates excellence in learning and teaching at USQ through:

- acknowledging good practice;
- profiling USQ success in learning and teaching;
- facilitating learning and teaching scholarship;
- collegiality and knowledge sharing;
- providing leadership opportunities;
- engaging in ongoing professional learning and reflective practice;
- enhancing university-wide participation in learning and teaching initiatives; and
- providing opportunities for international networking and community engagement.

Organisation

- The USQ Teaching Academy will be organised by the Learning and Teaching Support Unit (LTSU) under the auspices of USQ's Pro Vice-Chancellor (Learning & Teaching).
- New members will be presented with a certificate by the Vice-Chancellor at an annual Teaching Academy event.
- Academy activities will be integrated with USQ learning and teaching events including Induction, Learning and Teaching Week, the Learning and Teaching Visiting Scholar Program and University-wide opportunities as appropriate.
- There will be a minimum of two special Academy events each year:
 1. The Vice-Chancellor's ceremony, at which new members will be admitted to the Academy, and,
 2. USQ Council Reception.
- Other annual Academy events might include Learning and Teaching Week and mentor professional development.

Membership

- Membership invitations must be supported by the Associate Dean (Learning & Teaching) on the advice of the Faculty Executive or Head of non-academic department, where appropriate.
- To be eligible for membership, an individual must be a current USQ employee or a Teaching Adjunct to the University who meets one of the below criteria. In the case of a team membership, the team must be currently recognised as a department/section of the University.
- Membership will be by invitation only based on the following criteria:
 - successful nominees for USQ and Australian Learning & Teaching Council teaching awards, citations and fellowships within the last three calendar years;
 - all Australian Learning & Teaching Council grant recipients within the last three calendar years when USQ is the lead institution;
 - individuals who are able to provide an evidence based portfolio and nominated by at least two current members of the Academy, approved by the Teaching Academy Board
- Membership shall be for a three year term which may be re-instated at the expiry of the term based on portfolio evidence.

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- When employment at USQ ceases, Academy members will be eligible for consideration to become a Teaching Academy Adjunct.
- All people nominated at the time should be individuals. Where a team, each individual will be invited to be a member of the Academy.

Criteria for Teaching Excellence

- "Teaching excellence" is demonstrated by ongoing teaching excellence and leadership through evidence of learning and teaching recognition, initiatives, grants, outstanding SELTS data, learning and teaching scholarship and publications, contributions to learning and teaching at USQ, national and international learning and teaching events, and consistent innovative practice that is shared and acknowledged amongst peers. This may be assessed by the Academy Board in consultation with the relevant faculty Associate Dean (Learning & Teaching).

Teaching Academy Adjuncts

- Teaching Academy Adjuncts may be:
 - individuals who were previously employed by the institution and have received a USQ learning and teaching award or fellowship;
 - individuals who were previously employed by the institution and during that time received an ALTC teaching award or grant;
 - individuals who are able to provide an evidence based portfolio and nominated by at least two current members of the Academy, approved by the Teaching Academy Board
- Teaching Academy Adjuncts must commit to the enhancement of learning and teaching at USQ and make an ongoing enhancement to learning and teaching at USQ.

Governance

The general operation of the Academy is overseen by the Academy Board comprised of:

- Chair, Pro Vice-Chancellor (Learning and Teaching)
- Five (5) elected members, for a term of office for up to three years and a gradual renewal process

The Academy Board will have the following responsibilities:

- meet as required;
- manage admission and exit of members to the Academy;
- facilitate participation in the Institutional Selection Panel for ALTC citations and awards
- develop and implement Academy activities.

The Academy Chair will have the following responsibilities:

- leadership in achieving the purposes of the Academy;
- removal of a member of the Board if there is evidence that they are in breach of Academy Values; and,
- oversight of the activities of the Academy.

The Academy Board will govern in accordance with the following principles:

- procedural fairness;
- commitment to the Academy's Values;
- majority decision; and,
- appointment of a replacement in the event that a member is unable to continue with Board duties.

Academy Values

Membership invitations must be supported by the Associate Dean (Learning & Teaching) on the advice of the Faculty Executive or Head of non-academic department, where appropriate. It is assumed that upon accepting

the invitation to the Academy that members commit to the Academy's values. Breach of the Academy's values may result in termination of membership.

Members will:

1. commit to the values inherent in the University's Mission;
2. maintain excellence in academic standards;
3. continue to strive for excellence and promote learning and teaching enhancement;
4. maintain good standing and good character within the academic community;
5. foster lifelong learning for self, peers and students;
6. commit to the University's Code of Conduct for employees;
7. encourage and nurture innovative practice;
8. embrace and promote inclusive teaching delivery and design.
9. Promote interest of the Teaching Academy

Opportunities and Benefits for Members

- Collegiality through a community of practice
- Group determined professional development
- Special invitations to USQ learning and teaching events
- Public recognition for teaching excellence
- Access to a network that will support continued enhancement of teaching excellence
- Capacity-building for learning and teaching scholarship
- Contribution to track record in learning and teaching
- Evidence of success when applying for promotion and learning and teaching awards and grants
- Opportunities to develop leadership skills
- Opportunities to support and contribute to the implementation of USQ's learning and teaching policies, plans, procedures and standards
- Opportunities to support peers and raise USQ's learning and teaching profile through:
 - mentoring applications for learning and teaching grants, citations, awards and fellowships;
 - fostering the development of learning and teaching scholarship at USQ;
 - facilitating University-wide dissemination of innovative ideas;
 - facilitating cross-faculty dissemination of good teaching practice; and
 - peer review of pedagogical publications.