



RECRUITING EDUCATION SPECIALISTS

What is an Education Specialist?

An Education Specialist is a staff member who has agreed, in their employment contract, to engage in teaching and teaching related activities, for 61-90% of their workload. Actual workload allocations within the band are resolved through the Faculty/School workload model from time to time.

Are all Education Specialists part of the Adelaide Education Academy?

Refer <https://www.adelaide.edu.au/learning/teaching/academy/>

No staff member is automatically a member of the Adelaide Education Academy. Academics who are Education Specialists and who meet the teaching excellence criteria will be confirmed as full members or affiliate members, depending on eligibility.

May I recruit an Education Specialist through an open merit-based process?

An appointment to an Education Specialist (61-90% teaching and teaching related) position should be based on the candidate meeting teaching excellence criteria and may be advertised via the University of Adelaide jobs website and external job boards as required. Admittance to the Adelaide Education Academy is not guaranteed when appointing an Education Specialist position, but can occur contemporaneously, for continuing appointments, if the Academy itself is involved in the selection process appropriately (see below).

How should I approach advertising an Education Specialist position?

The following words should be included in the advertisement:

Continuing	<p>The academic workload associated with this Education Specialist position will include a commitment of 61% - 90% (including your scholarship) of your time to teaching and teaching related duties. Actual workload allocation within the band will be resolved from time to time through the Faculty/School workload model.</p> <p>The successful candidate for this continuing position may also be appointed to the Adelaide Education Academy, providing they meet the criteria for membership and can demonstrate evidence of excellence in teaching to the satisfaction of the Academy.</p>
Scholarly Teaching Fellow	<p>The academic workload associated with this Scholarly Teaching Fellow position will include a commitment of up to 75% of your time to teaching and teaching related duties.</p> <p>The successful candidate for this continuing position may subsequently be appointed an Affiliate Member of the Adelaide Education Academy, providing they meet the criteria for membership and can demonstrate evidence of excellence in teaching to the satisfaction of the Academy.</p>
Fixed Term (including Convertible Academic Employment Contracts)	<p>The academic workload associated with this Education Specialist position will include a commitment of 61% - 90% of your time to teaching and teaching related duties (including scholarship). Actual workload allocation within the band will be resolved through the Faculty/School workload model.</p> <p>The successful candidate for this fixed-term position may subsequently be appointed an Affiliate Member of the Adelaide Education Academy, providing they meet the criteria for membership and can demonstrate evidence of excellence in teaching to the satisfaction of the Academy.</p>

Can Education Specialists appointed on Convertible Academic Employment Contracts be appointed to the Adelaide Education Academy?

Staff employed on this contract type may be eligible for Affiliate membership, if they meet the teaching excellence criteria, and have at least 15 months remaining of their contract of employment when they apply for membership.

Are there specific selection criteria for an Education Specialist position?

Faculty role statements apply to these positions but as a general principle during the recruitment process candidates should describe their teaching philosophy and approach. They should also be able to explain their experience in relation to course and program development, including use of innovation and response to student feedback.

What recruitment and selection process do I need to follow to ensure that the successful applicant to a continuing Education Specialist position also becomes a member of the Adelaide Education Academy?

Contemporaneous admission to the Academy is reserved for staff being appointed to continuing positions, and full membership is only conferred if the appropriate process is followed to enable assessment of teaching excellence as part of the appointment process.

Prior to submitting an advertising request for a continuing Education Specialist position please contact the Director, Education Strategy and Teaching Excellence in the Division of Academic and Student Engagement, who will confer with the Deputy Vice-Chancellor (Academic) to nominate an appropriate member of the Academy to participate in the appointment panel. They will take responsibility for ensuring that the applicant meets Academy requirements.

In order for teaching excellence to be assessed, the candidate will need to address the following:

- Their teaching philosophy;
- Reasons for joining the Academy, including what they could contribute;
- Innovative practice they have engaged in;
- Their experience of leadership;
- Their scholarly practice, which may include using evidence-based approaches, integration or production of the scholarship of learning and teaching;
- Any professional recognition they have received for their teaching;
- Responses to student feedback; and
- Most importantly, evidence of teaching excellence.

Does the new staff member receive confirmation that they are a member of the Academy through the appointment process?

For appointment of staff to a continuing Education Specialist position, providing the nominee of the DVCA has participated in the appointment process, and endorsed the candidate's evidence of teaching excellence in accordance with the selection processes for the Academy, then the candidate may be offered the position and membership of the Academy contemporaneously.

If I have advertised and recruited for a position without including a member of the Adelaide Education Academy on the panel, can the candidate subsequently become a member of the Academy?

A staff member appointed to an Education Specialist positions (61-90% teaching and teaching related workload), whether appointed on a fixed term or continuing basis, may apply for membership of the Academy when expressions of interest are sought, usually in October of each year. Please contact the Director, Education Strategy and Teaching Excellence in the Division of Academic and Student Engagement for further information about this process.