



AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2018 CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

CITATION NOMINATION
INSTRUCTIONS

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1 INTRODUCTION

Citations for Outstanding Contributions to Student Learning (Citations) recognise and reward the diversity of contributions made by individuals and teams to the quality of student learning in higher education. A Citation is awarded to an individual or team (i.e. academic staff, general staff, sessional staff or institutional associates) who have made a significant contribution to the quality of student learning, in a specific area of responsibility over a sustained period.

Citations provide an opportunity for distinctive institutional missions, values and priorities in learning and teaching to be recognised and are awarded for a range of contributions to student learning, both direct and indirect.

Award Type	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

In 2018, up to 60 Citations will be granted including the Early Career category. * It is anticipated that Citations will be distributed across all categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

1.1 CATEGORIES

The categories are also known as the Citation assessment criteria are as below:

- 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.

For more information on the assessment criteria for Citations, refer to Section 2 [Assessment Criteria](#).

1.2 MAXIMUM SUBMISSIONS

- Eligible institutions can submit a maximum of six individual or team submissions across all categories.
- If the nominating institution has fewer than 500 EFTSU, the maximum number of nominations is four.
- Nominees may only be included in one Citation nomination in any year, unless the nominee is 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 a 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 after the closing date.

1.4 ELIGIBILITY

Nominations must relate to outstanding contributions to student learning in higher education and must be supported by the nominating institution.

Nomination is open to academic, general and sessional staff (full-time or fractional, continuing or contract) at eligible institutions (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 that 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 EARLY CAREER CITATIONS

Nominees with no more than five years' experience teaching in a higher education institution may apply for an Early Career Citation. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching.

1.4.3 ELIGIBILITY OF PAST RECIPIENTS OF AWARDS OR CITATIONS

Individual Citation recipients are not eligible for individual Citation renomination within five years of receiving a Citation (i.e., if a recipient in 2013, they are not eligible to reapply until 2018). The nomination should not substantially replicate the original nomination.

Previous recipients of Citations are eligible to renominate within five years of receiving the Citation if they form part of a team nomination and are not the lead nominee. The team nomination should not substantially replicate the original nomination.

A past recipient of a Teaching or Program Award (including Carrick, ALTC or OLT Award) can only nominate for a Citation if they form part of a team nomination and are not the lead nominee.

2 ASSESSMENT CRITERIA

Nominees must select one of the following criteria for assessment, as appropriate to their particular contribution. Nominations will be assessed on evidence provided in relation to the selected criterion.

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

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 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

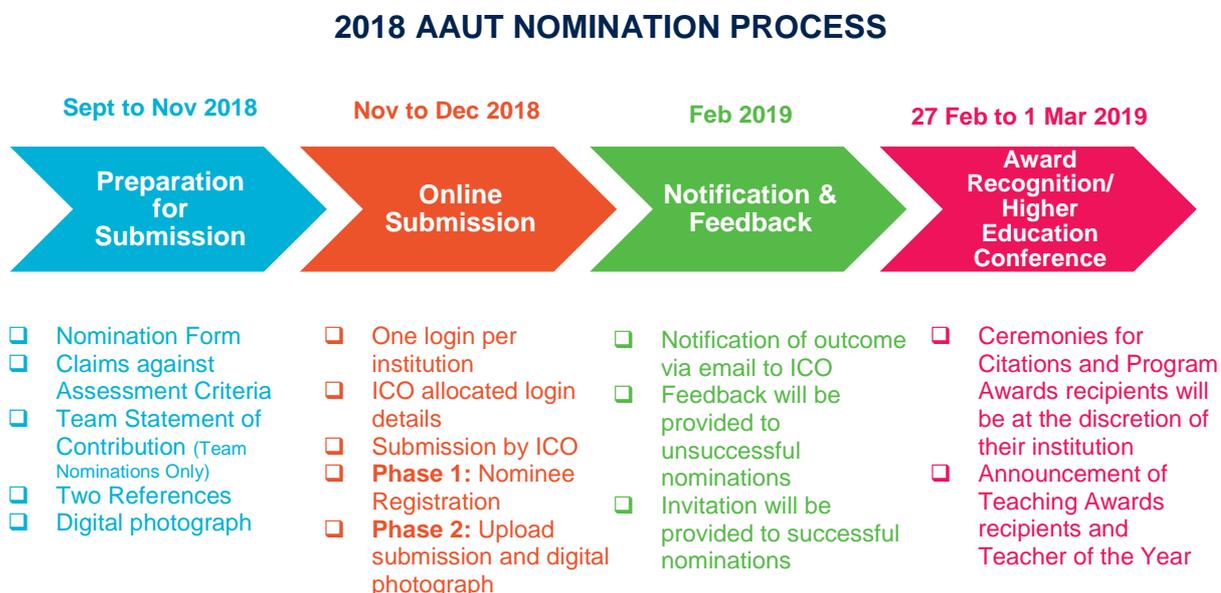
All nominations will be assessed on the evidence provided in response to the selected assessment criteria. Assessment will also be based on the extent to which nominees show evidence that their contribution has:

- 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 (two years for early career), 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 nominee.

In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

3 NOMINATION PROCESS

The table below summarises the nomination process.



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 CITATION 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 CITATION ASSESSMENT CRITERIA

This component is limited to four A4 pages and describes the nominee's contribution to student learning in line with the selected assessment criteria, providing evidence to support claims. It should comprise the following elements presented in order.

- **Proposed Citation** of up to 25 words, which includes the discipline or field of work and the distinctive contribution of the nominee or team. The concise Citation description must be:
 - written in the third person
 - avoid jargon and use plain English
 - inform the broadest possible audience about the work of the nominee.

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

- **Overview** of the contribution and its context.
- **Statement addressing the Assessment Criteria** (include criterion heading) and providing evidence of the contribution and resulting 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 four pages. Links to reference lists online will not be reviewed by assessors.

Please note: Should the nomination be successful, the Citation description will be used in communications regarding the recipient's success, such as on the Universities Australia 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 TEAM STATEMENT OF CONTRIBUTION (FOR TEAM NOMINATIONS ONLY)

Team nominations must complete one A4 page 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.

3.1.4 TWO LETTERS OF REFERENCE

Two letters of reference, of no more than one A4 page each, are to be provided by referees able to comment on the nominee's contribution to student learning against the selected criterion. 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 nominee'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)

3.1.5 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 will be 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 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 Portal Nomination Submission Instructions for more information
- 2018 AAUT Awards login link: <https://aaut.sparkplus.com.au>
- The data entered on the 2018 AAUT Awards Portal should match the information on the Nomination Form (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.

Each PDF Citation submission will include:

- A maximum of 12 pages for individual nominee and
- A maximum of 13 pages for team (inclusive of the Team Statement of Contribution).

3.2.2 CITATION NOMINATION CHECKLIST

See the Citation Nomination Checklist to ensure that you have consolidated all required documents (in the order listed in the Checklist) into one PDF file.

Tick	Documents required for online submission	Max Pages	Comment
	1. Citation Nomination form (Acts as cover sheet/ Must be signed by VC, CEO or nominated delegate)	6	
	2. Claims against Assessment Criteria (Proposed citation/ Overview of contribution and context/ Statement addressing assessment criteria/ Reference list)	4	
	3. Team Statement of Contribution (For team nomination only. Explains role and percentage of contribution)	1	
	4. Two Letters of Reference (One A4 page for each reference)	2	
	5. Digital Photograph	-	

The Citation Nomination Checklist template is available to 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 the ICO.

3.4 AWARD RECOGNITION/ HIGHER EDUCATION CONFERENCE

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

Award recipients of Teaching Awards 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](#).

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 .