

2017 Australian Awards for University Teaching (AAUT)

Awards for Teaching Excellence

Date (Start and End)	Description of tasks/actions	Responsibility
13 -17 Feb	<ol style="list-style-type: none"> <i>FedNews</i> announcement inviting expression of interest in applying for an AAUT Citation award CLIPP staff will contact key eligible staff members to apply for the award Potential applicants are requested to discuss applying for this award with their ADLT/Executive Dean/Director Potential applicants should review instructions and evidence expectations as relevant to the award: <ul style="list-style-type: none"> • Refer to FedUni Website with full information (AAUT FedUni Website) • Teaching Awards Instructions (AAUT Extract) • Program Information and Nomination Instructions • Support Resources • FedUni Timeline • AAUT FedUni Teaching Awards Template • AAUT Teaching Award Nomination Form 	<p>CLIPP staff</p> <p>Applicant</p>
20 - 22 Feb	<ol style="list-style-type: none"> Applicants need to confirm their interest and willingness to prepare an application with CLIPP administrative staff by submitting a completed Nomination Form to CLIPP Professional Development Officer: Sharon Holden: s.holden@federation.edu.au CLIPP staff to confirm mentors available to assist potential applicants 	Applicant
23 – 24 Feb	<ol style="list-style-type: none"> CLIPP staff will provide applicants with a suitable mentor (normally a previous national award winner). All applicants to have an individual coaching session with CLIPP staff regarding current application during this period (arranged by CLIPP Staff) 	<p>CLIPP staff</p> <p>Applicant</p>
27 Feb - 17 Mar	<ol style="list-style-type: none"> Applicants and mentors meet, discuss and work on application Applicants submit DRAFT 1 to CLIPP administrative staff (COB Friday 17 March) 	<p>Applicant</p> <p>Mentor</p>

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20 - 31 March	<ol style="list-style-type: none"> 1. CLIPP staff review DRAFT 1 2. CLIPP staff to provide Draft 1 to DVC (Learning & Quality) by (COB Friday 31 March) 	CLIPP staff
3 – 21 April	<ol style="list-style-type: none"> 1. DVC (Learning and Quality) to review DRAFT 1 (2.5 weeks) 2. DVC (Learning & Quality) to provide feedback to CLIPP Director (COB Friday 21 April) 	DVC (L&Q)
24 April - 5 May	<ol style="list-style-type: none"> 1. CLIPP staff to review DRAFT 1 and 2. CLIPP staff to provide feedback to the applicant and mentor (COB Friday 5 May) 	CLIPP staff
8 – 26 May	<ol style="list-style-type: none"> 1. Applicants work on DRAFT 1 revisions 2. Applicants submit DRAFT 2 to Sharon Holden: s.holden@federation.edu.au (COB Friday 26 May) 	Applicant
29 May - 9 June	<ol style="list-style-type: none"> 1. CLIPP staff to review DRAFT 2 and 2. CLIPP staff to provide DRAFT 2 to DVC (Learning & Quality) by (COB Friday 9 June) 	CLIPP staff
13 – 23 June	<ol style="list-style-type: none"> 1. DVC (Learning & Quality) to review DRAFT 2 (2 weeks) 2. DVC (Learning & Quality) to provide feedback to CLIPP Director (COB Friday 23 June) 3. CLIPP to seek VC Approval this week 	DVC (L&Q) CLIPP staff
26 - 30 June	<ol style="list-style-type: none"> 1. Applicant and CLIPP staff to review DRAFT 2 and feedback and work on Final Version 2. Applicants submit Final Version to Sharon Holden: s.holden@federation.edu.au (9:00am Monday 3 July) 	CLIPP staff Applicants
3 – 5 July	<ol style="list-style-type: none"> 1. CLIPP staff assist applicants with final application and minor revisions (July 3 - 5) 2. Complete applications are due to CLIPP COB Wednesday 5 July 	CLIPP staff Applicants
6 – 10 July	<ol style="list-style-type: none"> 1. CLIPP staff to review final applications 2. Institutional Contact Officer (CLIPP Director) to upload applicants COB Monday 10 July 	CLIPP staff CLIPP Director

Notes: