

# Adapted for Curtin Sarawak Malaysia

## Teaching Performance Index

### Information and Guidelines 2009

Participation in this reward and recognition scheme is voluntary.

#### Aims of the Teaching Performance Index (TPI)

The Teaching Performance Index aims to recognise and reward the efforts of teaching staff.

It particularly aims to:

- Improve the overall quality of teaching and learning, particularly in undergraduate courses with large enrolments (see Curtin Strategic Plan: Strategic Focus 2: *Focus on high-quality courses in areas of strength*);
- Foster a culture of excellence that rewards exemplary teaching and learning (see Curtin Strategic Plan: Strategic Focus 1: *Develop a culture of excellence and innovation*, and Teaching and Learning Enabling Plan 2009-2013, 1.2: *Optimise performance and innovation*);
- Support the scholarship that informs teaching and learning (see Curtin Strategic Plan: Strategic Focus 1: *Develop a culture of excellence and innovation*, and Teaching and Learning Enabling Plan 2009-2013, 2.2; *Strengthen teaching quality*).

#### Design of the TPI<sup>1</sup>

The scheme is modelled on the Curtin Research Performance Index (RPI). It is acknowledged that:

- measuring good teaching and learning is complex;
- the TPI indicators are, at best, proxies for teaching quality;

## Application Guidelines

### Eligibility

A claim can be made under the category:

- **Individual:** Full-time, part-time and sessional staff who are actively involved in teaching and learning related activities.

You may only make claims for activities occurring within the calendar year preceding the submission deadline (i.e. claims made in 2009 can only refer to activities supported by data that became available in 2008). Retrospective claims will not be accepted.

You may only make claims in either the TPI or the RPI (i.e. you cannot make claims for the same activities from the TPI where a like claim has been rewarded through RPI). Where there is potential overlap between TPI and RPI, you must always claim for RPI in preference to TPI to ensure Curtin receives the maximum benefit from National Research Funding.

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<sup>1</sup> The design of this tool draws from a tool designed by the OTL at Curtin University of Technology.

## Evidence

Where required, you must provide sufficient information to demonstrate that each claim meets the criteria for the item. Sections requiring evidence for 2009 are: Items 4, 5, 6 and 7. Compile the evidence in a clearly labelled and ordered appendix attached to the hard copy application. The labels and order should match the Section Claims.

## Submissions

The TPI is an online system which integrates with other Curtin databases, such as eVALUate. When you have completed your online submission, an *Application Claim Form* will be generated; this is the summary of your claims that you can download as a PDF file (which can be viewed using Adobe Reader).

### How to submit:

1. Complete the submission online at [www.tpi.edu.my](http://www.tpi.edu.my)
2. Download the *Application Claim Form*.
3. Collect the required evidence to demonstrate that each claim meets the criteria for each claimable item. Evidence should be compiled in a clearly labelled and ordered Appendix. The labels and order should match the Section Claims.
4. Send one copy of the completed *Application Claim Form* and Appendix containing all required evidence to: Dean, The Learning Centre, Hornbill Precinct, Curtin Sarawak Malaysia.

**When to submit:** Applications can be submitted between 05 Nov 2009 and 20 Nov 2009.

### Further information and assistance

If you need further help in completing your submission, use the help links in the online system. For further help, please contact The Learning Centre (TPI Claims Officer on 443866 or on [learningsupport@curtin.edu.my](mailto:learningsupport@curtin.edu.my) ).

For TPI feedback you may also contact Dean, The Learning Centre.

## Access to TPI funds

### Individual claims:

Individuals should consult with their Head of School as to how their funds are to be stored and accessed.

## SECTION A: INDIVIDUAL CLAIMS

### 1. Claimant Information

At this first step, you will be required to give and verify your details before proceeding to the next page.

### 2. Participation in eVALUate Teaching Survey evaluations

Individual teachers can claim points for each Teaching Evaluation Report (TER), which exceeds the university minimum requirement of 1 per annum and has

- at least 10 student responses

No	Claim Item	Points
A1	Teaching Evaluation Report (TER)	5 points for each TER exceeding 1 per annum, to a maximum of seven (7) claims per annum.

### 3. High percentage agreement with all items in the eVALUate Teaching Survey.

Points may be claimed for each Teaching Evaluation Report (TER) which has:

- at least 80% agreement for all seven quantitative items and
- at least 10 student responses in the eVALUate TER

No	Claim Item	Points
B1	≥ 80 per cent in all targeted items	10 points for each TER

### 4. Responding to student feedback in the eVALUate Unit Summary Report (USR). (See <http://evaluate.curtin.edu.au/> for more information.)

A Unit Coordinator can claim points for providing a response in an eVALUate USR where there are

- at least 20 enrolments and
- at least 10 responses in the unit.
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No	Claim Item	Evidence	Points
C1	Units for which USR is published with a response	Evidence: Copy of USR as published in Unit Outline. FUR for units.	10 points for each USR

### 5. Research Supervision – Higher Degree by research supervision (Note that completions are rewarded in the RPI). Only the primary Supervisor can claim in this section (not the Co-supervisor or the Associate Supervisor).

No	Claim Item	Evidence	Points
D1	Primary supervision of Honours, Coursework Masters and/or Research Masters degree	Evidence: Copy of research Student Profile from Student One <b>OR (if this is not available)</b> Evidence of supervision workload verified by Head of School or Dean of Teaching and Learning and/or Dean of Research	5 points for each student
D2	Primary supervision of Doctoral degree	Evidence: Copy of research Student Profile from Student One <b>OR (if this is not available)</b> Evidence of supervision workload verified by Head of School and/or Dean of Research and Development	10 points for each student

## 6. Application and/or success in Teaching Awards and ALTC Grants and Fellowships.

### 6.1 Teaching Awards

No	Claim item	Application successful	Application unsuccessful
E1	Curtin Citation for Outstanding Contribution to Student Learning	50	15
E2	Curtin Award for Program that Enhances Learning	100	25
E3	Curtin Award for Teaching Excellence	100	25
E4	ALTC Citation for Outstanding Contribution to Student Learning	100	25
E5	ALTC Award for Program that Enhances Learning	200	50
E6	ALTC Award for Teaching Excellence	200	50

- Where applicants apply for Teaching Awards more than once (e.g. re-applying in subsequent years), applications must be updated/re-developed to qualify. It is the responsibility of the applicant to demonstrate this difference as part of their evidence with confirmation from The Learning Centre.
- Where an individual is a member of a team, points are shared equally between Curtin Sarawak staff.

### 6.2 Australian Learning and Teaching Council (ALTC) Grants and Fellowships

(Items claimed must not also be eligible for RPI). The claim relates to the year of notification of success or non-success.

No	Claim item	Application successful	Application unsuccessful
F1	ALTC Fellowship	200	50
F2	Expression of Interest (EOI) for ALTC Grant where Curtin is the lead institution	0*	25
F3	Full Proposal for ALTC Grant where Curtin is the lead institution	200	50
F4	Full Proposal for ALTC Grant where Curtin is NOT the lead institution	50	0

\*Successful applicants of an EOI should claim under Section 4c upon notification of success or non-success of the full proposal based on the successful EOI.

- Evidence of your application or proof of success will be required (e.g. Letter of notification from ALTC).
- Where an individual is a member of a team, points are shared equally between Curtin Sarawak staff.

## 7. Curriculum Resources and Scholarship in Teaching and Learning\*

### 7.1 Curriculum Resources\*

No	Item	Evidence	Points
G1	External publication of curriculum/course related text (digital or paper)	Evidence: Copy of title page of publication, proof of year of publication, copy of contents page, first page of publication and ISBN	100
G2	Chapter in an external publication of curriculum/course related text (digital or paper)	Evidence: Copy of title page, proof of year of publication, copy of contents page and first page of chapter and ISBN	50
G3	Other learning resources (excluding Blackboard materials, PowerPoint slides, lecture notes, unit guides, readers)*	Evidence: Proof of authorship, copy of title page of the resource, proof of year of publication, copy of contents page and ISBN or equivalent	50

\*Must be a significant piece of work as judged by Dean, Learning Centre.

- Self-published works will not normally count.
- Where an individual is one of multiple authors, points are shared equally between Curtin Sarawak authors.

### 7.2 Scholarship in Teaching and Learning

[Curtin Expectations for Academic Performance](#) indicates that in relation to effective teaching, “scholarship refers to research on, evaluation of or reflection on teaching and learning that results in improvement to practice.” (See Chapter 1 of *Teaching and Learning at Curtin 2009* for further information.)

This claim relates to scholarly work in teaching and learning with direct relevance to Higher Education. This may include presentations at a conference, forum or colloquium, or publications in scholarly or professional journals.

For the Teaching Performance Index a conference, forum or colloquium is defined as:

- one which is held under the auspices of a recognized state, national or international cultural, scientific, technological, engineering, educational or government body, or
- one which is organized by a state, national or international society which conducts a stream of conferences, for a or colloquia e.g. annual conference.

	Item	Evidence	Points
H1	Accepted abstract	Abstract and link to conference program showing contribution	10
H2	Refereed conference paper not claimed in RPI	Acceptance notification, copy of paper and link to conference program showing contribution	30
H3	Keynote speaker	Letter of invitation and link to conference program showing contribution	50
H4	Refereed papers not claimed under RPI published in scholarly or professional journals	Copy of ISJN page, proof of year of publication, title page of paper, contents page or URL as appropriate	50
H5	Editorship of scholarly or professional journals/publications or conference proceedings not claimed in RPI	Copy of title page of publication, proof of year of publication, copy of contents page, page containing list of editor/s Only the major editor/s may claim points	100
H6	Publication of a chapter in a book not already claimed under RPI	Evidence: Copy of title page of publication, proof of year of publication, copy of contents page, first page of publication and ISBN	50
H7	Publication of a book or report of national significance not already claimed under RPI	Evidence: Copy of title page, proof of year of publication, copy of contents page and first page of chapter and ISBN	150

### 7.3 Professional Development

	Item	Evidence	Points
11	Completion of all 8 modules of the <i>Foundations of Learning and Teaching at Curtin</i> programme	Nil required	50
12	Completion of <i>Academic Leadership for Course Coordinators Programme</i>	Nil required	50
13	Completion of course of study in 2008 relevant to teaching in higher education	Graduate Certificate of Tertiary Teaching, (or similar) in 2008. Evidence: Copy of transcript	150

### 8. Preview and Confirm Claim

On this page you will have the opportunity to preview and edit your claim before making the submission.

### 9. Submission Confirmation

This is the last step for the TPI individual submission claim. Here you will be given confirmation that you have completed the submission process successfully and you will be able to download your claim as a PDF document.