

CAULLT Learning and Teaching Leaders Development Fund Guidelines

Grant: up to \$5,000

The purpose of this fund is to provide financial support for activities that contribute to the leadership development of a nominee who is a CAULLT representative for their institution.

The fund can be used to undertake activities, investigations and professional learning related to the knowledge, skill and capabilities required of a learning and teaching leader. These may include leadership development in the domains of:

- Shaping the strategic vision: innovation, strategy and policy development of learning and teaching.
- Inspiring and enabling excellence: assuring and enhancing the quality of learning and teaching as an institutional leader.
- Rewarding, recognising and developing teaching, including through distributed leadership models and working with students as partners.
- Promoting the scholarship of learning and teaching and learning and teaching leadership.
- Promoting strategies and developing processes to support wellbeing and mental health of staff and/or students.

The funds must be used for an activity that has a clear developmental aspect (i.e. it should help the learning and teaching leader gain a greater understanding of key issues or acquire skills that will assist in developing their role within their institution or the Higher Education sector.

The grant is an investment made by the Council of Australasian University Leaders in Learning and Teaching (CAULLT) in an individual learning and teaching leader to assist and enhance the roles of leaders in learning and teaching at member institutions. As such applicants for a grant, in addition to outlining their intended personal professional growth, are also required to frame their learning to describe the potential benefits and impact for fellow learning and teaching leaders. Hence, the grant should lead to an outcome that can be shared so other members can benefit from the individual's learning.

The outcomes of the grant may be shared in the form of:

- A written report for CAULLT,
- A presentation to a CAULLT conference,
- A publication,
- A shareable resource (webpage, guide, etc.),
- Other means as agreed with the CAULLT executive.

All grant outcomes must include the following acknowledgement:

This work was supported by a [insert year] CAULLT Learning and Teaching Leaders Development Fund grant. The views expressed in this publication do not necessarily reflect the views of the Council of Australasian University Leaders in Learning and Teaching (CAULLT). <https://www.caultt.edu.au/>

Applicants should address the following criteria in a **1-2 page application**.

- The amount sought,
- A description of the proposed activity and how undertaking this activity will aid in their development as a leader of learning and teaching (applicant should explicitly refer to the specific domains for which their knowledge and skills will be enhanced),
- A brief statement that specifies the anticipated learning,
- An outline of the expenditure of the funds with a brief justification,
- A clear statement regarding an outcome that will benefit the CAULLT community.

The grant money may be used for course fees, offset related travel expenses, research support and/or other project related costs.

The grant money **may not** be used to fund equipment purchases and incidentals that would reasonably be expected as provided by the applicant's employer institution, nor attendance at a CAULLT conference.

Eligibility

A participant is eligible to apply if:

- They are a nominated CAULLT representative for their institution but if not the principal nominee, a short endorsement from their principal nominee is necessary,
- Their institution is current in their paid membership,
- Preference will be given to applicants who have not previously received a grant from CAULLT,
- All grants are made at the discretion of the CAULLT executive committee.

Submission dates

Submissions will be invited through the *CAULLT Activity Report* twice a year in January and August.

Applications should be sent to the CAULLT Executive by emailing secretariat@caullt.edu.au

Applicants will be informed of the outcome of their application prior to next CAULLT conference following the date of their submission:

- January call notified in March/April,
- August call notified in October/November.

Successful applicants will be announced at the CAULLT conferences.