

2019 AAUT AWARD 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

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After the Phase 1 closing date, registered nominees can be withdrawn but no new registrations can be added.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



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



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

02 8007 4553

Technical Support

Phase 1: Friday 9th Aug to Friday 23th Aug

Phase 2: Monday 2nd Sep to Friday 13th Sep

Monday to Friday 10am to 6pm AEDT