



NATIONAL FORUM
FOR THE ENHANCEMENT OF TEACHING
AND LEARNING IN HIGHER EDUCATION

National Forum Associate Assembly
Terms of Reference
2020

A Partnership Approach

Working together through the National Associate Assembly. The work of the National Forum is informed by:

- Exploring, discussing and gathering advice on different aspects of the Forum's work plan
- Creating 'sounding-board' opportunities to discuss emergent issues and initiatives
- Providing advance information and briefings on prospective Forum activities arising from its workplan
- Sharing information and outcomes on Forum activities completed
- Developing and refining communication strategies and approaches to support effective collaboration
- Showcasing initiatives, research and developments of national relevance to higher education teaching and learning
- Sharing expertise and advice on relevant international developments in teaching and learning enhancement

In terms of commitment two face to face meetings are held with the National Forum team (March and October) to review the work of the National Forum for the previous 6 months and to look forward and agree priorities for the following 6 months. It is important that the nominated National Forum Associate/s from each institution attend the face to face meetings. If they are unable to attend no substitute can attend in their place.

The National Forum works with Associates to ensure they are:

- Informed and amongst the first to hear about key developments, resources and outputs that are generated through the Forum
- Always provided with concise updates to keep their own institutional members informed of the latest developments and news
- Made aware of opportunities and activities including research and scholarship in teaching and learning which may be of a particular relevance to disciplines, teachers, researchers, professional and the learning support staff
- Facilitated to communicate directly with the Forum (info@teachingandlearning.ie) and other Associates (through Associates Online Forum) in support of their teaching and learning enhancement activities

The Associates support the activities of the Forum through:

- Updating staff and students in their institutions about key events, initiatives and encouraging engagement across all disciplines
- Supporting the Forum's enhancement activities by providing institutional and/or disciplinary feedback on its initiatives through relevant consultations and the National Forum Associate Assembly
- Contributing to the sharing and dissemination of best practice in enhancing teaching and learning within and across disciplines locally within institutions as well as regionally and nationally
- Informing the current and future work of the Forum including strategic direction

Process of Nomination

- All eligible institutions can identify up to two National Forum Associates (one middle/senior management, one with T&L responsibility)
- The National Forum will contact Registrars on an annual basis to confirm their institute's National Forum Associates for the coming year
- The National Forum will then contact the nominated Associates to confirm their nomination and ask that they complete their registration on the National Forum Associate Intranet
- National Forum Associate representation can be changed by the Registrar or Dean of Teaching and Learning by completing and submitting the NFA nomination form below and returning it to admin@teachingandlearning.ie.



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**National Forum Associate
Nomination Form 2020/21**

Institution Name:

The current nominees from your institution are identified below:

Nominee Name:		Nominee will continue as NFA for the period up to 31 December 2021:	
1.		Yes <input type="checkbox"/>	No* <input type="checkbox"/>
2.		Yes <input type="checkbox"/>	No* <input type="checkbox"/>

*If no, please provide new nominee details below:

Nominee Name:	Email Address:	Position in Institute:
1.		
2.		

I confirm the NFA nominations above for the period the end of December 2021.

Name:	
Position:	

Please return completed forms to admin@teachingandlearning.ie.