

## Graduate Certificate in University Teaching

### Applications for 2010

#### Frequently-asked questions

This document provides responses to some commonly asked questions regarding application for places in the Graduate Certificate of University Teaching (GCUT). It is provided for the information of prospective applicants and their departments/schools. *Please note that more comprehensive information about the course is available from the CSHE website, including details of the application process for the 2010 intake.*

[http://www.cshe.unimelb.edu.au/teaching\\_learning/gcut.html](http://www.cshe.unimelb.edu.au/teaching_learning/gcut.html)

#### 1. "What time commitment is necessary to complete the course?"

Most people take the course over two years, and therefore enrol in one subject per semester. The actual class hours and patterns vary by subject, from 10 hours to 33 hours in total class time. The amount of time spent on other activities for each subject is, of course, up to individuals. Assignments are designed to complement participants current University teaching involvement.

For an overview of each subject, including the teaching mode and class dates and times, download the draft schedule for 2010:

[http://www.cshe.unimelb.edu.au/teaching\\_learning/GCUTinfo\\_15Sept09.pdf](http://www.cshe.unimelb.edu.au/teaching_learning/GCUTinfo_15Sept09.pdf)

#### 2. "I have a full-time University appointment. Should I enrol over 1 or 2 years?"

Two years, definitely. The one-year option is only appropriate for people on part-time or sessional appointments, and who have the time for a study load which is essentially half a full-time University enrolment. Most people – including those on part-time appointments – take the course over two years.

#### 3. "I am *not* employed by the University of Melbourne? Can I apply?"

If you teach University of Melbourne students, have the support of your Head of Department/School, and your application is endorsed by the Dean of your Faculty, you are very welcome to apply. We recognise that many University affiliates make an important contribution to the University's teaching.

However, if you have little or no current involvement in teaching at the University of Melbourne, the course is not available to you.

#### 4. "Why does my Head of Department/School (HOD) need to provide a letter of support?"

The support of your HOD is important for two reasons. First, the recognition and practical support of your department will enhance your ability to engage in and enjoy the course, and therefore improve the overall outcomes for you. Second, the University is funding the course and the potential benefits to the University are, arguably, best identified by your HOD.

Note: you may choose to include other supporting documentation for the Selection Committee's consideration (e.g. if you consider that another University colleague is better placed to comment upon the value of your participation to the University's teaching). However, this is neither expected nor essential. Most applications include statements of support from the HOD only.

**5. “Why is the Dean’s signature important?”**

Your application needs to be signed by the Dean of your Faculty (or equivalent). Places in the course are limited and the University seeks to provide places to staff from each of the University’s Faculties. If there is a very high level of interest from one faculty, the relevant Dean needs to be aware of this and may be asked to comment on selection in terms of that Faculty’s particular priority areas.

*Please note that for staff in the various medical schools, your ‘Dean’ is the Dean of the Faculty of Medicine, Dentistry and Health Sciences, not the Clinical Dean of your school.*

**6. “The Dean doesn’t know me – does that matter?”**

No. Simply send your application to the Dean’s office. The University’s Deans are familiar with the course and the selection process.

**7. “What about course fees? Is there a cost to me, the Department or the Faculty?”**

No. The University, centrally, covers the cost of providing the course.

**8. “I am interested in the course, but ...” 1) “don’t meet the eligibility criteria”, or 2) “cannot commit the time required. What other options are available?”**

In 2010 we will be introducing a **short-course** covering the essentials of university teaching, including many of the topics covered in the first subject of the GCUT, *Effective University Teaching*. This short-course will also include a peer review of teaching component, and will therefore resemble another of the GCUT subjects, *Teaching in Practice*.

Planning for the short course is underway, and details regarding eligibility, application etc will be available by late November. These details will be made available on the CSHE website, and an announcement included in Staff News. You may also register your interest by emailing me (Kerri-Lee Harris, [k.harris@unimelb.edu.au](mailto:k.harris@unimelb.edu.au)). I will then send you an alert when further information is available.