



AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2019 AWARDS FOR TEACHING EXCELLENCE

**TEACHING AWARD NOMINATION
INSTRUCTIONS**

CONTENTS

1	Introduction	1
1.1	Categories	1
1.1.1	Biological Sciences, Health and Related Studies	1
1.1.2	Early Career	1
1.1.3	Humanities and the Arts	1
1.1.4	Law, Economics, Business and Related Studies	1
1.1.5	Neville Bonner Award for Indigenous Education	1
1.1.6	Physical Sciences and Related Studies	1
1.1.7	Social and Behavioural Sciences	1
1.2	Maximum submissions	2
1.3	Key online submission dates	2
1.4	Eligibility	2
1.4.1	Teams	2
1.4.2	Eligibility of past recipients of awards or citations	2
2	Assessment Criteria	3
2.1	Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn	3
2.2	Development of curricula, resources or services that reflect a command of the field of study	3
2.3	Evaluation practices that bring about improvements in teaching and learning	3
2.4	Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience	4
	Evidencing your contribution	4
3	Preparation for Submission	5
3.1	Nomination form	5
3.2	Claims against Assessment Criteria	6
3.3	Curriculum Vitae (CV)	6
3.4	Team statement of contribution (For team nomination only)	7
3.5	Two letters of reference	7
3.6	Supporting materials	7
3.7	Photo requirements	8
3.8	Formatting requirements	8
4	Contact Details	9
4.1	AAUT Awards Team	9
4.2	AAUT Awards Portal	9
4.3	AAUT- UA Website	9

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
Awards for Teaching Excellence (Teaching Awards)	7	1	7	3	\$15,000

In 2019, seven 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 award category below. The seven categories 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 three submissions made up of any combination of individual and team submissions with a maximum of two submissions 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 in the online submission process. Phase 1 requires ICOs to enter the nominee's details and Phase 2 requires ICOs to upload the required documentation including digital photograph.

TASKS	DATES
ICO Account ID Awards Portal Nomination Submission Instructions Phase 1 Awards Portal Technical Support opens (10.00am AEDT)	Friday 9 th August 2019
Phase 1: Nominee Registration opens	Monday 12 th August 2019, 8.00am AEDT
*Phase 1 <ul style="list-style-type: none"> • Nominee Registration closes • Awards Portal Technical Support closes (6.00pm AEDT) 	Friday 23rd August 2019, 11:59pm AEDT
Phase 2 <ul style="list-style-type: none"> • Submission Upload opens • Awards Portal Technical Support opens (10.00am AEDT) 	Monday 2 nd September 2019, 8.00am AEDT
*Phase 2 <ul style="list-style-type: none"> • Submission Upload closes • Awards Portal Technical Support closes (6.00pm AEDT) 	Friday 13th September 2019, 11:59pm AEDT

***Please note:**

- Phase 1: After the closing date, registered nominees can be withdrawn but no new registrations can be added. Also, please ensure that all information entered is correct as no changes will be accepted after the closing date.
- Phase 2: Submissions will NOT be considered after the closing date.

1.4 ELIGIBILITY

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

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 are not the lead nominee. The new nomination should not substantially replicate the original nomination.

Early Career Teaching Award recipients are eligible for renomination in a different category five years 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 four criteria which will be given equal consideration by the assessors:

2.1 APPROACHES TO TEACHING AND/OR 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.

EVIDENCING YOUR CONTRIBUTION

In addressing the above criteria, applicants are required to make a case that they have:

- a. Impacted on student learning, student engagement or the overall student experience 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.
- b. Gained recognition from colleagues, the institution, and/or the broader community.
- c. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.
- d. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

This case needs to be **strongly supported by a wide range of evidence** in the form of qualitative and quantitative data. This may include: Formal and informal evaluation, student data, institutional student surveys, references and selected teaching materials

3 PREPARATION FOR SUBMISSION

The first stage of the nomination process involves preparing a nomination for submission (see the **2019 AAUT Program Overview** document for the full nomination process).

In preparation for online submission, the documentation must comply with the formatting requirements outlined in [section 3.8](#), below. Submissions must contain ALL of the elements listed in the checklist below (individual nominations are **not** required to submit a Team Statement of Contribution). **Incomplete applications will not be assessed.** Please ensure that all nomination documents are of high enough quality to be legible and all hyperlinks are active.

Teaching Award Nomination Checklist

Documents required for online submission	Max Pages	Tick
1. Teaching Award Nomination Form (Acts as cover sheet/ Must be signed by DVCA or nominated delegate)	5	
2. Claims Against Assessment Criteria (Synopsis/ 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	-	

Use the Teaching Award Nomination Checklist, (available on AAUT-UA website), to ensure that you have consolidated all required documents (in the order listed in the Checklist) into one PDF file.

3.1 NOMINATION FORM

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

The completed nomination must have all boxes ticked and be signed by the following:

- Nominee
- Head of School/ Faculty
- Deputy Vice-Chancellor (Academic) or their nominated delegate
- Institutional Contact Officer

3.2 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.

3.3 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 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).

3.4 TEAM STATEMENT OF CONTRIBUTION (FOR TEAM NOMINATION 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 is to be identified for the purposes of the nomination
- Teams 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.

3.5 TWO LETTERS OF REFERENCE

Two letters of references, of no more than one A4 page each, 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)

3.6 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.**

- One website (URL) – include link 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.

3.7 PHOTO REQUIREMENTS

An up-to-date, formal digital photograph of the individual nominee or team (group photo) must be submitted with each nomination, in line with the following specifications:

- Photo: In colour
- Background colour: White
- Image definition parameters: Head and shoulders only
- Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px
- File Format: JPEG
- File size: Between 1MB and 10 MB

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. Changes cannot be made to photographs after submission.

3.8 FORMATTING REQUIREMENTS

Please ensure that the document is formatted as per below:

- Page size: A4
- Font size: Must be Arial or Calibri, 11 point (narrow fonts must not be used). Bold for sub-headings, and regular for body text
- Header: First and last name of nominee/Team name 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), and page numbers at the bottom right e.g. 2019 TEACHING AWARD NOMINATION
- Margin: At least 2 cm with clear definition between paragraphs.
- No columns should be used
- Paragraph line spacing should be single
- File name: PDF and photo should be saved using the following naming convention:
 - <Institution acronym>_<Last name>.<First name initial>_2019<Award type acronym>.PDF and jpg respectively.
 - For instance: ANU_KING.P_2019TCH.PDF, Photo: ANU_KING.P_2019TCH.jpg

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 Carmichael – Project Coordinator)

4.2 AAUT AWARDS PORTAL

To submit your online submission, please click [2019 AAUT Awards Portal](#) or go to <https://aaut.sparkplus.com.au> .

For any AAUT Awards Portal technical support queries, please contact:

- Email: support@sparkplus.com.au
- Phone: 02 8007 4553
- Phase 1 Technical support: Friday 9th August to Friday 23th August 2019
- Phase 2 Technical support: Monday 2nd September to Friday 13th September 2019
- Monday to Friday: 10.00am 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 .