



AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2019 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING (AAUT)

AAUT PROGRAM OVERVIEW

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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 NOMINATION KEY DATES

The table below summarises the 2019 AAUT key dates. Refer to [Section 3: Nomination Process](#) for details.

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 23 rd 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 13 th September 2019, 11:59pm AEDT
Notification of Outcome	January 2020
AAUT Awards Ceremony	Tuesday, 25 th February 2020

***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- Phase 1: After the closing date, registered nominees can be withdrawn but no new registrations can be added.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.

1.2 KEY ROLES

This section outlines key roles and responsibilities.

1.2.1 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.

1.2.2 NOMINATING/ELIGIBLE INSTITUTIONS

Only those eligible 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 A](#) for the list of eligible institutions.

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:

- 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.

1.2.3 INSTITUTIONAL CONTACT OFFICER (ICO)

Each institution is required to nominate an Institutional Contact Officer (ICO) as the central point of contact for the AAUT Awards Team. All communication with nominees will primarily be through their ICO, such as AAUT newsletters, notification of outcomes etc.

The ICO is required to upload all of their institution's nominations via the AAUT Awards Portal

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

1.2.4 ASSESSORS

Assessors selected by Universities Australia (UA) and the Awards Team will assess all nominations against the assessment criteria and make recommendations.

1.2.5 AWARD RECIPIENTS

Recipients (or their nominated delegates) are invited to attend the relevant award ceremony to accept their award. Award recipients, with the support of their institutions, are expected to engage in ongoing sharing of best practice and innovation in learning and teaching.

1.2.6 AWARD COMMITTEE

There will be three Award Committees: Citations, Program Awards and Teaching Awards. This committee will be made up of senior academic leaders in teaching and learning with a track record of leadership and extensive experience in the field across the Australian higher education sector. The Awards Committees will be responsible for confirming and endorsing the ratings before sign-off by Universities Australia (UA).

1.2.7 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
- Managing the online submission
- Communicating with eligible institutions through their ICO

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

1.2.8 UNIVERSITIES AUSTRALIA (UA) BOARD

Universities Australia (UA) Board of Directors, which consists of eight Australian Vice-Chancellors plus UA Chief Executive Officer, will sign-off on the final AAUT Award recipients list.

2 AWARD TYPES

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

2019 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	25	Up to 100	6	NIL
2. Awards for Programs that Enhance Learning (Program Awards)	6	1	6	2	\$15,000
3. Awards for Teaching Excellence (Teaching Awards)	7	1	7	3	\$15,000
4. Award for Australian University Teacher of the Year	N/A	N/A	1	N/A	\$20,000

It is anticipated that the awards will be distributed across all the categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

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 2019, up to 100 citations will be awarded across the following four assessment criteria:

- Approaches to teaching and/or 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 four.

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 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 2019, 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.

Program Award recipients receive \$15,000 in prize money.

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 2019, 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.

Teaching Award recipients will receive \$15,000 in prize money.

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.

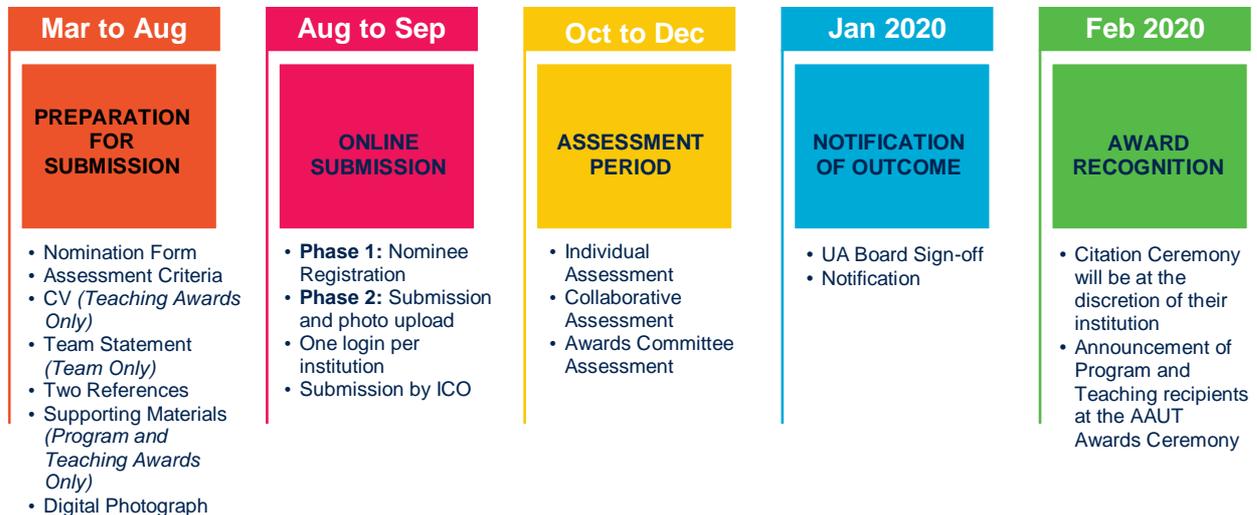
In selecting the recipient of the Award for Australian University Teacher of the Year, particular attention is given to the evidence demonstrating advanced skills in evaluation and reflective practice; participation in and contribution to professional activities related to learning and teaching; coordination, 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.

The Teacher of the Year will receive an additional \$20,000 in prize money.

3 NOMINATION PROCESS

The outline below gives an overview of the 2019 AAUT Nomination process.

2019 AAUT NOMINATION PROCESS



3.1 PREPARATION FOR SUBMISSION (MAR TO AUG)

In preparation for online submission, the documentation must comply with the formatting requirements (Refer to the Nomination Instructions for details). Submissions must contain ALL the required elements listed in the checklist below (individual nominations are not required to submit a Team Statement of Contribution). **Incomplete applications will not be assessed.**

For help preparing nominations, the Australian Awarded University Teaching Network run an Award Mentor Scheme, for more information, go to [Australian Awarded University Teachers Network \(AAUTN\)](#).

3.1.1 AAUT NOMINATION CHECKLIST

The AAUT Nomination Checklist outlines 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 [2019 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	✓	✓	✓
2. Claims Against Assessment Criteria	✓	✓	✓
3. Curriculum Vitae (CV)	X	X	✓
4. Team Statement of Contribution (For team nominations only)	✓	✓	✓
5. Two Letters of Reference	✓	✓	✓
6. Supporting Materials	X	✓	✓
7. Digital Photograph	✓	✓	✓

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

Submissions that do not meet the requirements outlined in these instructions, and with any missing documents, un-ticked boxes and/or missing signatures, will not be accepted. Pages in excess of page limits outlined will not be provided to the assessors.

3.2 ONLINE SUBMISSION (AUG TO SEPT)

Online submission of nominations is via the [2019 AAUT Awards Portal](https://aaut.sparkplus.com.au) (<https://aaut.sparkplus.com.au>) by the Institutional Contact Officer (ICO).

- Each institution will receive a single login, allocated to the ICO
- Each institution will be given an account ID and is then required to create their own password
- System requirements: Internet Explorer 10 or above
- Refer to 2019 AAUT Awards Portal Nomination Submission Instructions for more information
- The data entered on the 2019 AAUT Awards Portal should match the information on the Nomination Form

There are two phases to the 2019 AAUT Awards Portal online submission process.

- **Phase 1:** Nominee Registration (*Monday 12th August to Friday 23rd August 2019*)
ICOs will be required to enter each nominee's details into the AAUT Awards Portal. During this phase, no documents need to be uploaded.
- **Phase 2:** Submission Upload (*Monday 2nd September to Friday 13th September 2019*)
ICOs will be required to upload one PDF submission for each nominee, along with a digital photograph.

3.3 ASSESSMENT PERIOD (OCT TO DEC)

During this period, the selected assessors are assessing the nomination based on rating scale and Assessment Matrix (See [Appendix B](#)). For more information on the Assessment process, refer to [Section 4](#).

3.4 NOTIFICATION OF OUTCOME (JAN 2020)

The nominating institution and the nominee will be advised of the result of their nomination by email to ICO.

- For successful nominees, an official letter of congratulations will be provided.
- For unsuccessful nominees, written feedback developed by assessors will be provided via email to the ICOs.

3.5 AWARD RECOGNITION (FEB 2020)

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

Recipients for Programs that Enhance Learning, Teaching Excellence Awards and the Australian University Teacher of the Year Award will be announced at the AAUT Awards Ceremony, prior to the [2020 Universities Australia Higher Education Conference](#), at the National Convention Centre Canberra on Tuesday 25th February 2020.

4 ASSESSMENT PROCESS

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



4.1 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

4.2 SELECTED ASSESSORS

Assessment of nominations is carried out by selected group of assessors against the relevant assessment criteria. Assessors will be allocated to a team of three to assess the assigned applications. They will individually assess the applications, then meet online to discuss their evaluations and make joint recommendations. Assessments are subject to a moderation process.

In selecting assessors, Universities Australia and the 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 form. 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.

4.3 AWARDS COMMITTEE

The Citations, Program Awards and Teaching Awards Award Committees will be responsible for confirming and endorsing the ratings before sign-off by Universities Australia (UA).

4.4 UNIVERSITIES AUSTRALIA (UA) BOARD

The Universities Australia (UA) Board of Directors, will sign-off on the final AAUT Award recipients list.

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 viewing 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 the 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 events
- 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, the nominee acknowledges and consents to Universities Australia disclosing their personal information to the following parties:

- Awards Team
- Nominee's Institution
- Assessors
- Awards Committee Members

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. See more information on [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 Carmichael – Project Coordinator)

6.2 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

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 A – ELIGIBLE INSTITUTIONS

TABLE A PROVIDERS

 ACU AUSTRALIAN CATHOLIC UNIVERSITY	 Batchelor Institute	 CQUniversity AUSTRALIA	 CHARLES DARWIN UNIVERSITY
 Charles Sturt University	 Curtin University	 DEAKIN UNIVERSITY	 AUSTRALIA ECU EDITH COWAN UNIVERSITY
 Federation UNIVERSITY-AUSTRALIA	 Flinders UNIVERSITY	 Griffith UNIVERSITY	 JAMES COOK UNIVERSITY AUSTRALIA
 LA TROBE UNIVERSITY	 MACQUARIE University	 MONASH University	 Murdoch UNIVERSITY
 QUT Queensland University of Technology	 RMIT UNIVERSITY	 Southern Cross University	 SWIN BUR NE SWINBURNE UNIVERSITY OF TECHNOLOGY
 Australian National University	 THE UNIVERSITY of ADELAIDE	 THE UNIVERSITY OF MELBOURNE	 THE UNIVERSITY OF QUEENSLAND AUSTRALIA
 THE UNIVERSITY OF SYDNEY	 THE UNIVERSITY OF WESTERN AUSTRALIA	 UNIVERSITY OF CANNBERRA	 UNE University of New England
 UNSW SYDNEY	 THE UNIVERSITY OF NEWCASTLE AUSTRALIA	 University of South Australia	 UNIVERSITY OF SOUTHERN QUEENSLAND
 UNIVERSITY of TASMANIA	 UTS UNIVERSITY OF TECHNOLOGY SYDNEY	 USC	
 UNIVERSITY OF WOLLONGONG AUSTRALIA	 WESTERN SYDNEY UNIVERSITY	 VICTORIA UNIVERSITY MELBOURNE AUSTRALIA	

TABLE B PROVIDERS

 BOND UNIVERSITY	 UNIVERSITY of DIVINITY	 THE UNIVERSITY OF NOTRE DAME AUSTRALIA	 TORRENS UNIVERSITY AUSTRALIA
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8 APPENDIX B – AAUT ASSESSMENT MATRIX

EVIDENCE	1 Poor	2 Not Recommended	3 Recommended	4 Highly Recommended	5 Outstanding
A. Impact on student learning, student engagement or the overall student experience for a period of no less than three years	Nomination does not demonstrate impact, or impact has not been sustained for three years or more.	Influence is hard to ascertain from the limited evidence provided. A range of activities may be described but the impact on student learning is not clear. Application focuses on career longevity rather than sustainability of impact. Evaluation has been done but appears to have been ad-hoc. Reflection on evaluation results is minimal.	Some connections drawn between activities and student outcomes. Evidence from several sources is provided to support claims of impact. Evaluation has been conducted regularly and several forms of evidence (e.g. both qualitative and quantitative) from more than one stakeholder group has been provided. Changes have been implemented as a result of evaluations.	Multiple forms of evidence from a range of sources and stakeholder groups is provided that clearly demonstrates impact on student learning. Evaluation has been done systematically. Multiple forms of evidence has been provided from several stakeholder groups. Evaluation is reflected upon and changes implemented as a result are included in the nomination.	Outstanding connections drawn between the work and its influence on student learning. These are backed up by evidence from a wide range of sources that illustrate high levels of impact on student experiences, learning and graduate outcomes. Evaluation is clearly highly valued and an integral part of the nominee's work and has been sustained over time. Evaluation is reflected upon and changes implemented as a result are a substantial feature of the nomination.
B. Recognition gained from colleagues, the institution, and/or the broader community.	The nomination provides no evidence that the nominee has gained recognition	The nomination provides unreliable or weak evidence that the nominee has gained recognition.	The nomination provides evidence from multiple stakeholders. Initiatives or has gained recognition from peers. Program or initiative may have been adopted by others within the department	The nomination provides multiple forms of evidence that the program has gained widespread recognition throughout their institution and the local community. Program or initiative has been adopted across the institution	The nomination provides multiple forms of evidence from a range of stakeholders to back up claims of widespread recognition throughout the institution and the community across the state or nationally. Program or initiative has been adopted nationally or internationally
C. Shown creativity, imagination or innovation.	No evidence is provided that the nominee is doing anything different to others in their field.	Weak or unreliable evidence to show that the nominee implements new initiatives. Context is not explicitly considered.	A range of evidence to show that the nominee trials and implements new initiatives or combines existing approaches in different ways. The innovations are generally appropriate for the context in which they are being applied	Broad range of evidence to show that the nominee has trialled and implemented new initiatives or combined existing approaches in different ways. The innovations are appropriate for the context in which they are being applied.	Very broad range of evidence to show that the nominee has trialled and implemented new initiatives or combined existing approaches in different ways. The innovations are appropriate for, and novel to, the context in which they are being applied. A wide range of evidence is provided to illustrate impact on student learning.
D. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.	Nomination does not refer to scholarly literature of teaching and learning	Nomination refers to some scholarly literature of teaching and learning but it is limited and not well connected to practice.	Nomination refers to a range of scholarly literature. Connections are articulated to the applicant's philosophy and practice.	Nomination refers to a broad range of scholarly literature of teaching and learning. Connections to the applicant's philosophy and practice are clearly articulated.	Nomination shows deep understanding of a broad range of scholarly literature of teaching and learning. Connections to the applicant's philosophy and practice are clearly articulated. Applicant actively contributes to the scholarship of teaching and learning.