

Version control:

Date	Version
7/02/20	Draft one for SEC endorsement on 10/2/20
15/05/20	Draft two for SEC endorsement – policy softened to adopt a guideline approach.
07/10/20	Draft three for SEC endorsement
19/11/20	Endorsed by SEC and SPH T&L Committee
10/2/21	Draft four for SEC endorsement
12/2/21	Final Draft for SEC approval on 22/2/21
21/6/21	Cover-note template & wording referring to it added

Principles for Using Research Funding to Buy-in Support for Teaching (Teaching Buy-in) School of Public Health, UQ

1.0 Purpose of this document

The purpose of this document is to ensure buy-in of teaching support is managed in a consistent, transparent and equitable way in the School of Public Health. It should be used by School of Public Health staff to inform discussions with their supervisor around how research (or other) funding can be used to assist them to garner further time for research while fulfilling teaching commitments and ensuring teaching quality. For T&R Academics, the optimal buy-in scenario is one in which the academic maintains involvement with teaching activities and responsibility for the quality of teaching, including mentorship/supervision of staff supporting the teaching and continuing course development.

2.0 Decision-making regarding teaching support buy-in

Approval of teaching support buy-in rests with the Head of School and will be made according to the principles in this document, and in consultation with the School Executive Committee.

3.1 Principles that underpin this policy

- **Quality of Research** – Our school aims to ensure the conduct of high-quality and impactful research.
- **Quality of Teaching** – Our school aims to provide a high-quality learning experience for our students. This includes ensuring continuity of teaching in courses and programs.
- **Funding** – Funding used to buy-in teaching support belongs to the School, with the School making the decision about its allocation, including the type of support and the academic or professional staff providing it. The funding required will be based on the cost of an academic staff member employed to teach one course per semester (i.e. 0.4 FTE of Level B for 1 semester). Thus, a full year buy out would require 0.4 FTE of a Level B for a year. This will ensure that the School is able to offer a meaningful appointment to the person bought in for teaching. This amount can be varied at the discretion of the Head of School.

4.1 Who can buy-in support for teaching?

T&R Academics who are successful in fellowship schemes where funding guidelines limit the time spent on non-research activities will automatically be granted an exemption from course coordination responsibilities for the duration of the fellowship. They will normally have a contract variation to a Research-focused position, with their fellowship funding freeing up operational funding for SPH to use to cover their teaching. Fellows are expected to contribute to guest lectures and other appropriate involvement in the teaching program as the scheme guidelines allow. Exemplar schemes include: ARC Laureate, Future Fellowships and DECRA, NHMRC Investigator.

T&R academics who have sufficient funding related to leadership of a large and complex research program are also eligible to apply. Exemplars include NHMRC CREs and Synergy grants, or other large scale, multi-year awards, generally in excess of \$2m.

4.1 Procedure for negotiating teaching support buy-in

Step 1. At the point of application to schemes where buy-in of teaching support will be required (ie, fellowships as above) or desired, academics are required to discuss their intent with their Division Head.

Step 2. Applicants will also work with the RDO at the time of application to be sure that the scheme allows for the use of funds for teaching support/investigator salary, and to determine, with the help of the School Manager, what budget is needed for teaching support. This will be done as the RDO is reviewing the budget and Funding Application Coversheet prior to sending it for Head of School approval.

It is necessary to advise of the intent to buy in teaching support at the time of application, as there will be some cases where a decision is taken to change the course coordination of a particular course to a different experienced T&R academic, rather than potentially buying in an inexperienced teacher. The School may need this additional lead time to plan effectively. This will also ensure a decision can be taken to provide certainty to the academic prior to submitting the grant application.

In cases where the funding is to be held at another institution (i.e. there is no funding application via UQ), the academic should work with the RDO and School Manager as above, and submit an application for teaching buy-in, as below.

Step 3. An application for teaching buy-in will take the form of a brief cover-note (attached), outlining the funding scheme, the available funding for and intended duration of teaching buy-in, and the rationale for buying in support. The application will be submitted by the RDO, with the accompanying Funding Application Coversheet and supporting documentation, to the HOS for approval. In complex cases, the SEC will be engaged in making the decision.

Request for Teaching Buy-in

Name of Applicant _____

Position _____ Pay level & Step _____ / _____

Are you:

- Submitting a funding application via SPH
- Submitting a funding application via UQ but not through School of Public Health
- Submitting a funding application outside UQ
- Not submitting a funding application at this time (complete other funding source below)

If Submitting a Funding Application, please provide detail

Funding body _____ Funding Scheme _____

Application Title _____ Application ID _____

Submission date _____ Years of funding _____

Funding the teaching buy-in will

Funds come from application being submitted **yes** **No**

Total Budget you are requesting \$ _____

Amount of funding UQ will retain \$ _____

Amount of funding available for teaching buy-in \$ _____

Other funding sources **Yes** **No**
Details

What is the duration of the buy-in period you are requesting? _____

Indicate the Semester/s and year/s you are requesting Buy-in for

Semester 1	Semester 2	year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year
<input type="checkbox"/>	<input type="checkbox"/>	Choose year

Signature _____

Date _____

Please attach the following

- FAC (for HOS sign-off)
- Funding application (supporting documentation)
- Funding application budget (supporting documentation)

You have now completed this form, please sign and forward to SPH RDO (Cathy Swart) on med.research.SPH@uq.edu.au

SPH Executive use only

The 'scheme' allows for funds to be used for Teaching buy-in **Yes** **No** **N/A** *confirmed* RDO RDM

The alternative source for buy-in funds is acceptable **Yes** **No** **N/A**

This request will require Executive Committee discussion **Yes** **No**

Head of School Decision Buy-in Approved Buy in Not Approved

Comments: _____

The applicant been informed of request outcome **Yes** **No** (if yes, date informed _____)

Return form to SPH RDO (Cathy Swart) med.research.SPH@uq.edu.au for records management.