

# 2019 AAUT AWARD SUMMARY

<b>AWARD TYPES</b>	<b>Categories</b>	<b>No. of awards per category</b>	<b>No. of awards</b>	<b>Max submissions per institution</b>	<b>Prize money</b>
<b>1. Citations for Outstanding Contributions to Student Learning (Citations)</b>	4	25	Up to 100	6	NIL
<b>2. Awards for Programs that Enhance Learning (Program Awards)</b>	6	1	6	2	\$15,000
<b>3. Awards for Teaching Excellence (Teaching Awards)</b>	7	1	7	3	\$15,000
<b>4. Award for Australian University Teacher of the Year</b>	N/A	N/A	1	N/A	\$20,000

# 2019 AAUT NOMINATION KEY DATES

TASKS	DATES
Account ID sent to ICOs Awards Portal Nomination Submission Instructions sent to ICOs Awards Portal Technical Support opens (10.00am AEDT)	Friday 9 <sup>th</sup> August 2019
Phase 1: Nomination Registration opens	Monday 12 <sup>th</sup> August 2019, 8.00am AEDT
<b>Phase 1: Nomination Registration closes</b> Phase 1: Awards Portal Technical Support closes (6.00pm AEDT) <i>After the Phase 1 closing date, registered nominees can be withdrawn but no new registrations can be added.</i>	<b>Friday 23<sup>rd</sup> September 2019, 11:59pm AEDT</b>
Phase 2: Submission Upload opens Phase 2: Awards Portal Technical Support opens (10.00am AEDT)	Monday 2 <sup>nd</sup> September 2019, 8.00am AEDT
<b>Phase 2: Submission Upload closes</b> Phase 2: Awards Portal Technical Support closes (6.00pm AEDT) <i>Late submissions will NOT be considered after Phase 2 closing date.</i>	<b>Friday 13<sup>th</sup> September 2019, 11:59pm AEDT</b>
Notification of Outcome	January 2020
AAUT Awards Ceremony	Tuesday 25 <sup>th</sup> February 2020

# 2019 AAUT NOMINATION PROCESS

Mar to Aug 2019

## PREPARATION FOR SUBMISSION

- Nomination Form
- Assessment Criteria
- CV (*Teaching Awards Only*)
- Team Statement (*Team Only*)
- Two References
- Supporting Materials (Program and Teaching Awards Only)
- Digital Photograph

Aug to Sep 2019

## ONLINE SUBMISSION

- **Phase One:**  
Nominee Registration
- **Phase two:**  
Submission and photo upload
- One login per institution
- Submission by ICO

Oct to Dec 2020

## ASSESSMENT PERIOD

- Individual Assessment
- Collaborative Assessment
- Awards Committee Assessment

Jan 2020

## NOTIFICATION OF OUTCOME

- UA Board Sign-off
- Notification

Feb 2020

## AWARD RECOGNITION

- Citation Ceremony will be at the discretion of their institution
- Announcement of Program and Teaching recipients at the AAUT Awards Ceremony

# 2019 CITATION NOMINATION CHECKLIST



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

## DOCUMENTATION REQUIREMENTS

### 1. Citation Nomination Form

- Acts as cover sheet
- All boxes must be ticked, and form must be signed by:
  - Nominee
  - Head of School/Faculty
  - DVCA or their nominated delegate
  - ICO

### 2. Claims Against Assessment

#### **Criteria** *(max 4 A4 pages)*

- Proposed Citation (up to 25 words)
- Contribution overview and context
- Statement addressing the assessment criteria
- Reference list

### 3. Team Statement of Contribution

- For team nomination only
- Explains role and percentage of contribution

### 4. Two Letters of Reference

- One A4 page for each reference
- Include acceptance of Privacy Notice
- On institutional letterhead
- Signed by referee

### 5. Digital Photograph

# 2019 PROGRAM AWARD NOMINATION CHECKLIST



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

## DOCUMENTATION REQUIREMENTS

### 1. Program Award Nomination Form

- Acts as cover sheet
- All boxes must be ticked, and form must be signed by:
  - Nominee
  - Head of School/Faculty
  - DVCA or their nominated delegate
  - ICO

### 2. Claims Against Assessment

#### **Criteria** (*max 10 A4 pages*)

- Synopsis (up to 200 words)
- Program overview and context
- Statement addressing the assessment criteria
- Reference list

### 3. Team Statement of Contribution

- For team nomination only
- Explains role and percentage of contribution

### 4. Two Letters of Reference

- One A4 page for each reference
- Include acceptance of Privacy Notice
- On institutional letterhead
- Signed by referee

### 5. Supporting Materials

Submit up to two of the following:

- A three-minute video link,
- Website URL and/or
- 10 pages PDF

### 6. Digital Photograph

# 2019 TEACHING AWARD NOMINATION CHECKLIST



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

## DOCUMENTATION REQUIREMENTS

### 1. Teaching Award Nomination Form

- Acts as cover sheet
- All boxes must be ticked, and form must be signed by:
  - Nominee
  - Head of School/Faculty
  - DVCA or their nominated delegate
  - ICO

### 2. Claims Against Assessment Criteria

*(max 8 A4 pages)*

- Synopsis (up to 200 words)
- Teaching overview and context
- Statement addressing the assessment criteria
- Reference list

### 3. Curriculum Vitae (CV)

- Individual = max 3 pages (A4)
- Team = team leader max 3 pages (A4) and team members max 1 page (A4) each

### 4. Team Statement of Contribution

- For team nomination only
- Explains role and percentage of contribution

### 5. Two Letters of Reference

- One A4 page for each reference
- Include acceptance of Privacy Notice
- On institutional letterhead
- Signed by referee

### 6. Supporting Materials

Submit up to two of the following:

- A three-minute video link
- Website URL and/or
- 10 pages PDF

### 7. Digital Photograph



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

## AAUT AWARDS TEAM

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## AAUT AWARDS PORTAL

<https://aaut.sparkplus.com.au/login.php>

**[support@sparkplus.com.au](mailto:support@sparkplus.com.au)**

**02 8007 4553**

### Technical Support

Phase 1: Friday 9<sup>th</sup> Aug to Fri 23<sup>th</sup> Aug

Phase 2: Monday 2<sup>nd</sup> Sep to Friday 13<sup>th</sup> Sep

Monday to Friday 10am to 6pm AEDT