



AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2020 CITATION FOR
OUTSTANDING CONTRIBUTIONS
TO STUDENT LEARNING

CITATION NOMINATION
INSTRUCTIONS

GLOSSARY

| | |
|-----------------|---|
| AAUT | Australian Awards for University Teaching |
| Award Recipient | An individual or team receiving the award |
| Awards Portal | Sparkplus online assessment portal |
| Awards Team | Project team at Swinburne University of Technology managing the administration on behalf of Universities Australia |
| Institutions | Eligible institutions listed in Table A and Table B of the Higher Education Support Act (2003) to nominate for the AAUT |
| ICO | Institutional Contact Officer |
| Nominee | The individual or team applying for the award |
| SPARKPLUS | Online Awards Portal |

KEY UPDATES FROM 2019

| | |
|---------------------|--|
| Glossary | New addition |
| Table of Contents | Hyperlinks to the relevant part of the document |
| 1. Introduction | Remove 25 awards per category as the number of awards granted will be distributed across all categories determined by the quality of nominations. Maximum number of awards per institution is changed from four to five. |
| 2 Categories | Same categories as Awards for Teaching Excellence |
| 3 Criteria | Previously known as Citation Categories |
| 4.1 Nomination Form | Available in fillable PDF and Word version |

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Monday to Friday: 11.00am to 5.00pm AEST during Phase 1 and Phase 2 period.

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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 | Max submissions per institution | Prize money |
|---|------------|---------------|---------------------------------|-------------|
| Citations for Outstanding Contributions to Student Learning (Citations) | 7 | Up to 100 | 6 | NIL |

In 2020, up to 100 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. The maximum number awarded to each institution is five.

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.

1.1 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.



***Please note:**

- Phase 1: After the closing date, registered nominees can be withdrawn but no new registrations can be added. Please ensure all information entered is correct.
- Phase 2: Late submissions will NOT be considered after the closing date.
- Awards Portal Technical Support is available from Monday to Friday: 11.00am to 5.00pm AEST during Phase 1 and Phase 2 period.

1.2 ELIGIBILITY

All nominations must relate to outstanding contributions to student learning 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 academic, general/professional and sessional staff (full-time or fractional, continuing or contract).

1.2.1 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.

1.2.2 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.

1.2.3 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 2015, they are not eligible to reapply until 2020). 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 CATEGORIES

Nominees must select the relevant award category below. The seven categories for Citation are:

2.1 BIOLOGICAL SCIENCES, HEALTH AND RELATED STUDIES

- Including Agriculture, Animal Husbandry, Medical Sciences and Nursing

2.2 EARLY CAREER

- For teachers with less than five years cumulative experience teaching in higher education institutions

2.3 HUMANITIES AND THE ARTS

2.4 LAW, ECONOMICS, BUSINESS AND RELATED STUDIES

2.5 NEVILLE BONNER AWARD FOR INDIGENOUS EDUCATION

- Individuals must demonstrate their contribution to Indigenous education. Indigenous and non-Indigenous teachers may nominate.

2.6 PHYSICAL SCIENCES AND RELATED STUDIES

- Including Architecture, Building and Planning, Engineering, Computing and Information Science.

2.7 SOCIAL AND BEHAVIOURAL SCIENCES

- Including Psychology and Education.

3 ASSESSMENT CRITERIA

Nominees must choose one of the following criteria to respond to in their nomination, as appropriate to their particular contribution. Nominations will be assessed on evidence provided in relation to the selected criteria.

3.1 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.
- Provision of support services or programs that improve the student experience and enable learning.

3.2 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.

3.3 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.

3.4 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.

EVIDENCING YOUR CONTRIBUTION

With a focus on the chosen criterion, 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

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

4 PREPARATION FOR SUBMISSION

The first stage of the nomination process involves preparing a nomination for submission (see the **2020 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 4.6](#). 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, with missing documents, will not be assessed.** Please ensure that all nomination documents are:

- High enough quality to be legible, not scanned documents.
- All hyperlinks are active
- Keep within the page limit.

Citation Nomination Checklist

| Documentation required for online submission | Max Pages |
|---|-----------|
| 1. Citation Nomination Form <i>(Acts as cover sheet/ Must be signed by DVCA or nominated delegate)</i> | 4 |
| 2. Claims against Assessment Criteria <i>(Proposed citation/ Overview of contribution and context/ Statement addressing assessment criteria/ Reference list)</i> | 4 |
| 3. Team Statement of Contribution <i>(For team nomination ONLY. Explains role and percentage of contribution)</i> | 1 |
| 4. Two Letters of Reference <i>(One A4 page for each reference)</i> | 2 |
| 5. Digital photograph <i>(.jpg format)</i> | - |

Use the Citation Nomination Checklist, (available on [AAUT-UA website](#)), to ensure that you have consolidated all required documents (in the order listed in the Checklist) in a single PDF file.

It is strongly recommended that nominations are proofread prior to submission.

Note: 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.

4.1 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

The Nomination Form is now available in fillable PDF and Word version. Signature can be signed in PDF by email. [Click here](#) for more details on sending documents for signature.

4.2 CLAIMS AGAINST ASSESSMENT CRITERIA

This component is limited to four A4 pages and describes the nominee's contribution to student learning in line with the selected category, providing evidence to support claims. It should contain 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** including criterion heading and providing evidence of the contribution and resulting impact on student learning.
- **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 field therefore it should not be presumed they have detailed knowledge of the discipline.

4.3 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
- The 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.

4.4 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)

4.5 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:

- 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 10MB

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.

4.6 FORMATTING REQUIREMENTS

Please ensure that the document is formatted as follows:

- Page size: A4
- Font size: Must be Arial or Calibri, 11 point (narrow fonts must not be used). Bold for subheadings 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. 2020 CITATION NOMINATION

- Margin: At least 2 cm with clear definition between paragraphs, and no columns should be used
- Paragraph line spacing: Single
- File name: PDF and photo should be saved as
 - <Institution acronym>_<Last name>.<First name initial>_2020<Award type acronym>.PDF and jpg respectively.
 - For instance, ANU_KING.P_2020CIT.PDF, Photo: ANU_KING.P_2020CIT.jpg