



AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2018 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING (AAUT)

AAUT PROGRAM OVERVIEW

CONTENTS

1	Introduction	2
1.1	Key Dates	2
1.2	Eligible Institutions.....	3
1.3	Key Roles	3
1.3.1	Nominee	3
1.3.2	Nominating Institution.....	3
1.3.3	Institutional Contact Officer (ICO)	4
1.3.4	Assessors.....	4
1.3.5	Awards Team	4
1.3.6	Award Recipients	4
2	Award Types.....	5
2.1	Citations for Outstanding Contributions to Student Learning (Citations)	5
2.2	Awards for Programs that Enhance Learning (Program Awards).....	5
2.3	Awards for Teaching Excellence (Teaching Awards)	6
2.4	Award for Australian University Teacher of the Year	7
3	Nomination Process	8
3.1	Preparation for Submission	8
3.1.1	Formatting Requirements	8
3.1.2	AAUT Nomination Checklist.....	9
3.1.3	Digital Photograph.....	9
3.2	Online Submission	10
3.2.1	Phases to 2018 AAUT Awards Portal	10
3.3	Notification and feedback.....	10
3.4	Award Recognition/ Higher Education Conference.....	10
4	Assessment Process	11
4.1	Levels of review.....	11
4.1.1	Awards Team	11
4.1.2	Selected Assessors.....	11
4.1.3	Reference Group.....	11
4.1.4	Universities Australia (UA)	11
4.2	Selection of Assessors	11
5	Operational Policies.....	12
5.1	Privacy Policy	12
5.1.1	Collection, use and disclosure of personal information	12
5.1.2	Privacy Consent	12
5.2	Publicity	13
5.3	Freedom of Information	13
6	Contact Details	14
6.1	AAUT Awards Team.....	14
6.2	SPARKPLUS.....	14
6.3	AAUT-UA website	14
7	Appendix – Eligible Institutions	15

1 INTRODUCTION

The Australian Awards for University Teaching (AAUT) were established in 1997 by the Australian Government to celebrate and reward excellence in university teaching. Since then, with an honour roll that includes many highly respected and celebrated members of the sector, the Australian Awards for University Teaching have become a valued form of recognition for university educators Australia wide.

The Australian Awards for University Teaching recognise the impact that educators have on the learning and teaching experiences and outcomes of university students. They celebrate and reward programs that support students and enhance learning. They promote excellence in learning and teaching in all aspects of higher education. Recipients, with the support of their institutions, contribute to systemic change in learning and teaching through the ongoing sharing and dissemination of knowledge.

This year, there are four Award types promoting and recognising excellence in learning and teaching.

For more information refer to section 2 Award Types.



1.1 KEY DATES

November/ December 2018

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 a digital photograph.

Phase 1: Nomination Registration

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

Please note that late registration will NOT be accepted after the closing date.

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 after the closing date.

February 2019

- Notification of the outcome of the 2018 AAUT nomination

27 February to 1 March 2019

- Announcement of the Award recipients for the 2018 Awards for Teaching Excellence and the Australian University Teacher of the Year Award at Universities Australia Higher Education Conference, on Wednesday 27 February to Friday 1 March 2019
- For more information, refer to [2019 Higher Education Conference](#)

1.2 ELIGIBLE INSTITUTIONS

Only those institutions listed in [Table A](#) and [Table B](#) of the Higher Education Support Act (2003) are eligible to nominate for the AAUT. Refer to Appendix for the list of eligible institutions.

1.3 KEY ROLES

See below for key roles and responsibilities.

1.3.1 NOMINEE

Nominees are to complete a nomination in line with the requirements in these instructions, including provision of evidence demonstrating claims against the assessment criteria. It is expected that the nominee seeks the advice of their institution throughout this process.

1.3.2 NOMINATING INSTITUTION

It is the role of the nominating institution to organise and support submission of Citation, Program Award and Teaching Award. In addition, the institution is responsible for:

- Nominating a central contact for the Awards Team to act as the Institutional Contact Officer (ICO)
- Identifying candidates and supporting the development of their nomination.
- Providing guidance to nominees around the quality and strength of nominations.
- Assisting the nominee to:
 - present evidence of teaching quality
 - present evidence of sustained contribution
 - gather data to strengthen claims
 - outline their vision and clear narrative within the nomination.
- Coordinating the nomination process, including submission of award nominations.
- Distribution of assessor feedback to individual nominees and dissemination of Assessment Reports outlining areas for improvement from previous nominations.
- Working with and supporting recipients to further their contribution to learning and teaching following the granting of an award.

1.3.3 INSTITUTIONAL CONTACT OFFICER (ICO)

Each institution is required to nominate an Institutional Contact Officer (ICO). The ICO is the central point of contact for the AAUT Team. Communication with nominees will primarily be through their ICO. The ICO is required to upload all of their institution's nominations via the 2018 AAUT Awards Portal online system.

Each institution may only nominate one ICO, and a maximum of two email addresses.

Please note that ICOs cannot form part of any nomination as this may be seen as a conflict of interest.

1.3.4 ASSESSORS

Assessors selected by Universities Australia (UA) and the Awards Team will assess all nominations against the assessment criteria and make recommendations. Assessors are required to complete a conflict of interest declaration and a confidentiality agreement.

1.3.5 AWARDS TEAM

The Awards Team is responsible for:

- Managing the administration of the AAUT, including responding to queries
- Preparing all supporting information and nomination instructions, the receipt and collation of all awards nominations
- Selecting and providing administrative support to the assessors
- Handling the online submission
- Communicating with eligible institutions through their ICO

Universities Australia (UA) will have the final decision on the recipients.

1.3.6 AWARD RECIPIENTS

Recipients (or their nominated delegates) are invited to attend the relevant award ceremony to accept their award.

- Ceremonies or other forms of public recognition will be at the discretion of the recipients' institution.
- Recipients for Teaching Excellence Awards and the Australian University Teacher of the Year Award will be announced at the Universities Australia Higher Education Conference at the National Convention Centre Canberra on Wednesday 27 February to Friday 1 March 2019.

Award recipients, with the support of their institutions, are expected to engage in ongoing sharing of best practice and innovation in learning and teaching.

2 AWARD TYPES

There are four Award types promoting and recognising excellence in learning and teaching.

2018 Award Information Summary

Award Types	Categories	No. of awards per category	No. of awards	Max submissions per institution	Prize money
1. Citations for Outstanding Contributions to Student Learning (Citations)	4	15	Up to 60	6	NIL
2. Awards for Programs that Enhance Learning (Program Awards)	6	1	6	2	NIL
3. Awards for Teaching Excellence (Teaching Awards)	7	1	7	3	TBC
4. Award for Australian University Teacher of the Year	N/A	N/A	1	N/A	TBC

2.1 CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING (CITATIONS)

Citations recognise and reward the diversity of contributions made by individuals and teams to the quality of student learning. They are awarded to individuals or teams who have contributed to the quality of student learning in a specific area of responsibility over a sustained period, whether they are academic staff, general staff, sessional staff or institutional associates.

In 2018, up to 60 citations will be awarded across the following four categories:

- Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.
- Development of curricula, resources or services that reflect a command of the field.
- Evaluation practices that bring about improvements in teaching and learning.
- Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

Maximum of six Citation submissions per institution, and the maximum number awarded to each institution is three.

Citations recipients will receive a certificate recognising the impact of their contribution. Ceremonies or other forms of public recognition will be at the discretion of the recipients' institution.

2.2 AWARDS FOR PROGRAMS THAT ENHANCE LEARNING (PROGRAM AWARDS)

Awards for Programs that Enhance Learning recognise learning and teaching support programs or services that make innovative and outstanding contributions to student learning and/or the quality of the student experience. They are awarded to programs and services that have set high standards for education support in Australian universities.

In 2018, one award will be given in each of the following categories (six awards in total):

- Widening participation
- Educational partnerships and collaborations with other organisations
- Innovation in curriculum design and pedagogy practice
- Postgraduate education
- Student experiences and learning support services
- Global citizenship and internationalisation

Maximum of two Program Awards submissions per institution across all categories.

Program Awards recipients will receive a certificate recognising the impact of their contribution. Ceremonies or other forms of public recognition will be at the discretion of the recipients' institution.

2.3 AWARDS FOR TEACHING EXCELLENCE (TEACHING AWARDS)

Awards for Teaching Excellence recognise Australia's most outstanding university teachers or teaching teams who have demonstrated excellence, leadership and sustained commitment to teaching and learning in higher education. Teaching Awards reward the enrichment of student experiences and the improvement of learning outcomes through innovation and the delivery of quality teaching over a sustained period.

In 2018, one award will be given across each of the following categories (seven awards in total):

- Biological Sciences, Health and Related Studies (including Agriculture, Animal Husbandry, Medical Sciences and Nursing, etc.)
- Early Career (for teachers less than five years cumulative experience teaching in higher education institutions)
- Humanities and the Arts
- Law, Economics, Business and Related Studies
- Neville Bonner Award for Indigenous Education (individuals who must demonstrate their contribution to Indigenous education)
- Physical Sciences and Related Studies (including Architecture, Building and Planning, Engineering, Computing and Information Science)
- Social and Behavioural Sciences (including Psychology and Education)

Maximum of three Teaching Awards submissions per institution across all categories.

Details on prize money will be provided at a later date.

2.4 AWARD FOR AUSTRALIAN UNIVERSITY TEACHER OF THE YEAR

The Award for Australian University Teacher of the Year is the premier university teaching award. Among the Teaching Award recipients, one individual with an exceptional record of advancing student learning, educational leadership and scholarly contribution to learning and teaching will be awarded the Award for Australian University Teacher of the Year.

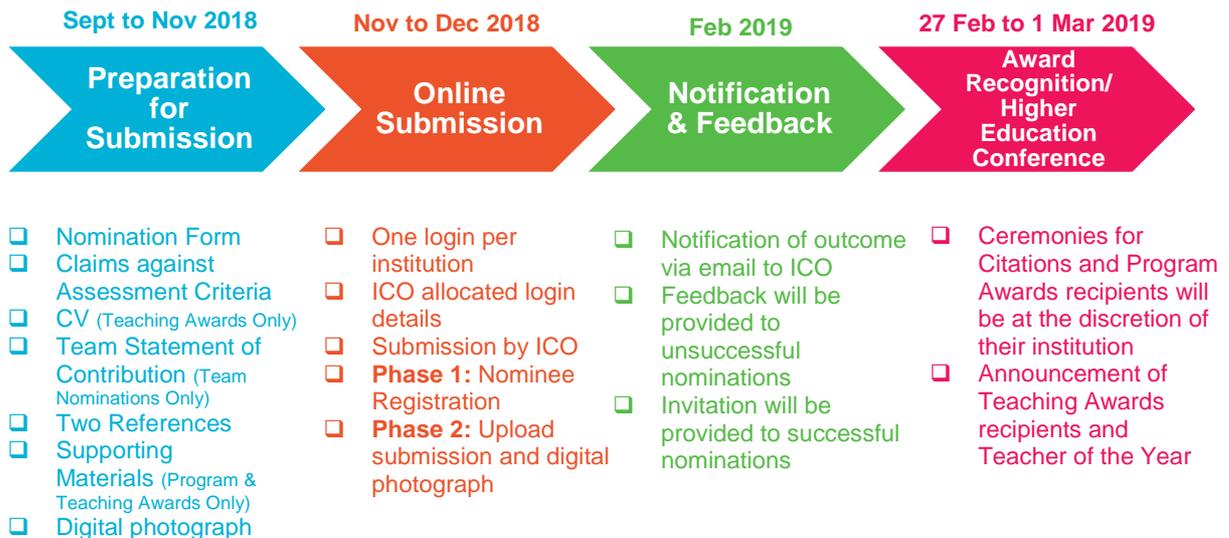
In selecting the recipient of the Award for Australian University Teacher of the Year, particular attention is given to the evidence demonstrating advanced skills in evaluation and reflective practice; participation in and contribution to professional activities related to learning and teaching; coordination, management and the leadership of courses and student learning; publication of research related to teaching; and demonstration of leadership through activities that have broad influence on the profession.

There will be prize money awarded to the Teacher of the Year recipient. Details on prize money will be provided later.

3 NOMINATION PROCESS

The outline below gives an overview of the 2018 AAUT Nomination process. Each nominee is required to prepare a submission consisting of a written statement, and relevant supporting documents. Once completed, the ICO is responsible for the online submission of all nominations for their institution. ICOs will be notified of the award outcomes via email. All nominees are encouraged to attend the Universities Australia (UA) Higher Education Conference where the outcomes will be formally announced.

2018 AAUT NOMINATION PROCESS



3.1 PREPARATION FOR SUBMISSION

In preparation for the 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.**

3.1.1 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 CITATION NOMINATION, 2018 PROGRAM AWARD NOMINATION, 2018 AAUT 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

3.1.2 AAUT NOMINATION CHECKLIST

The AAUT Nomination Checklist outline the documentation requirement for each Award submission.

The submission must be in the order listed below and combined into a single PDF file before uploading to the 2018 AAUT Awards Portal. The digital photograph (.jpg format) should be uploaded as a separate file.

Documentation Requirements	Citations	Program Awards	Teaching Awards
Max submissions per institution	6	2	3
1. Nomination Form	X	X	X
2. Claims against Assessment Criteria	X	X	X
3. Curriculum Vitae (CV)	-	-	X
4. Team Statement of Contribution (For team nominations only)	X	X	X
5. Two Letters of Reference	X	X	X
6. Supporting Materials	-	X	X
7. Digital Photograph	X	X	X

It is strongly recommended that nominations are proof read prior to submission.

Submissions that do not meet the requirements outlined in these instructions will not be accepted. Pages in excess of page limits outlined will not be provided to the assessors.

3.1.3 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	<ul style="list-style-type: none"> Image resolution of 300dpi Approximately 10cm by 10cm
Colour	<ul style="list-style-type: none"> In colour White Background
File Format	<ul style="list-style-type: none"> JPEG file format
File Size	<ul style="list-style-type: none"> At least 1MB

If the nomination is successful, the submitted digital photographs of Award recipients used for publication purposes, Universities Australia website and other promotional materials. Therefore, the photographs should 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 is 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
- Refer to 2018 AAUT Awards Nomination Submission Instructions for more information
- 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>

3.2.1 PHASES TO 2018 AAUT AWARDS PORTAL

There are two phases to the [2018 AAUT Awards Portal](#) online submission process.

Phase 1: Nomination 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.

Please note that late registration will NOT be accepted after the closing date.

Phase 2: Upload 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.

Please note that late submissions will NOT be considered after the closing date.

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 developed by assessors will be provided via email to the ICOs.

3.4 AWARD RECOGNITION/ HIGHER EDUCATION CONFERENCE

Ceremonies or other forms of public recognition for Citations and Program Awards recipients will be at the discretion of the recipients' institution.

Award recipients of Teaching Awards are invited to attend 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](#).

4 ASSESSMENT PROCESS

4.1 LEVELS OF REVIEW

There are four levels of review during the assessment of nominations.

4.1.1 AWARDS TEAM

The Awards Team is responsible for the administrative processes involved in submission and assessment of nominations. This includes:

- Determining whether a nomination complies with the requirements set out in the instructions
- Grouping the nomination according to its category for each awards type
- Assigning the nomination to an assessor for review

4.1.2 SELECTED ASSESSORS

Assessment of nominations is carried out by selected group of assessors against the relevant assessment criteria. Assessors meet online to discuss their evaluations and make joint recommendations. Assessments are subject to a moderation process.

4.1.3 REFERENCE GROUP

The awards Reference Group considers assessors' recommendations/comments and following discussion, put forward their recommendations to Universities Australia.

4.1.4 UNIVERSITIES AUSTRALIA (UA)

The final decision on the award recipients will be made by Universities Australia based on the advice from the Reference Group.

4.2 SELECTION OF ASSESSORS

In selecting assessors, Universities Australia and Awards Team will consider the following:

- Discipline expertise
- Learning and teaching expertise
- Experience assessing applications or nominations
- Years of leadership education experience
- Potential professional development for the individuals
- Benefit to their institutions provided by their participation in the assessment exercise

Assessors are required to sign a conflict of interest declaration and a confidentiality agreement.

No assessor may review a nomination if they took part in its preparation and assessors do not assess nominations involving their own institution. All members of nominating teams are ineligible to participate in that round's assessments.

5 OPERATIONAL POLICIES

5.1 PRIVACY POLICY

Universities Australia takes its obligations to protect privacy very seriously. Universities Australia is an 'APP entity' and an 'organisation' within the meaning of the Privacy Act 1988 (Commonwealth). The Privacy Act regulates how organisations collect, use, hold and disclose personal information. Our policy is to comply in all respects with our privacy obligations. Universities Australia is bound by the Act including the Australian Privacy Principles. The Act is available for perusal at <http://www.comlaw.gov.au/Details/C2014C00076/Download>

The purpose of this privacy policy is to tell you about the personal information handling practices of Universities Australia.

This privacy policy may be reviewed and updated from time to time. Changes to the privacy policy will be updated on UA website.

5.1.1 COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

As part of the nomination process Universities Australia collects the personal information identified in the AAUT nomination forms, as well a photo of nominees and their curriculum vitae (if required). Where the nomination is on behalf of another person, the information above is collected about that person.

Personal information is collected to assess eligibility for an award, and to undertake statistical analysis in relation to the AAUT program. Universities Australia may also use this information to:

- Maintain an ongoing relationship with nominees
- Award prizes
- Invite nominees to relevant programs
- Review or evaluate the AAUT program

5.1.2 PRIVACY CONSENT

By nominating for an award or providing information in support of a nominee's application, you acknowledge and consent to the Universities Australia disclosing your personal information to the following parties:

- Awards Team
- Nominee's institution
- Assessors
- Reference group

Universities Australia may also publish Award Recipients information (excluding contact details) in media releases, presentations, conference programs, booklets about the AAUT recipients and on the Universities Australia's website.

Universities Australia and the Awards Team will not use or disclose personal information for any other purpose unless permitted by the [Privacy Act 1988](#).

5.2 PUBLICITY

The names of the Award Recipients including photographs of recipients will be made public through the media and the Universities Australia's website.

Nominees will be advised of the results of their nomination by email.

Universities Australia reserve the right to make the first public announcement of successful nominations. Recipients and their institutions are informed once Universities Australia provides approval but the embargo remains in place until the Universities Australia makes the announcement.

5.3 FREEDOM OF INFORMATION

The [Freedom of Information Act 1982](#) gives members of the public a right to request access to documents held by the Awards Team. This does not guarantee that the request will be granted and is assessed on a case-by-case basis.

Further information is available at [Freedom of Information Victoria website](#).

6 CONTACT DETAILS

6.1 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.

6.2 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

6.3 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.

7 APPENDIX – ELIGIBLE INSTITUTIONS

TABLE A PROVIDERS

- Australian Catholic University (ACU)
- Batchelor Institute of Indigenous Tertiary Education
- Central Queensland University (CQU)
- Charles Darwin University
- Charles Sturt University
- Curtin University of Technology
- Deakin University
- Edith Cowan University
- Federation University Australia
- Griffith University
- James Cook University
- La Trobe University
- Macquarie University
- Monash University
- Murdoch University
- Queensland University of Technology (QUT)
- Royal Melbourne Institute of Technology (RMIT)
- Southern Cross University
- Swinburne University of Technology
- The Australia National University
- The Flinders University of South Australia
- The University of Adelaide
- The University of Melbourne
- The University of Queensland
- The University of Sydney
- The University of Western Australia
- University of Canberra
- University of New England
- University of New South Wales (UNSW)
- University of Newcastle
- University of South Australia
- University of Southern Queensland (USQ)
- University of Tasmania
- University of Technology, Sydney (UTS)
- University of Sunshine Coast
- University of Western Sydney
- University of Wollongong
- Victoria University (VU)

TABLE B PROVIDERS

- Bond University
- MCD University of Divinity
- The University of Notre Dame Australia
- Torrens University Australia