GRiffith learning and teaching academy

terms of reference

context
In line with many other universities, Griffith University seeks to establish an institutional academy or college of learning and teaching. While academies vary in membership and approach they generally seek to fulfil two primary purposes:

- Providing ongoing institutional recognition for exemplary learning and teaching practice, and thus, further enhancing the profile of learning and teaching within the institution.
- Providing a mechanism to utilise the expertise of exemplary educators in the process of quality enhancement and practice innovation in learning and teaching.

academy goals
The Griffith Learning and Teaching Academy (GLTA) aims to:

- Provide strategic oversight of processes to recognise the achievements and contributions of exemplary Griffith educators including Higher Education Academy Fellowships, institutional learning and teaching awards, and support for national award applicants
- Promote the scholarship of learning and teaching at Griffith. Encourage and enhance leadership in learning and teaching at Griffith. Advance staff professional learning by utilising the recognised expertise of exemplary Griffith educators
- Contribute to the dissemination of scholarly and innovative learning and teaching practice at Griffith.

academy culture
The Academy is based on a collegial ethos and provides members with rich opportunities for networking, leadership and mentoring, practice sharing, collaboration, career development and a community for strategic conversations about issues and opportunities in learning and teaching.

The Academy works to be visible and accessible across the Griffith community and seeks to inspire and empower colleagues to initiate positive change that embeds quality and fosters ongoing innovation.

The Academy is intentionally inclusive and seeks to progressively increase and diversify its membership profile across the Griffith learning and teaching community.

The Academy values and promotes an evidence-based approach to learning and teaching.

The Academy works in complementary partnership with a range of professional and academic roles, functions and elements.

academy membership
Membership of the Griffith Academy will be managed through an annual process of application by the Deputy Vice Chancellor (Academic). There are three levels of Academy Membership:
**Senior Fellow:**
This category of membership reflects significant and sustained achievements and contributions to learning and teaching and an ongoing commitment to leading excellence and innovation. Invitations for Senior Fellowship will be extended to staff, who in the last five years have been recipients of:

- AAUT national Individual Teaching Excellence Awards
- AAUT national Team/Program Awards (Team Leader)
- OLT Fellows and Discipline Scholars
- AAUT National Citations (Individual or Team Leader)
- Vice Chancellor’s Griffith University Teacher of the Year Awards
- Higher Education Academy Senior Fellows and Principal Fellows
- Deans and Deputy Deans (Learning and Teaching)
- Other forms of significant and sustained leadership, achievement or contribution deemed to warrant Senior Fellowship standing of the Academy as determined by the DVC (A).

**Fellow:**
This category of membership reflects recognised sustained achievements and contributions to learning and teaching, ongoing engagement in innovative practice and commitment to developing as a leader of learning and teaching. Invitations for Fellowship will be extended to staff, who in the last five years have been recipients of:

- Griffith Awards for Excellence in Teaching (GAET) (Individual or Team Leader)
- Higher Education Academy Fellows
- Deputy Head, Learning and Teaching from each School (or equivalent position)
- Other forms of sustained achievements or contribution deemed to warrant Fellowship of the Academy as determined by the DVC (A).

**Associate Fellow:**
This category of membership reflects developing achievements and contemporary contributions to learning and teaching. Invitations for Associate Fellowship will be extended to staff, who in the last five years have been recipients of:

- Griffith Group Citations
- AAUT national Team/Program Awards and Citations (Team Members)
- Griffith Awards for Excellence in Teaching (GAET) (Team Members)
- Associate Fellows of the Higher Education Academy
- Other forms of innovation, excellence or contribution deemed to warrant Associate Fellowship of the Academy as determined by the DVC (A)
Membership Processes

Expectations of Activity Fellowships are awarded for an initial three-year term. A condition of membership is that Academy members continue to demonstrate active contribution to and leadership in learning and teaching. Fellowships may be renewed on the recommendation of the GLTA Steering Committee, and approved by the DVC (A). Renewal of fellowships will be granted to fellows who continue to demonstrate exemplary contributions to learning and teaching during their previous term of fellowship.

Reviews and Appeals Staff will be invited to join the Academy at a level of membership based on the above criteria. In the rare case that a staff member considers that their achievements warrant a more senior level of membership based on other forms of innovation, excellence or contribution then a proposal outlining their claims can be made to the Academy Chair who will make a recommendation to the DVC (A) for final decision.

ACADEMY MEMBERS ROLES

Members are expected to actively contribute to advancing learning and teaching excellence and innovation at Griffith by:

- Undertaking leadership roles or functions (e.g., strategic projects, leading innovation, working parties, committees) which advance learning and teaching and student success at Griffith
- Contributing to, and where appropriate, leading Communities of Practice or Special Interest Groups relevant to their areas of expertise or interest
- Acting as change leaders and champions in their areas of influence, interest or activity
- Mentoring colleagues (e.g., supporting new academic staff, advising grant, award and fellowship applicants, career advice and development)
- Contributing to professional learning activities (e.g. peer enhancement of teaching, courses or assessment, conducting workshops/seminars, coaching colleagues, developing and evaluating resources)
- Undertaking educational research, evaluation or the scholarship of learning and teaching, and disseminating findings

Systematic training will be available for to Academy Members by Learning Futures to enable them to undertake strategic activities (e.g., peer observation, assessing evidence of capability).

ACADEMY ADMINISTRATION

The Griffith Learning and Teaching Academy is managed by an Academy Steering Committee.

Each Academic Group will establish a Group Chapter of the Academy to facilitate local contribution and capacity building. Each Group Chapter is coordinated by a Group Chair working in partnership with the relevant Dean (Learning and Teaching).

The Academy sponsors whole-of-university Special Interest Groups to advance the strategic agendas of the University or facilitate the collaboration of members in areas of shared interest.
The Academy actively partners with University elements (e.g., Learning Futures, Library and Learning Services) to provide aligned, complementary and co-badged activities.

Administrative and organisational support will be provided to the Academy by Learning Futures.

Academy Steering Committee

- The GLTA will be led by an Academy Chair appointed by the DVC (A) for a two-year term. The Chair will also be appointed to the University Learning and Teaching Committee.

- The GLTA Steering Committee will administer and oversee the effective functioning of the Academy and coordinate the activities of Group Chapters.

- Consistent with a collegial approach to functioning, the GLTA Steering Committee will operate with a distributed leadership model with Portfolio Coordinators (members of the Steering Committee) taking responsibility for coordinating strategic areas of Academy activity. The number, focus and management of Portfolios (e.g., recognition of excellence, professional learning, scholarship, etc.) will be determined by the Steering Committee and approved by Learning and Teaching Committee. Committee and/or Academy members may be co-opted as members of Portfolio Working Groups.

- The Steering Committee will coordinate an annual planning process, in consultation with the DVC (A) and the University Learning and Teaching Committee, to develop an annual program of University-level and Group-level activities.
• Membership of the GLTA Steering Committee will comprise
  Academy Chair (appointed by the DVC (A) for a two-year term)
  Academic Group Chairs x 4 (nominated by the Dean (Learning and Teaching) in each Group)
  Senior Fellows x 1 from each Academic Group (nominated by the Dean (Learning and Teaching in each Group)
  Dean (Learning Futures) Ex Officio
  Student Representatives

Present with rights of audience and debate
The Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Committee, or to participate in debate on particular matters.

Terms of Office
Members shall be appointed for a term of office of two years, up to 31 December of the relevant anniversary year. Such appointments shall be renewable, but not normally for more than two successive terms.

Secretary
Administrative support and a Secretary for the Academy will be provided by Learning Futures. The Secretary shall have rights of audience and debate.

Meetings
The GLTA Steering Committee will meet at least 5 times per annum.

Group Chapters
Group Chapters of the Academy will be led by a Chapter Chair appointed by the Dean (Learning and Teaching).

The activities of Group Chapters will be coordinated by a GLTA Group Committee. An annual program of activities will be coordinated by each Group Committee, in consultation with the Steering Committee.

Membership of each Group Committee will be comprised of the Chair, the Dean (Learning and Teaching) and a representative cross-section of Senior Fellows, Fellows and Associate Fellows from the relevant academic Group.

ADMINISTRATION
Administrative support for the Academy will be provided by Learning Futures.

The Academy will provide an annual report on its activities to the Learning and Teaching Committee.

The Deputy Vice Chancellor (Academic) will review the Academy triannually

SPONSORSHIP
The organisational sponsor is the Vice Chancellor and President.