

## Application for Exemption from Teaching @ University: FELO course



Academic Staff on probation are generally required to complete the CLPD's Teaching @ University course as a condition of tenure. The Deputy Vice-Chancellor and Vice-President (Academic) may grant an exemption from attendance/completion of this course, conditional on the Academic Staff member providing documentary evidence, acceptable to the University of Adelaide, of one of the following.

Either:

- completion of a postgraduate award in teaching; or
- an equivalent teaching development program offered within a faculty or school of the University of Adelaide or another University.  
Academic Staff granted tenure under equivalent development program provisions may be required to provide evidence of attendance at an *Introduction to MyUni* or demonstrate competence in the use of the MyUni system; or
- prior university teaching experience.  
A teaching portfolio and Student Experience of Learning and Teaching surveys will normally be required from staff claiming exemption on the basis of prior experience; evidence of at least four years experience as a university teacher and achievement as a teacher will normally be required; the teaching portfolio should include supporting material such as student evaluation, peer evaluation and evidence of scholarly work in teaching (publications, awards, teaching materials, activities conducted, changes implemented, leadership in curriculum and teaching development, etc.).

### (A) PERSONAL DETAILS (Please complete all personal details)

Family Name or Surname \_\_\_\_\_

Given Names \_\_\_\_\_

University of Adelaide Staff ID \_\_\_\_\_

Faculty \_\_\_\_\_

School \_\_\_\_\_

Department/Discipline \_\_\_\_\_

Position Title \_\_\_\_\_ Classification \_\_\_\_\_

Employment Status  Full-time  Part-time

Telephone (Work) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

OFFICE USE ONLY

**(B) GROUNDS FOR EXEMPTION**

completion of an undergraduate and/or postgraduate award in teaching, or development courses equivalent in requirements to the University's Teaching @ University: FELO course

Degree/Diploma \_\_\_\_\_

Institution \_\_\_\_\_

Length of Program \_\_\_\_\_ Year Completed \_\_\_\_\_

Degree/Diploma \_\_\_\_\_

Institution \_\_\_\_\_

Length of Program \_\_\_\_\_ Year Completed \_\_\_\_\_

Development Course \_\_\_\_\_

Institution \_\_\_\_\_

Date/s of course \_\_\_\_\_

Development Course \_\_\_\_\_

Institution \_\_\_\_\_

Date/s of course \_\_\_\_\_

Development Course \_\_\_\_\_

Institution \_\_\_\_\_

Date/s of course \_\_\_\_\_

**Note:** Please include a separate sheet for additional development courses.  
Please attach photocopies of academic transcripts.

**(C) TEACHING EXPERIENCE**

Please list current teaching responsibilities.

Current position \_\_\_\_\_ Starting Date \_\_\_\_\_

Details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any relevant teaching experience prior to your current position.

Institution \_\_\_\_\_

Position held \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Institution \_\_\_\_\_

Position held \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

Institution \_\_\_\_\_

Position held \_\_\_\_\_

Dates of employment \_\_\_\_\_ to \_\_\_\_\_

**Note:** Please include a separate sheet for additional teaching experience.



## Teaching at University: FELO, application for exemption

### (F) SCHOOL ENDORSEMENT

Applicants must have support and approval from the Head of School to be eligible for exemption.

I have read the attached documents and support this application for exemption from the Teaching @ University: FELO course.

#### Head of School/Department

School/Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### (G) APPLICANTS CHECKLIST

- All sections of the application form have been completed, and relevant questions have been answered in full.
- Photocopies of academic transcripts, formal awards, certificates, student evaluations and scholarly work appropriate to this application have been provided.
- Any additional documents that may be relevant for the processing of this application have been provided.
- The Declaration has been signed and dated.
- Head of School approval has been granted, signed and dated.

#### Please forward applications to the

Office of the Deputy Vice-Chancellor and Vice-President (Academic)  
UNIVERSITY OF ADELAIDE SA 5005  
AUSTRALIA

#### Centre for Learning and Professional Development

Level 2, Schulz Building, University of Adelaide SA 5005 Australia

TEL +61 8 8303 5771 • FAX +61 8 8303 3553 • EMAIL [clpd@adelaide.edu.au](mailto:clpd@adelaide.edu.au)