AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2018 AWARDS FOR TEACHING EXCELLENCE

TEACHING AWARD
NOMINATION INSTRUCTIONS

CONTENTS

1 INTRODUCTION

Awards for Teaching Excellence recognise Australia's most outstanding university teachers who have demonstrated excellent leadership through sustained commitment to innovation, delivery of quality teaching and sustained dedication to improving the student experience and learning outcomes in higher education.

Award Type	Categories	No. of awards per category	No. of awards	Max submissions per institution	Prize money
3. Awards for Teaching Excellence (Teaching Awards)	7	*1	7	3	TBC

In 2018, <u>seven</u> Awards for Teaching Excellence will be granted to teachers who have demonstrated sustained commitment to improving student learning outcomes in higher education. *It is anticipated that the Teaching Awards will be distributed across the seven categories (with one award per category), although the pattern of distribution will ultimately be determined by the quality of nominations.

1.1 CATEGORIES

Nominees must select the relevant program category below. The <u>seven categories</u> for Teaching Excellence are:

1.1.1 BIOLOGICAL SCIENCES, HEALTH AND RELATED STUDIES

- Including Agriculture, Animal Husbandry, Medical Sciences and Nursing

1.1.2 EARLY CAREER

- For teachers with less than five years cumulative experience teaching in higher education institutions

1.1.3 HUMANITIES AND THE ARTS

1.1.4 LAW, ECONOMICS, BUSINESS AND RELATED STUDIES

1.1.5 NEVILLE BONNER AWARD FOR INDIGENOUS EDUCATION

- Individuals must demonstrate their contribution to Indigenous education. Indigenous and non-Indigenous teachers may nominate.

1.1.6 PHYSICAL SCIENCES AND RELATED STUDIES

- Including Architecture, Building and Planning, Engineering, Computing and Information Science

1.1.7 SOCIAL AND BEHAVIOURAL SCIENCES

- Including Psychology and Education

1.2 MAXIMUM SUBMISSIONS

- Eligible institutions can submit a maximum of <u>three</u> submissions made up of any combination of individual and team submissions with a maximum of <u>two</u> nominations in any category.

- Nominees may be included in only one Teaching Award nomination in any year, except if a nominee forms part of a team nomination and is not the lead nominee.

1.3 KEY ONLINE SUBMISSION DATES

There are two phases for the submission process. Phase 1 is to enter the nominee's details and Phase 2 is to upload the required documentation including digital photograph.

Phase 1: Nominee Registration

- Opening Date: Monday 5 November 2018, 8.00am AEDT
- Closing Date: Monday 19 November 2018, 11:59pm AEDT

Please note that late registrations will NOT be accepted.

After Phase 1 closing date, registered nominees can be withdrawn but no new registrations can be added.

Phase 2: Upload Submission

- Opening Date: Monday 26 November 2018, 8.00am AEDT
- Closing Date: Monday 10 December 2018, 11:59pm AEDT

Please note that late submissions will NOT be considered.

1.4 ELIGIBILITY

All nominations must relate to teaching activities in higher education and must be supported by the nominating institution. Nomination is open to individuals and teams with current teaching or teaching/research appointments (full-time or fractional, continuing or contract). Refer to eligible institutions in Table A and Table B.

1.4.1 TEAMS

Team nominations can only include members with a contribution of 10 per cent or higher. This means the maximum number of team members is 10 either from the same institution or collaborating institutions. All members of the team must be employed by an eligible institution.

1.4.2 ELIGIBILITY OF PAST RECIPIENTS OF AWARDS OR CITATIONS

Past recipients of a Teaching or Program Award (including Carrick Award, ALTC Award or OLT Award) can only renominate if they form part of a team nomination and <u>are not the lead nominee</u>. The new nomination should not substantially replicate the original nomination.

Early Career Teaching Award recipients are eligible for renomination in a different category <u>five years</u> after receiving the Early Career Award.

Nomination or receipt of a Citation does not affect eligibility for a Teaching Award.

2 ASSESSMENT CRITERIA

All nominations will be assessed on the evidence provided in response to the following <u>four</u> criteria which will be given equal consideration by the assessors:

2.1 APPROACHES TO TEACHING AND THE SUPPORT OF LEARNING THAT INFLUENCE, MOTIVATE AND INSPIRE STUDENTS TO LEARN

This may include:

- Fostering student development by stimulating curiosity and independence in learning.
- Participating in effective and empathetic guidance and advice for students.
- Assisting students from equity and other demographic subgroups to participate and achieve success in their courses.
- Encouraging student engagement through the enthusiasm shown for learning and teaching.
- Inspiring and motivating students through effective communication, presentation and interpersonal skills.
- Enabling others to enhance their approaches to learning and teaching.
- Developing and/or integrating assessment strategies to enhance student learning.

2.2 DEVELOPMENT OF CURRICULA, RESOURCES OR SERVICES THAT REFLECT A COMMAND OF THE FIELD OF STUDY

This may include:

- Developing and presenting coherent and imaginative resources for student learning.
- Implementing research-led approaches to learning and teaching.
- Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning.
- Communicating clear objectives and expectations for student learning.
- Providing support to those involved in the development of curricula and resources.
- Contributing professional expertise to enhance curriculum or resources.

2.3 EVALUATION PRACTICES THAT BRING ABOUT IMPROVEMENTS IN TEACHING AND LEARNING

Evaluation comprises making judgements about the quality of programs and activities that are part of the academic, cultural and social experience of higher education. This may include:

- Showing advanced skills in evaluation and reflective practice.
- Using a variety of evaluation strategies to bring about change.
- Adapting evaluation methods to different contexts and diverse student needs and learning styles.

- Contributing professional expertise to the field of evaluation in order to improve program design and delivery.
- Dissemination and embedding of good practice identified through evaluation.

Please note that evaluation practices do not include student assessment.

2.4 INNOVATION, LEADERSHIP OR SCHOLARSHIP THAT HAS INFLUENCED AND ENHANCED LEARNING AND TEACHING AND/OR THE STUDENT EXPERIENCE

This may include:

- Participating in and contributing to professional activities related to learning and teaching.
- Innovations in service and support for students; coordination, management and leadership of courses and student learning.
- Conducting and publishing research related to teaching.
- Demonstrating leadership through activities that have broad influence on the profession.
- Providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort.
- Influencing the overall academic, social and cultural experience of higher education.

2.5 EVIDENCING YOUR CONTRIBUTION

All nominations will be assessed on the evidence provided in response to the assessment criteria. Assessment will also be based on the extent to which nominees show evidence that their contribution has:

a. Influenced student learning, student engagement or the overall student experience
b. Gained recognition from fellow staff, the institution, and/or the broader community
c. Been sustained for a period of no less than three years, not including time taken for development or trial of any activity.
d. Claims for excellence that are supported by formal and informal evaluation
e. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments
f. Information contained in student data or institutional student surveys, references, and selected teaching materials submitted by the nominee

3   TEACHING AWARDS NOMINATION PROCESS

The table below summarises the Teaching Award nomination process.

2018 TEACHING AWARDS NOMINATION PROCESS

Sept to Nov 18	Nov to Dec 18	Feb 19	27 Feb to 1 Mar 19
Preparation for Submission	**Online Submission**	**Notification & Feedback**	**Award Recognition/ Higher Education Conference**

❑ Nomination Form ❑ Assessment Criteria ❑ CV (Teaching Awards Only) ❑ Team Statement of Contribution (Team Nominations Only) ❑ Two References ❑ Supporting Documents (Program & Teaching Awards Only) ❑ Digital photograph	❑ One login per institution ❑ ICO allocated login details ❑ Submission by ICO ❑ **Phase 1:** Nominee Registration ❑ **Phase 2:** Upload submission and digital photograph	❑ Notification of outcome via email to ICO ❑ Feedback will be provided to unsuccessful nominations ❑ Invitation will be provided to successful nominations	❑ Ceremonies for Citations and Program Awards recipients will be at the discretion of their institution ❑ Announcement of Teaching Awards recipients and Teacher of the Year

3.1   PREPARATION FOR SUBMISSION

In preparation for online submission, the documentation must comply with the formatting requirements. All submissions must contain ALL of the elements listed in the checklist at the end of this section (individual nominations are not required to submit a Team Statement of Contribution). **Incomplete applications will not be assessed**.

Formatting requirements

Please ensure that the document is formatted as per below:

- A4 page size

- Sub heading (must be included) – Font must be Arial or Calibri bold, 11 point (narrow fonts must not be used).

- Body text – Font must be Arial or Calibri regular 11 (narrow fonts must not be used)

- Header – First and last name of nominee at the top right (Arial or Calibri regular, 9 point)

- Footer – Title of the document on the bottom left (UPPERCASE Arial or Calibri regular, 9 point), e.g. 2018 TEACHING AWARD NOMINATION

- Footer – Page numbers at the bottom right (Arial or Calibri regular, 9 point)

- Margin – at least 2 cm with clear definition between paragraphs, and no columns should be used

- Paragraph line spacing – single line

3.1.1   NOMINATION FORM

The Nomination Form reports administrative information and includes a declaration from the nominee and institution. The form acts as a cover sheet for the nomination.

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or their nominated delegate.

3.1.2   CLAIMS AGAINST ASSESSMENT CRITERIA

This component is limited to eight A4 pages and describes the nominee's teaching activities and achievements and must address all four assessment criteria, providing evidence to support claims.

It should comprise the following elements presented in order:

- **Synopsis** of up to 200 words, which includes a description of the nominee's teaching area or discipline, teaching experience and teaching focus and methods. The synopsis must be:

    - written in the third person
    - avoid jargon and use plain English
    - inform the broadest possible audience about the nominee's teaching.

    Please note that hyphenated words will be counted as one word.

- **Overview** of the nominee's teaching and its context.
- **Statement addressing the Assessment Criteria** (include criterion headings), providing supporting evidence including impact on student learning. Please include criterion headings and present in order.
- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the eight pages. Links to reference lists online will not be reviewed by assessors.

Please note: Should the nomination be successful, the synopsis will be used in communications regarding the recipient's success, such as in the Universities Australia's website, program booklet and in archival information.

Assessors may not be drawn from your disciplines and learning and teaching specialisations, therefore it should not be presumed they have detailed knowledge of the discipline.

3.1.3   CURRICULUM VITAE (CV)

The curriculum vitae should outline the nominee's educational qualifications, employment history, teaching positions and teaching experience.

For individual nominations the curriculum vitae should be no longer than three A4 pages.

For team nominations:

- The team leader's curriculum vitae should be no longer than three A4 pages.
- Curriculum vitae's of up to one A4 page in length can be included for each team member. This means a team of three may have up to five pages (three + one + one).

3.1.4 TEAM STATEMENT OF CONTRIBUTION (FOR TEAM NOMINATION ONLY)

Team nominations must complete <u>one A4 page</u> that consists of the following:

- Name and indication of the percentage contribution of each team members (in order from highest to lowest). Note that team members are required to have a contribution of 10 per cent or higher.

- An explanation of the role of each team member

- Maximum number of team members is 10 either from the same institution or different institutions.

Team nomination requirements are as follows:

- A team lead for the purposes of the nomination is to be identified

- Team must have a team name as listed in the nomination form

- For publication purposes, titles and names stated in the team statement must be the same as listed on the nomination form

- If the team consists of members from different institutions, clearly state the representative institution on the nomination form and the Team lead's institution will submit the entire nomination on behalf of the team.

3.1.5 TWO LETTERS OF REFERENCE

<u>Two</u> letters of references, of no more than <u>one A4 page each</u>, are to be provided by referees able to comment on the contribution to student learning against the assessment criteria. References should demonstrate familiarity with the contribution and context, providing endorsement of the claims and additional evidence relating to context, merit and impact on students. Where possible, at least one referee should be qualified to comment on the broader impact of nominee's contribution based on relevant professional or personal expertise and standing.

References should:

- Include one referee who is the head of the Team Leader's faculty, department, school or administrative unit or higher level.

- For team nominations, apply to the team not individual team members

- Include a statement acknowledging the referee's acceptance of the Privacy Notice in the nomination form, e.g. 'I accept the Privacy Notice provided by the nominee.'

- Be signed – electronic signatures are accepted

- Be on institutional letterhead

- Body text – Font must be Arial or Calibri regular 11 (narrow fonts must not be used)

3.1.6 SUPPORTING MATERIALS

Supporting materials should illustrate and provide evidence of claims made against the selection criteria. Please do not include any additional information or use as an extension of the page limit.

Nominees can choose to submit up to two of the following supporting materials:

- A three-minute video (which could include footage of the program in action, team members talking about the program and its vision or interviews with students) – **NOTE: Please upload your video to YouTube and submit only a link, to be included in your PDF submission.**
- Website (URL) – include web address in your PDF submission.
- 10 pages of supporting material in PDF format.

The relevance of all material must be made clear in the written component. Supporting materials should be clearly labelled and are the last component of the combined nomination file.

Supporting materials (including websites) should remain accessible throughout the assessment process, beyond the submission date. Supporting materials should not include a login and password to access the material.

3.1.7 DIGITAL PHOTOGRAPH

A formal digital photograph of the individual nominee or team must be submitted with each nomination, in line with the following specifications:

Digital Photo Requirements	The image must be
Dimensions	- Image resolution of 300dpi - Approximately 10cm by 10cm
Colour	- In colour - White Background
File Format	- JPEG file format
File Size	- At least 1MB

If the nomination is successful, the submitted digital photographs are used for publication purposes, including awards booklets, the Universities Australia website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination within the one photo. Low quality photographs will not be accepted.

3.2 ONLINE SUBMISSION

Online submission of nominations will be via the 2018 AAUT Awards Portal by the Institutional Contact Officer (ICO).

- One login per institution – allocated to the ICO
- Each institution will be given an account ID and will then create their own password
- System requirements: Internet Explorer 10 or above
- The data entered on the 2018 AAUT Awards Portal should match the information on the Nomination Form
- 2018 AAUT Awards login link: https://aaut.sparkplus.com.au
- Refer to 2018 AAUT Awards Portal Nomination Submission Instructions for more information (available early November 2018)

3.2.1 PHASES TO 2018 AAUT AWARDS PORTAL

There are two phases to the 2018 AAUT Awards Portal online submission process.

Phase 1: Nominee Registration **(Monday 5 Nov to Monday 19 Nov 2018)**

ICOs will be required to enter each nominee's details into the 2018 AAUT Awards Portal. During this phase, no documents need to be uploaded.

Phase 2: Upload Nomination Submission **(Monday 26 Nov to Monday 10 Dec 2018)**

ICOs will be required to upload one PDF submission for each nominee, along with a digital photograph.

For individual nominations the one PDF Teaching Award submission will include:

- A maximum of 17 pages PLUS
- Curriculum Vitae PLUS
- The choice of supporting materials.

For Team nominations, the one PDF Teaching Award submission will include:

- A maximum 18 pages (inclusive of the Team Statement of Contribution) PLUS
- Curriculum Vitae PLUS
- The choice of supporting materials.

3.2.2 TEACHING AWARD NOMINATION CHECKLIST

See the Teaching Award Nomination Checklist to ensure that you have consolidated all required documents (in the order listed in the Checklist) into <u>one PDF file</u>.

Tick	Documents required for online submission	Max Pages	Comment
	1. Teaching Award Nomination Form (Acts as cover sheet/ Must be signed by VC, CEO or nominated delegate)	7	
	2. Claims against Assessment Criteria (Synopsis/ Program overview and context/ Statement addressing the assessment criteria/ Reference list)	8	
	3. Curriculum Vitae (Individual = max 3 pages Team = team leader max 3 pages and team members max 1 page each)	3 to 12	
	4. Team Statement of Contribution (For team nomination only. Explains role and percentage of contribution)	1	
	5. Two Letters of Reference (One A4 page for each reference)	2	
	6. Supporting Materials (Submit up to two – 3-minute video link, website URL and/or 10 pages PDF)	-	
	7. Digital photograph	-	

The Teaching Award Nomination checklist template is available for download on the AAUT-UA website.

3.3 NOTIFICATION AND FEEDBACK

The nominee and the nominating institution will be advised of the result of their nomination by email to ICO.

For unsuccessful nominees, written feedback will be provided by Assessors via email to ICO.

3.4 AWARD RECOGNITION/ HIGHER EDUCATION CONFERENCE

Award recipients of Teaching Awards and Teacher of the Year are announced at the Universities Australia Higher Education Conference, National Convention Centre Canberra on Wednesday 27 February to Friday 1 March 2019.

For registration, please click on 2019 UA Higher Education Conference.

3.4.1 AWARD MONEY

The Award monies are granted and disbursed to the recipient's institution to be spent within three years to:

- Provide resources to support the award recipient's teaching or activities related to the award

- Assist the individual or team to disseminate and embed good practice in learning and teaching within their institution and across the sector more broadly.

The award money is intended to be used to build on the success of the work that the recipient has been recognised for. The expenditure should contribute to improving the teaching and learning outcomes in Australian higher education.

3.4.2 TRANSFER

AAUT can only be awarded to nominees from eligible institutions. If a recipient moves to another eligible institution the money can be transferred to that institution subject to the two institutions agreeing. If the recipient will no longer be at an eligible institution, the prize money should remain at the institution and be used to assist learning and teaching in the nominated university.

4 CONTACT DETAILS

4.1 AAUT AWARDS TEAM

For any AAUT related queries, please contact the Awards Team:

- Email: aaut@swin.edu.au
- Phone: 03 9214 3481 (Angeline Sim – Project Manager)
- Phone: 03 9214 4766 (Anicca Main – Project Coordinator)

For any queries about changes from the previous, Government-funded program, please contact the Awards Team or UA.

4.2 SPARKPLUS

To submit your online submission, please click 2018 AAUT Awards portal or go to https://aaut.sparkplus.com.au .

For technical AAUT Awards – SPARKPLUS Online Submission queries, please contact:

- SPARKPLUS Email: support@sparkplus.com.au
- SPARKPLUS Phone: 02 8007 4553

The SPARKPLUS technical support is available from:

- Thursday 1 November 2018 to Friday 14 December 2018
- Monday to Friday: 9.00am to 6.00pm AEDT

4.3 AAUT- UA WEBSITE

For more AAUT information or download of AAUT documentation, please click AAUT- UA website or go to www.universitiesaustralia.edu.au/AAUT .