

Plain Language Information Statement

CENTRE FOR LEARNING, INNOVATION AND PROFESSIONAL PRACTICE (CLIPP)

PROJECT TITLE:	Exploration of broad and human resource challenges experienced within central academic development units/learning and teaching centres and the impact on service provision
PRINCIPAL RESEARCHER:	Ms Tulsa Andrews, Lecturer, Learning and Teaching, Program Coordinator (CLIPP)
RESEARCHER:	Associate Professor Nina Fotinatos, Director, CLIPP (Centre for Learning Innovation and Professional Practice)

Dear Colleagues,

Thank you for taking the time to consider participating in this original research. You have been invited to consider taking part in this research given your leadership/management role within a central learning and teaching area/academic development unit and/or associated portfolio within a higher education institution.

Purpose of the research: The purpose of this research is to evaluate the lived relevant experience of senior managers and/or leaders from higher education providers primarily situated within central academic development units/learning and teaching centres and/or associated portfolio's relevant to broad and human resource management challenges.

What are staff being asked to do: Participants will be asked to engage with 2 methodologies: An anonymous survey and phone interview format.

1. **Methodology 1: Survey:** An open and closed Lime Survey will gather basic information regarding demographics, education background, academic experience, lived challenges and perceptions regarding team functions relevant to the participant's role. This survey will be completed in an anonymous manner. All data from this section will be presented by collective descriptive statistics and summary participant demographics. **If you are interested in partaking in a 10min survey, please read the entire Plain Language Information Sheet (PLIS) statement and <https://limesurveys.federation.edu.au/index.php/865738?lang=en>.**
2. **Methodology 2: Interviews:** You also have the opportunity to partake in a phone 30-40min interview with a research assistant. The purpose of the interview is to further explore your lived experiences relevant to this project area. Interview transcripts will be transcribed, checked with the participant and then coded for key themes relevant to the enquiry. Key themes will be presented to the higher education sector in relevant peer review learning and teaching scholarly domains. **If you are interested in participating in this phone 30-40min interview, please read the entire PLIS statement and reply to Tulsa Andrews t.andrews@federation.edu.au. Tulsa will contact you within 48 hours to arrange a phone interview time with a research assistant.**

Participation, consent and confidentiality

Participation is completely anonymous and voluntary. Information from completed survey will be collapsed in data sets and stored in a password-protected database to ensure confidentiality. Your participation in this study should only take between 40-50 minutes of your time (if you choose to partake in both parts - survey and interview). You may withdraw from participating at any time while undertaking either the survey or interview (or both). Interview transcripts will be de-identified and coded to ensure participant anonymity remains. All participants will have an opportunity to review their transcripts at the conclusion of the interview and prior to any thematic analysis through the enquiry.

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Benefits of this research

The benefits of partaking in this research to participants, is to gather relevant, timely and accurate information regarding human resource management challenges that are specific to academic development units and/or learning and teaching centres and/or associated portfolio's. This research will also provide avenues to distribute recommendations and sector-wide strategies in overcoming such challenges in an effort to better meet institutional expectations in academic professional development and student retention and success support.

Funding associated with the research

This research project is being funded by the Council of Australian Directors of Academic Development (CADAD) within the scope of *CADAD Director's Development Fund (Awarded November 2016)*.

Risks of partaking in this research

It is not anticipated that answering the survey or participating in the interview will cause any psychological or emotional distress. If however you feel that any of the questions in this survey or interview have caused you any distress, please contact the Federation University support services at the health centre (03) 5327 9477 or consider contacting the 24 hour counselling service Lifeline at phone number **131114** or via their website at <http://www.lifeline.org.au/>. For more information regarding these services visit [federation.edu.au/counselling](http://www.federation.edu.au/counselling). The sample size for this research project is estimated at approximately 20-40 staff across Australia. This sample size needs to be considered in context with the research outcomes.

This study has approval from the Human Research Ethics Committee of Federation University.

If you have any questions, or you would like further information regarding the project titled 'The impact of human resource management (HRM) challenges on the provision of effective institutional higher education learning and teaching support from central academic development units (ADU)' please contact the Principal Researcher, Tulsa Andrews from CLIPP.

PH: (03) 5327 9200

EMAIL: t.andrews@federation.edu.au

Should you (i.e. the participant) have any concerns about the ethical conduct of this research project, please contact the Federation University Ethics Officer, Research Services, Federation University Australia, PO Box 663, Mt Helen VIC 3353. Telephone: (03) 5327 9765, Email: research.ethics@federation.edu.au

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