

# 2018 CITATION NOMINATION FORM

## CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

Please read section 6 [Privacy Policy](#) below before completing this form.

The data entered on the 2018 AAUT Awards Portal as part of the submission process should match the information provided on this nomination form.

### 1 NOMINATION TYPE

- Individual  Team nomination (Also complete the Team Statement of Contribution)
- This is a nomination in the Early Career Category (*no more than five years teaching experience, refer to the Citation Nomination Instructions*)

### 2 CONTACT DETAILS (FOR INDIVIDUAL NOMINEE OR TEAM LEAD)

<b>Title (e.g. Professor)</b>		
<b>First and last name</b>		
<b>Position title</b>		
<b>School/ Department/ Faculty</b>		
<b>Institution</b>		
<b>Campus of the nominee</b>		
<b>Postal address</b>		
<b>Email address</b>		
<b>Telephone</b>		
<b>Staff type check (X) one box</b>	<input type="checkbox"/> Academic staff	<input type="checkbox"/> General staff
<b>Gender check (X) one box</b>	<input type="checkbox"/> Female	<input type="checkbox"/> Male

### 3 ASSESSMENT CRITERIA

Select one of the following criteria for assessment, as appropriate for your contribution:

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

### 4 TEAM NOMINATIONS SUMMARY

Please list all members in the table below. Names and titles must be accurate for publication purposes. Teams should list a team name below. The contribution of each member should be expressed as a percentage and in order of contribution of 10% or higher to be included in the nomination. Please place Team Lead (TL) next to the name of the team leader.

Team Name					
No	Title	First and last name	Percentage contribution (highest to lowest)	Institution (if different)	Staff type (A/G) A - Academic G - General Staff
1			%		
2			%		
3			%		
4			%		
5			%		
6			%		
7			%		
8			%		
9			%		
10			%		
Total			%		

## 5 PAST AWARDS OR CITATIONS RECIPIENTS

If the nominee or the lead in a team nomination has previously received an Award or Citation through Carrick, ALTC, AAUT or the OLT, please indicate the type of award, the year in which it was received and how it differs from this nomination.

## 6 PRIVACY NOTICE

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.

### **Collection, use and disclosure of personal information**

As part of the nomination process Universities Australia collects the personal information identified on this form, as well a photo of nominees. Where the nomination is on behalf of another person, the information above is collected about that person. If this information is not collected, the application will not be assessed. Please notify the Awards Team by email [aaut@swin.edu.au](mailto:aaut@swin.edu.au) for any contact changes on this form.

Personal information is collected to assess eligibility for a Citation, 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
- Invite nominees to relevant programs
- Review or evaluate the AAUT program.

## Privacy Consent

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

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

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

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

## 7 PUBLICITY NOTICE

If you or your team are awarded a Citation, you and your team consent, authorise and agree (as appropriate) to the following:

- The use and disclosure by Universities Australia of any photographs, footage, words, images, quotes or other comments which identify you or your team and any other personal information about you or your team, collected in connection with the nomination (the Material).
- The Material being made publicly available including publishing it as part of a book, newspaper or article, television program, radio program, and including on the world wide web (which by its nature may involve disclosure to overseas recipients in any country) and any other media at any time. Once the Material is published it will be in the public domain and Universities Australia is limited in their ability to prevent subsequent use and dissemination of that Material even if information has ceased to be true or is otherwise misleading at the time of its use. To the extent (if any) you and your team own intellectual property rights in the Material or any part of the Material, you and your team license Universities Australia to copy and disseminate them in accordance with this consent.
- Universities Australia are not obliged to, and have not represented they will, publish the Material; do not have to identify you or your team as the author of any of the Material which they do publish or otherwise communicate; and may edit the Material prior to publication as it, he or she sees fit without first checking with you or your team.
- You and your team are not entitled to any remuneration or any other payment in respect of the use by Universities Australia of the Material. Universities Australia is also not responsible for any royalties or licence fees payable to the photographer/video maker for the use of the photographs/videos.
- If consent is not provided, the Material will not be used or disclosed by Universities Australia. You and your team retain the right to withdraw consent granted in writing at any time prior to publication of the Material.

## 8 NOMINEE'S DECLARATION

I, \_\_\_\_\_ (print name of nominee or team lead)

- accept nomination for a Citation for Outstanding Contributions to Student Learning
- have read, acknowledge and accept the 6 Privacy Policy and 7 Publicity Notice in this form
- have provided the 6 Privacy Policy and the 7 Publicity Notice to team members, and made them aware of the requirements in these notices (*team nominations only*)
- have provided the 6 Privacy Policy to referees, and made them aware that they must include an acknowledgement that they accept the Privacy Policy in their reference.

**Signature**

**Date** / / 2018

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## 9 HEAD OF SCHOOL/ DEPARTMENT/ FACULTY'S DECLARATION

I, \_\_\_\_\_ (print name, title and institution)

- support this nomination on the basis of the attached application
- have read, acknowledge and accept the 6 Privacy Notice in this form.

**Signature**

**Date** / / 2018

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## 10 VICE-CHANCELLOR'S/ CHIEF EXECUTIVE OFFICER'S OR DELEGATE'S DECLARATION

I, \_\_\_\_\_ (print name, title and institution)

- on behalf of the institution, support the nominee's application
- on behalf of the institution, undertake to support the nominee(s) in activities to disseminate good practice in learning and teaching
- confirm that the information in the nominee's application is true and correct, and the nominee(s) referred to in this form are currently staff members of the institution
- have read, acknowledge and accept the 6 Privacy Policy in this form.

**Signature**

**Date**

/

/ 2018

## 11 INSTITUTIONAL CONTACT OFFICER

<b>Name</b>			
<b>Position title</b>			
<b>Email address</b>		<b>Telephone</b>	

**Signature**

**Date**

/

/ 2018