

Date: August 2007

Updated: July 2013

### TOPIC: 5.9 Margaret Myers Teaching Fellowship

#### Rationale

Two Margaret Myers Teaching Fellowships will be awarded annually by the Selection Committee, comprising of the Headmaster, Deputy Headmaster and the Director of Human Resources, to be announced at an appropriately designated time.

#### Purpose

1. To highlight the importance and value of top quality teaching and educational leadership.
2. It is the intention of the Fellowship to provide for the recipient to undergo a course of study, either formally or informally, which is relevant to their subject area or area of responsibility.

#### Guidelines

##### 1. Applications

- 1.1 Academic staff are invited to apply for a Margaret Myers Teaching Fellowship.
- 1.2 Applications should be submitted in writing to the Headmaster before the end of term two each year.
- 1.3 Applications should include the following:
  - i. The aims of their proposed study.
  - ii. The benefits it would bring to themselves and the college
  - iii. A proposed itinerary and draft budget.
- 1.4 Recipients will be announced by the Headmaster at an appropriately designated time.

##### 2. Timing

The Fellowships should, where possible, be undertaken at a time causing least interruption to the students and the College.

3. An additional function of a Fellowship would be to bring outstanding professors or teachers, educators and other experts in related areas to the College itself, to conduct seminars, lectures or workshops for Staff, students and the wider King's community.
  - 3.1 It could take the form of, for example, an artist, a scientist or a writer in residence for a short term duration, depending on the funds available.
4. The Staff Fellowships will be worth up to \$30,000 each per annum, depending on the return on the capital invested. It is envisaged that the Fellowships will be of four weeks duration, but could be for a longer period.
5. On return from the Fellowship, the Fellows will be expected to give a presentation on their experiences and conclusions, to be open to all staff and, if appropriate, students and the community.

##### 6. Teacher Relief

- 6.1 Teacher relief should be covered internally from the College Staff.
- 6.2 If this is not possible due to workload issues, relief may be sourced externally.
- 6.3 Payment for teacher relief will be at the usual rate for relieving teachers.
- 6.4 Payment will come from the \$30,000 Fellowship allocation.
- 6.5 There will not be any payment for those who assume extra responsibility to cover for a staff member on a Fellowship; e.g. Deputy Housemaster or Deputy HOD.

##### 7. Expenses

- 7.1 Prior to departure, the recipient must prepare and submit a budget for all expenses to the Headmaster or Director of Human Resources.
- 7.2 The College will advance portions of the total amount as required to cover airfares, accommodation, other travel expenses booked in advance.
- 7.3 The recipient may have these initial expenses paid directly by the College.
- 7.4 The balance of the money will be advanced to the recipient prior to departure.
- 7.5 On return from the trip, receipts for major expenses must be submitted to the Director of Commercial Services.

8. Fellows would also be expected to submit a written report to the Headmaster and Mr Douglas Myers following their Fellowship.

##### 9. Continued Employment

- 9.1 It is expected that the recipient remains in employment at King's College for one year following their return, unless there are special circumstances, which may include promotion.