

Vice-Chancellor's Teaching Excellence Award and Vice-Chancellor's Postgraduate Teaching Excellence Award

2019 Guidelines and Procedures

ACU encourages staff to contribute to the improvement of learning and teaching and acknowledges achievements through a range of teaching awards. The most prestigious awards are the **Vice-Chancellor's Teaching Excellence Award** and the **Vice-Chancellor's Postgraduate Teaching Excellence Award**.

Teaching Awards give recognition to teachers (individuals and teams) renowned for the excellence of their teaching, who have outstanding teaching skills and who have made a broad and deep contribution to enhancing the quality of learning and teaching in higher education.

The Vice-Chancellor's Teaching Excellence Award covers excellence in teaching across a broad range of levels. **The Vice-Chancellor's Postgraduate Teaching Excellence Award** is part of the Postgraduate Strategy and is designed to showcase the strong postgraduate culture and teaching excellence at ACU. Applications should reflect the Postgraduate Strategy initiatives.

Faculties will be invited to nominate suitable teaching staff prior to the award selection process. Suitable applicants will have high Student Evaluation results, a level of leadership in teaching, a track record in scholarly practice/innovation/leadership in teaching (e.g. publications, committee leadership, projects, use of learning technologies) and endorsement from senior staff in the Faculty. It is preferable if applicants have previous institutional or external recognition of teaching excellence (eg. an OLT or AAUT award).

Applicants will be able to receive support from the Learning and Teaching Centre as they prepare their award application. **Self-nominated applications will not be accepted.**

These awards will also build institutional and individual capacity for the development of competitive nominations for national AAUT Awards for Teaching Excellence.

The ACU Awards and Grants Committee reviews all submissions and decides if the contribution has been sufficiently outstanding to be awarded. The Committee reserves the right not to make an award.

Guidelines

The closing date for the VC's Teaching Excellence award and the VC's Postgraduate Teaching Excellence award is **Tuesday 3 September 2019**.

Eligible ACU staff are ongoing full-time and part-time academic staff who have made a significant and sustained contribution to student learning over a period of at least five 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.

Applications are to be sent to awards&grants.LTC@acu.edu.au by **5pm Tuesday 3 September 2019**. Email applications should include scanned signatures and all evidence must be attached to form one document.

The award amount is **\$10,000** per individual or team.

Conditions

Past recipients of the Vice-Chancellor's Excellence in Teaching Award or an OLT/AAUT Teaching Excellence Award are ineligible for an application, unless part of a team.

Procedures

ACU applicants must be selected and endorsed by their Faculty or Unit. Interested applicants should seek advice from their Head of School to discuss a potential application and seek support.

Potential applicants may also contact the Learning and Teaching Centre for support in preparing an application. The Learning and Teaching Centre website contains useful resources. 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. 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.

Assessment Criteria

All nominees for Teaching Excellence Awards will be assessed on the evidence provided in response to the following four criteria (with suggestions listed underneath) which will be given equal consideration by the selection panel:

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
- 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.

In assessing nominations against the four criteria, the panel will take into account the:

- extent to which the claims for excellence are supported by formal and informal evaluation;
- extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based development;
- information contained in student data or institutional student surveys, references, and selected teaching materials submitted by the nominee.

Instructions

Applications should consist of the following items: the nomination form with a title and synopsis, the eight page written statement, CV, 2 references, 2 recent SELT reports, supporting materials, references and a digital photograph.

1. Nomination Form (available on the ACU Learning and Teaching website) includes applicant details, title and a synopsis statement. The title should be no more than 20 words and should capture the high level contribution by the applicant/team to their discipline. The synopsis covers the nominee's teaching area or discipline, teaching experience, the particular focus of the teaching, teaching methods, and their research/teaching interests. The synopsis must be between 120 – 150 words and written in the third person. Should the nomination be successful, the synopsis will be used in communications regarding the recipient's success.

2. Written Statement

The written statement describes the nominee's teaching activities and achievements and must address each of the four assessment criteria (see above), with evidence provided to support their claims appropriate to the award.

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

The written statement is limited to **eight** x A4 pages. Excess pages will be removed. Documents must be A4 page size and 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

3. Statement for Team Nominations (if applicable and limit one page)

Team nominations must include an additional page which explains the role and indicates the percentage contribution of team members. Team nominations can only include members with a contribution of 10 per cent or higher

4. Curriculum Vitae

The curriculum vitae should outline the nominee's educational qualifications, employment history, teaching positions and teaching experience. The curriculum vitae should be no longer than three A4 pages for individual nominations. Teams may allow one additional page per team member. This means a team of three may have five pages (three + two). Pages in excess of this limit will be removed.

5. Two References

References of length no more than two A4 pages each are to be provided by people able to comment on the nominee's contribution to student learning against the assessment criteria:

- one referee must be the head of the nominee's Faculty or Unit. The Dean, ADLT/HoS/Director/Manager must be willing to provide a reference which speaks directly to the criteria, not merely write a letter of support;
- if it is a team nomination, the references should apply to the team;
- any pages in excess of the page limit will not be provided to the assessment panel;
- references must be signed - electronic signatures are accepted. 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

6. Student Feedback

Printout copies of SELT reports for **two** of the most recent units should be included. Refer to Point 2 for additional information about a summary table of student feedback results.

7. Supporting Materials (maximum 10 pages)

Applicants must ensure that all claims of meeting the selection criteria are supported by evidence and that the evidence is referred to in the written statement.

Supporting material may include digital resources, unit outlines, resource documents, screen captures, URLs, and summaries/extracts of notes of appreciation from former students, community and professional colleagues, and so on. On no account are names of supporters to be used unless their explicit permission has been obtained to quote a comment. A long collection of individual letters of appreciation/praise is not acceptable; instead, use brief extracts (up to a paragraph) to back up a specific claim.

8. Digital Photograph (JPEG file)

A formal digital photograph to the following specifications must be submitted with each nomination:

- colour but with a white background;
- head and shoulders only;
- image resolution of 300 dpi (approximately 10 cm by 10 cm; as a guide, the size of the file must be at least 1 MB).

Digital photographs may be used for publication purposes, including ACU and other promotional materials.