

ACU Citations for Outstanding Contributions to Student Learning 2019 Guidelines and Procedures

ACU encourages staff to engage in continuous quality improvement of learning and teaching. ACU has a range of awards that recognise achievements in teaching.

The following guidelines address the submission process and assessment criteria for **ACU Citations for Outstanding Contributions to Student Learning**.

ACU Citations are designed to recognise and reward staff who have made a significant contribution to student learning at the University. The award amount is per individual or team.

The closing date for ACU Citations is **Tuesday 3 September 2019**. Applications are to be sent to awards&grants.LTC@acu.edu.au

Table of Citation Awards

A total of \$40,000 is allocated for ACU Citations for Outstanding Contributions to Student Learning each year.

AWARD TITLE	AWARD AMOUNT	ELIGIBILITY
ACU Citations for Outstanding Contributions to Student Learning	\$5,000	Individuals and teams from academic and professional staff who have made a significant and sustained contribution to student learning at ACU over at least three years.
ACU Citations for Outstanding Contributions to Student Learning: Early Career	\$5,000	Nominees with no more than 5 years' experience teaching in a higher education institution including tutoring and part-time teaching.
ACU Citations for Outstanding Contributions to Student Learning: Sessional staff	\$5,000	Individuals and teams from sessional academic staff who have made a significant and sustained contribution to student learning at ACU over at least three years.
ACU Citations for Outstanding Contributions to Student Learning: Integrating Catholic Intellectual Tradition in Teaching Practice	\$5,000	Individual and teams who have developed themes and activities which reflect Catholic Intellectual Tradition in units of study.

Guidelines

Eligible ACU staff are ongoing full-time and fractional staff, academic and professional, sessional and contract staff, who have made a significant and sustained contribution to student learning over at least three years at ACU. This contribution should align with the distinctive mission, values and strategies of ACU, and reference must be made to these (and to relevant plans of the University) in the application.

Applicants may be approached by their Head of School/Manager to consider putting in an application, or staff may approach their Head of School/Manager to discuss an application and seek support.

Conditions

Applicants may submit only one application per year, but an applicant may be included in a team nomination as well as being an individual applicant. Team nominations can only include members with a contribution of 10 per cent or higher.

Previous ACU and external (e.g. OLT/AAUT) Citation winners are ineligible to apply for a period of 3 years after winning, unless their previous success was in a different category – that is, they were an individual winner and now are part of a team nomination, or vice versa.

Past recipients of the Vice-Chancellor's Teaching Excellence Award or an OLT/AAUT Teaching Excellence Award are ineligible for an ACU Citation.

Procedures

ACU Citation applicants must be endorsed by their Faculty or Unit.

The Learning and Teaching Centre provides a range of support: workshops, group consultations, and limited individual consultations. The LTC website contains useful resources. You can contact LTC staff for support through awards&grants.LTC@acu.edu.au. It is expected that applicants will also receive support and feedback from senior staff in the Faculty or Unit.

The Awards and Grants Committee (AGC), chaired by the Deputy Vice-Chancellor (Education and Innovation), will discuss and assess all submitted applications after applications close. All applicants will be notified of the outcome by email. Applicants who are unsuccessful will be given written feedback on their application from the Committee.

Award funds will be transferred to a Faculty/Unit account and should be used by the end of the following year. Successful applicants may use the funds to expand their skills/knowledge in higher education, for example through relevant conference attendance, resources for their teaching, or subscription to professional journals/organisations. Staff may also be invited to present their work at Faculty or ACU Learning and Teaching events.

Selection Criteria

Selection criteria directly mirror those of the Australian Awards for University Teaching and are reproduced in full here¹. Nominees must select **ONE** of the four assessment criteria listed below and include clear and consistent forms of evidence matched to the criterion addressed.

The assessment criteria are:

1 Approaches to teaching and 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

¹ AAUT (2018) Citations for Outstanding Contributions to Student Learning, Citation Nomination Instructions

- 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.

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 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 (note that evaluation practices do not include student assessment). 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
- the dissemination and embedding of good practice identified through evaluation.

4 Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the 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.

Evidence and Assessment

All nominations will be assessed on the evidence provided in response to the selected assessment criteria. Assessment will be based on the extent to which nominees show evidence that their contribution has:

- a. influenced student learning, student engagement or the overall student experience
- b. gained recognition from fellow staff, the institution, and/or the broader community

- c. been sustained 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.
 - o In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.
- d. shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments

Instructions

Applications should consist of the following items: the nomination form, a headshot photo, written statement and references.

1. Nomination Form

The completed nomination form (available from the ACU Learning and Teaching website) reports administrative information, the chosen selection criterion, and the Citation wording (maximum 25 words). It also includes a Synopsis (overview of the applicant's contribution) which must be written in the third person. The synopsis is a maximum of 50 words and is used in any public announcements about a successful award winner.

The completed nomination must be signed by the applicant's Head of School, Manager or Associate Dean (Learning and Teaching) or equivalent.

2. A headshot photo, in jpg format and submitted as a separate file

3. Written Statement

The written statement describes the nominee's contribution to student learning and must address one of the four assessment criteria. Evidence to support claims needs to be integrated into the statement.

The written statement is limited to **four** A4 pages in total (formatting standards apply – please later section of this document) and should include all information that might be referred to in the submission. Claims for excellence must be supported by evidence. Do not use hyperlinks to external resources within the 4 pages.

The written statement should have three components which must be presented in the following order:

- a. proposed citation (maximum 25 words) written in the third person, avoid jargon and include the discipline or field of work and the distinctive contribution of the nominee or team; the citation should inform the broadest possible audience about the work of the nominee (examples are included here:

http://www.acu.edu.au/staff/our_university/learning_and_teaching/valuing_and_rewarding_teaching/acu_awards_and_grants/resources_to_assist

- b. a summary of the particular contribution and its specific context
- c. a statement addressing the chosen criterion and providing evidence of the 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. A summary table of student feedback results should be inserted in the Written Statement. Include a summary of SELT results over several years showing class numbers, total response numbers and faculty average score. See table example in resource document 'Including evaluation and feedback in your Award application':

https://staff.acu.edu.au/our_university/learning_and_teaching/valuing_and_rewarding_teaching/acu_teaching_grants/archived_resources_for_learning_and_teaching_grant_applicants/Including_evaluation_and_feedback_in_your_award.pdf

Consider other types of evidence from students, peers, senior staff or external colleagues.

It is strongly recommended that nominations are proofread and checked by the supervisor prior to submission.

ACU assessors on the Awards and Grants Committee are drawn from a range of disciplines and learning and teaching specialisations; it should not be presumed they have detailed knowledge of the discipline.

Nominees should refer to the ACU Learning and Teaching website for resources to assist awards and citation applications.

4. References

- a. **Two** references of no more than *one* A4 page each. The references must speak directly to the criteria, not be merely a letter of support. Refer to the Reference Advice Sheet on the ACU Learning and Teaching website:
https://staff.acu.edu.au/our_university/learning_and_teaching/valuing_and_rewarding_teaching/acu_awards_and_grants/resources_to_assist
- b. One referee must be the Head of the nominee's Faculty, Department, School or Administrative Unit and the other can be the ADLT or equivalent, Head of Unit or a key person in the Faculty or Unit who can speak directly to the value of the work of the team or individual. Applicants may also choose to submit a reference from an external colleague. Referees need to refer to the selection criteria, not merely write a letter of support.
- c. References must be signed by the referee. If one of the referee's is unavailable to sign-off when the application needs to be submitted, please contact the Learning and Teaching to explain the issue and submit the application on time. Then submit the signed document as soon as possible.
- d. If the nomination relates to a team, the references should apply to the team.

Formatting requirements

- documents must be A4 page size;
- font must be 11 point Calibri (narrow fonts must not be used);
- margins must be at least 2 cm with clear definition between paragraphs, and no columns should be used

Submission

The 2019 nomination form, written statement and references must be in order and combined into one PDF before uploading to the LTC mailbox awards&grants.LTC@acu.edu.au. The digital photograph (jpg format) should be uploaded as a separate file.