

## LETTER CIRCULAR - Institute for Education

**Date:**08.10.2020

**Ref:** IfE61/2020

**From:** Joanne Grima – CEO, Institute for Education

**Subject:** Expression of Interest for Selection and Editorial Board

**Application Link:** <https://bit.ly/30Mm8UG>

**Deadline:**1 November 2020

**Further Info / Requirements:** Covering letter; Europass *Curriculum Vitae*; scanned certificates and/or testimonials to be sent by email to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt).

The Institute for Education is planning to hold its 2<sup>nd</sup> Annual Symposium on 15<sup>th</sup> September 2021.

The Symposium shall be an opportunity for for Master and Doctoral graduates, Doctoral candidates and researchers to present their recent work on the theme of **Technology enhanced and remote teaching and learning** and create synergies between educators and policy makers.

To this end, a call for papers will be issued inviting proposals for individual paper presentations. In order to evaluate the submitted paper proposals the Institute for Education requires individuals to form part of a Selection and Editorial Board and is inviting applications from those interested to offer this service to the Institute for Education.

The members of the Selection and Editorial Board shall assist the Institute for Education in evaluating the submitted proposals in terms of their contribution to educational theory, policy, research, and/or practice, and the quality of explanation of the aims of the presentation, theoretical perspectives, methods of inquiry and analysis, strength of results and conclusions, and connections to the theme of the symposium. The members of the Selection and Editorial Board shall assist the Institute for Education and the authors of the selected proposals in developing and editing their proposal into a journal article. They shall also write a short introduction to one of chapters of the symposium for the journal introducing the selected articles. The journal shall be published in time for the 2<sup>nd</sup> Annual Symposium to be held on 15<sup>th</sup> September 2021. Selection and Editorial Board members shall also moderate the workshop(s) presenting the papers they helped to develop and edit.

## Eligibility Criteria

The eligibility criteria for members of the Selection and Editorial Board shall be a Master degree or a recognised, appropriate, comparable qualification at MQF Level 7 (subject to a minimum of 90 ECTS/ECVET credits, or equivalent) preferably related to the area of **Technology enhanced and remote teaching and learning** or a qualification deemed relevant by the Selection Board. Relevant experience in the area or on editorial boards will be considered an asset.

## Selection Procedure

Selection and Editorial Board members will be selected by an ad hoc Selection Board through an assessment of the information obtained from the Covering Letter, Europass Curriculum Vitae; and scanned certificates and/or testimonials listed in the Eligibility Criteria. Applicants may be asked to attend an interview and produce original documents for verification purposes.

The Selection criteria will give weight to the:

- Motivation Letter which should demonstrate their particular interest and expertise related to **Technology enhanced and remote teaching and learning** as well as their Educational Vision;
- Qualifications;
- Years of relevant experience;

## Remuneration

The selected applicant will enter into a contract for service, for one year starting on the day of signing. The Institute for Education will assign a number of paper proposals for review for selection to each member of the Selection and Editorial Board. Moreover, every member of the Selection and Editorial Board shall support the authors of selected proposals in developing these into journal articles and editing them as necessary. Moreover, each member will be asked to write a short introduction to one of the chapters of the journal introducing the selected articles. Selection and Editorial Board members shall also moderate the workshop(s) presenting the papers they helped to develop and edit.

Remuneration for each member of the Selection and Editorial Board will be **€250** (excluding VAT).

In the event where the performance of a member of the Selection and Editorial Board is deemed to be unsatisfactory or not up to the required standards, the Contract shall be immediately terminated and the member of the Selection and Editorial Board shall forfeit all remuneration due.

## Submission of applications

The persons interested to offer their services to the Institute for Education as members of the Selection and Editorial Board are kindly asked to submit their application through the following link: <https://bit.ly/30Mm8UG>.

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be sent to [ife.recruitment@ilearn.edu.mt](mailto:ife.recruitment@ilearn.edu.mt) together with a Covering letter and Europass Curriculum Vitae. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be produced for verification at the interview. Applications will be received by not later than **Sunday 1<sup>st</sup> November 2020**. Only applications submitted online will be considered.

Thank you.

**Joanne Grima**

**CEO Institute for Education**