

2016 OLT Citations for Outstanding Contributions to Student Learning (You must have a Vice Chancellor Citation Award or equivalent before applying for this national award).

These awards are part of the AAUT 2016 (Australian Awards for University Teaching)

Date	Task	Responsibility	Milestone
22-30 March	Potential applicants are requested to discuss applying for an award with their ADLT/Executive Dean/Director/mentor and/or CLIPP Representative, Nina Fotinatos. In your initial discussion, you may choose to discuss specific details such as teaching experience and evidence you have collected which demonstrates impact for student learning. Please read the 2016 AAUT OLT Instructions carefully. Instructions	Nominees	COB 30 March
31 March	Potential applicants must submit their OLT Nomination Form to the CLIPP Admin Kim Harvey-Keddy Nomination Form	Nominees	COB 31 March
23-31 March	CLIPP Admin will contact potential assessors for the 2016 FedUni panel.	CLIPP Admin	List of 2016 assessors finalised.
1-8 April	Nominees will prepare their application based on a successful VC Citation Award in a previous year. Please consult a support person (as listed above) for additional critical review and feedback. Ensure your support person, has experience in receiving a similar OLT award. If you would like a mentor to be assigned to you, please contact Nina Fotinatos .	Nominees	COB 8 April
11-13 April	Potential 2016 Assessment Panel for the OLT Citation Awards will be contacted to check their availability to assess and rank nominations between April 27 and 29.	CLIPP	Confirmed by 13 April
11 April	Nominees to submit Draft One to relevant ADLT/Director/Mentor for feedback. CLIPP Director is also available to provide feedback.	Nominees	COB 11 April

12-14 April	Nominees to receive feedback on drafts.	Mentors/Support Staff	COB 14 April
15 – 19 April	Nominees to submit Draft Two to relevant ADLT/Director/Mentor for feedback. CLIPP Director is also available to provide feedback. Nominee to arrange for reference letters, photograph, nomination form signatures as per the OLT Instructions.	Nominees	COB 19 April
20 - 21 April	Nominees to receive feedback on drafts.	Mentors/Support Staff	By COB 21 April
26 April	Nominee submits Final Version to CLIPP Admin	Nominees	9.00am 26 April
26-28 April	FedUni assessment panel receive and rate the applications. Each panel members needs to submit their nomination rankings sheet to CLIPP Admin.	Panel	COB 28 April
29 April	Final applications are forward to the VC for endorsement.	CLIPP Admin VC	COB 29 April
2 May	The VC returns the endorsed applications to CLIPP Admin.	VC EA to the VC	
4 May	Nominations to be loaded to OLT portal.	CLIPP, Director (Institutional Contact Officer)	Load nominations to OLT portal.
5 May	Final Day to submit nominations into the OLT portal.	CLIPP	By 5 May Submit nominations to OLT.
5 -27 May	Nominees whose nominations were not submitted in 2015 to be given feedback.	ADLT/Directors.	<p>Feedback to unsuccessful nominees to be complete, COB 27 May.</p> <p>Further feedback from the OLT directly will also follow.</p>