ACU Citations for Outstanding

Contributions to Student Learning

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| ***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 Monday 8th September 2025.***[*Submit your Citation Application here.*](https://forms.office.com/r/eGCwKP8vpk)***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. We recommend you seek this endorsement well before submission deadline.* ***Self-nominated applications*** *will not be accepted.*
2. *Your written* ***statement*** *addressing one subcategory – included in this template.*
3. *Two* ***referee reports*** *– not included in this template. You must obtain these and dd them to your completed template.*
4. *A headshot* ***photo****, in jpg format and submitted a s a separate file at the same time as your application.*

***Formatting requirements:****To ensure fairness, please do not alter the formatting of the statement template. The following requirements apply:** *Page size A4;*
* *Font must be 11 point Calibri (narrow fonts must not be used);*
* *Margins must be 2cm, with single spacing 6pt between paragraphs;*
* *Do not use columns.*
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## Application Form

# 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* [x]  *one box)* | [ ]  Academic staff | [ ]  Professional staff |
| Nominee or Team Leader’s Signature |  |

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

## OTHER TEAM MEMBERS

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

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

## CITATION CATEGORY (Please choose ONE citation category)

Citations for Outstanding Contributions to Student Learning:

[ ]  General

[ ]  Early Career (**no more than five years’ experience** teaching with a significant and sustained contribution to student learning over **at least two years**)

[ ]  Casual Staff (a significant and sustained contribution to student learning over **at least two years**)

[ ]  Integrating Catholic Intellectual Tradition in Teaching Practice

[ ]  Building Cultural Capacity

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

*[Choose* [x]  *one box]*

|  |
| --- |
|[ ]  1. Approaches to teaching and/or 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. Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change.
 |
|[ ]  1. Innovation or leadership that has influenced and enhanced learning and teaching and/or the student experience.
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## YOUR PROPOSED CITATION DESCRIPTION

*Describe your distinctive contribution – maximum 25 words. 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.*

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| --- |
| 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

*Specify your written statement, presenting your arguments and evidence to substantiate your claim to have made an outstanding contribution to student learning. It must address* ***one*** *of the four subcategories.*

*The written statement must not exceed* ***four*** *A4 pages in total* ***excluding*** *a list of references. NB: Formatting requirements apply as above. This template has been set up with the correct formatting.*

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

1. ***A summary*** *of the particular contribution, its alignment to the chosen subcategory and its specific context (1-2 paragraphs).*
2. *A* ***statement addressing your chosen subcategory*** *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 as evident in Vision 2033.*
3. ***References*** *referred to in your statement.*

***For more guidance refer to the separate Guidelines document.***

***Assessment Criteria: All nominations will be assessed on the evidence provided in response to the selected subcategory, in relation to the follow assessment criteria. You must address all the criteria:***

*A: Positively impacted on student learning, student engagement or the overall student experience.*

*B: Gained recognition from colleagues, the institution, and/or the broader community (early career and sessional require student and colleague recognition).*

*C: Shown creativity, imagination and/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.*

*ACU Criterion: Aligned with the distinctive Mission, values and strategies of ACU (reference must be made to these).*

**Summary**

*Write your summary here.*

**Statement**

*Write your statement here.*

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

*List your references here.*