ACU Citations for Outstanding Contributions to Student Learning

Application Form

***How to use this template:***

*Use this italicized and blue text for guidance.*

*Delete all italicized and blue text from your final submission.*

*The closing date for ACU citations is Thursday 3 September 2020. Applications are to be emailed to:* [awards&grants.LTC@acu.edu.au](mailto:awards&grants.LTC@acu.edu.au)

***Save parts 1, 2 and 3 as a single PDF before submission.***

*Your application is in four parts. It consists of:*

1. *Your* ***nomination*** *– included in this template. This must be completed in full and then signed by one of the following: your ADLT (or equivalent), or Head of School, or Director, or Manager*
2. *Your written* ***statement*** *addressing one criterion – included in this template.*
3. *Two* ***referee reports*** *– not included in this template. You must obtain these and add them to your completed template.*
4. *A headshot* ***photo****, in jpg format and submitted as a separate file at the same time as your application.*

***Formatting requirements:***

*To ensure fairness, please do not alter the formatting of this template.*

*The following formatting requirements apply:*

* *Page size A4;*
* *Font must be 11 point Calibri (narrow fonts must not be used);*
* *Margins must be 2 cm;*
* *12 point space between each paragraph;*
* *do not use columns.*

# Part 1: Your Nomination

## CONTACT DETAILS (FOR NOMINEE OR TEAM LEADER)

|  |  |  |
| --- | --- | --- |
| Title (Mr, Ms, Dr, Professor, etc) | Click here to enter text. | |
| First and Last Name | Click here to enter text. | |
| Position Title | Click here to enter text. | |
| Department/School/Faculty | Click here to enter text. | |
| Campus | Click here to enter text. | |
| Email Address | Click here to enter text. | |
| Telephone | Click here to enter text. | |
| Staff Category *(choose  one box)* | Academic staff | Professional staff |
| Nominee or Team Leader’s Signature |  | |

**INDIVIDUAL NOMINATION  TEAM NOMINATION**  *[ Choose () one box]*

## OTHER TEAM MEMBERS

(Add as many rows to this table as are required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Last Name** | **Staff Category** | **Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Award category** *(Please choose* ***ONE*** *award category)*

Citations for Outstanding Contributions to Student Learning:

General

Early Career

Sessional Staff

Integrating Catholic Intellectual Tradition in Teaching Practice

Building Cultural Capacity

## Selection Criterion (Nominate only *ONE* selection criterion from the following list of four. Make your selection as appropriate to your particular contribution.)

*[ Choose  one box ]*

|  |  |
| --- | --- |
|  | 1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn |
|  | 1. Development of curricula, resources or services that reflect a command of the field |
|  | 1. Evaluation practices that bring about improvements in teaching and learning |
|  | 1. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience |

## YOUR PROPOSED CITATION WORDING

*Describe your distinctive contribution – maximum 25 words. Write in the third person. Avoid jargon. Include the discipline or field of work and the distinctive contribution of you and/or your team. The citation should inform the broadest possible audience about your work (examples are included here:*

|  |
| --- |
| Click here to enter text. |

## ADLT (or equivalent)/HOS/DIRECTOR/MANAGER ENDORSEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| I support this nomination on the basis of the attached application. I undertake to support this/these nominee/s in activities to disseminate good practice in learning and teaching. I confirm that the information is true and correct and the nominee/s referred to on this form is/are currently staff member/s of my School/Unit. **(For team applications involving more than one organisational unit, please duplicate the section below for each organisational unit.)** | | | |
| Title | Click here to enter text. | | |
| First and Last Name | Click here to enter text. | | |
| Position | Click here to enter text. | | |
| Signature |  | Date |  |

**Part 2: Your Statement**

*Your written statement presents your arguments and evidence to substantiate your claim to have made an outstanding contribution to student learning. It must address* **one** *of the four assessment criteria.*

*The written statement must not exceed* ***four*** *A4 pages in total* **excluding** *a list of references. NB: Formatting requirements apply.*

*The written statement must have three components presented in the following order:*

1. ***A summary*** *of the particular contribution and its specific context.*
2. *A* ***statement addressing your chosen criterion*** *that provides evidence of your contribution over a sustained period. Reference should be made to the ways in which the contribution aligns with the distinctive mission, values and strategies of ACU.*
3. ***References*** *referred to in your statement.*

*For more guidance refer to the separate Guidelines and Procedures.*

**Criterion**

*Specify your chosen criterion – delete the three that do not apply.*

|  |
| --- |
| Approaches to teaching and 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 |

**Summary**

*Write your summary here.*

**Statement**

*Write your statement here.*

**References** (not included in the 4-page limit)

*List your references here.*