

**Vice-Chancellor’s Award for Excellence in Teaching** *and*

**Vice-Chancellor’s Award for Excellence in Postgraduate Teaching**

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.*

*Refer to the ACU Vice-Chancellor’s Award for Excellence in Teaching and Postgraduate Teaching Guidelines.*

***The closing date for ACU Awards is Monday 8th September 2025.***

*Applications are to be emailed to:* CEI@acu.edu.au

***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;*
* *Single spacing, 6 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* [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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## AWARD TYPE

[ ] Vice-Chancellor’s Award for Excellence in Teaching

[ ] Vice-Chancellor’s Award for Excellence in Postgraduate Teaching

## YOUR PROPOSED CITATION Description

*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.*

|  |
| --- |
| 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 all of the four subcategories.*

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

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

1. *A summary of your claims and context.*
2. *A statement addressing each 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.*

*NB: When applying for the postgraduate award, include reference to the Postgraduate Strategy initiatives.*

1. *References referred to in your statement.*

***Assessment Criteria:*** *All nominations will be assessed on the evidence provided in response to the subcategories, 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 only 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).*

*For more guidance refer to the separate VC Teaching Awards Guidelines document.*

**Subcategories**

*You must address all four of the following subcategories. The subcategories can be included as subheadings in the statement Subcategories will be equally weighted by the panel.*

|  |
| --- |
| Approaches to teaching and/or 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 |
| 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.  |
| Innovation or leadership 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 8-page limit)

*List your references here.*