



2016

## AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

Programme information and nomination instructions

Version 1.2

Closing dates:

Citations: Thursday 5 May 2016

Teaching and Programme awards: Thursday 7 July 2016

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# Changes from 2015

## Introduction

### Section

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|     |   |
|-----|---|
| 1.2 | Added to explain arrangements in relation to the creation of a new learning and teaching institute from 1 July 2016 |
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## Citations

### Section

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|     |   |
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| 4.5 | Details on how to submit your nomination will be published in 2016. |
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## Programme Awards

### Section

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| 4.5<br>Written<br>statement | Lists of references should be included in the 10 page written statement. Links to references online will not be reviewed by assessors. |
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| 4.5<br>Submission | Details on how to submit your nomination will be published on the OLT website in 2016. |
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## Teaching Awards

### Section

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|-------------------|---------------------------|
| 5.2<br>Categories | Reference to criterion 4. |
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|-------------------|---|
| 5.2<br>Categories | Neville Bonner Awards for Indigenous education are open to both individuals and groups. |
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| 5.4<br>Categories | Criteria are numbered for ease of reference. |
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| 5.5<br>Written<br>statement | Lists of references should be included in the 10 page written statement. Links to references online will not be reviewed by assessors. |
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| 5.5<br>Supporting<br>materials | Links to the video must be provided. Media files will not be accepted. |
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| 5.5<br>Submission | Details on how to submit your nomination will be published on the OLT website in 2016. |
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# INTRODUCTION

## 1.1 The Promotion of Excellence in Learning and Teaching in Higher Education

The Australian Government has committed \$42.8 million in programme funding over four years towards the Promotion of Excellence in Learning and Teaching in Higher Education (PELTHE). PELTHE is administered by the Office for Learning and Teaching (OLT) in the Department of Education and Training.

The PELTHE programme consists of a suite of grants, fellowships, awards and networks. The Australian Awards for University Teaching programme comprise: Citations for Outstanding Contributions to Student Learning, Awards for Teaching Excellence, Awards for Programmes that Enhance Learning, the Award for Australian University Teacher of the Year and the Career Achievement Award.

## 1.2 Establishment of a new learning and teaching institute

From 1 July 2016 a new learning and teaching institute will be established to promote excellence in teaching and learning. The new institute will administer the grants, fellowships and awards under the Promotion of Excellence in Learning and Teaching in Higher Education programme.

The key elements of the current highly regarded grants, fellowships and awards will be retained, and they will continue to be competitive and peer assessed. Governance arrangements will be collaborative and draw on sector wide expertise to provide oversight of the grants, fellowships and awards, administration of the institute and deal with any perceptions of conflict of interest.

The responsibilities of the Office for Learning and Teaching will be transferred to the new institute from 1 July 2016. The Office for Learning and Teaching will continue business as usual until 30 June 2016. References in these *Instructions* to contractual obligations to the OLT should be read as contractual obligations to the new institute, as appropriate.

From 1 July 2016 the department will administer the PELTHE grant to the host institution and undertake a review of the programme in 2018–19.

## 1.3 Aim

This document provides programme information and application instructions for the Australian Awards for University Teaching.

The Australian Awards for University Teaching (AAUT) are designed to recognise quality teaching practice and outstanding contributions to student learning. It is intended that recipients, with the support of their institutions, will contribute to systemic change in learning and teaching through the ongoing sharing and dissemination of knowledge. This could include presentations within the learning and teaching community, collegial mentoring, pairing and networking, and involvement in university and higher education committees.

### **Citations for Outstanding Contributions to Student Learning (Citations)**

Citations recognise and reward the diversity of contributions made by individuals and teams to the quality of student learning. Up to 150 Citations, valued at \$10,000 each, are awarded to academic, general and sessional staff, and institutional associates who have made significant contributions to student learning.

Citations provide an opportunity for distinctive institutional missions, values and priorities in learning and teaching to be recognised.

Closing date: nominations received via the online Awards Portal by Thursday 5 May 2016

Funding: \$1,500,000 (indicative), \$10,000 per recipient

### **Awards for Programmes that Enhance Learning (Programme Awards)**

Awards for Programmes that Enhance Learning (Programme Awards) recognise learning and teaching support programmes and services that make an outstanding contribution to the quality of student learning, and the quality of the student experience of higher education. Up to 12 Programme Awards across six categories, valued at \$25,000 each, are awarded to programmes and services that demonstrate effectiveness through rigorous evaluation that will set benchmarks for similar activities in other institutions.

Closing date: nominations to be received by Thursday 7 July 2016 submission details TBA

Funding: \$300,000 (indicative), \$25,000 per recipient

### **Awards for Teaching Excellence (Teaching Awards)**

Awards for Teaching Excellence (Teaching Awards) celebrate a group of the nation's most outstanding university teachers who have made a significant contribution to enhancing the quality of learning and teaching in higher education. Up to 16 Teaching Awards, valued at \$25,000 each, are allocated across eight categories. Teaching Awards recognise teachers, including individuals and teams, renowned for excellence in teaching.

Closing date: nominations to be received by Thursday 7 July 2016 submission details TBA

Funding: \$400,000 (indicative), \$25,000 per recipient

### **Award for Australian University Teacher of the Year**

The Award for Australian University Teacher of the Year, valued at \$50,000, is the premier university teaching award. Among the Teaching Award recipients, one academic with an exceptional record of advancing student learning, educational leadership and scholarly contribution to learning and teaching, will be awarded the Award for Australian University Teacher of the Year.

Funding: \$50,000 (indicative)

### **Career Achievement**

The Minister for Education and Training (the Minister) will occasionally award a Career Achievement Award to one or more individuals who have made an outstanding contribution to learning and teaching, and who are recognised throughout the higher education sector. This Award is given to individuals whose career achievements in learning and teaching in higher education have had a major influence and left an enduring legacy.

Funding: N/A

## 1.4 Roles and responsibilities

### **Office for Learning and Teaching**

In relation to the Awards programme, the OLT is responsible for preparing the information and nomination instructions, the receipt and collation of all awards nominations, selection of assessors and for providing secretariat support to the Awards specialist panel.

### **Assessors**

Peer assessors selected by the OLT will assess all nominations against the information and selection criteria in these instructions.

### **Awards specialist panel**

The Awards specialist panel will consider nominations and assessors' advice against the instructions and selection criteria and make recommendations to the expert panel.

### **Expert panel**

The expert panel will make recommendations to the Australian Government Minister responsible for higher education, based on the recommendations of the specialist panel.

### **Australian Government Minister for Education and Training**

The Australian Government Minister for Education and Training has the final decision making authority in relation to OLT awards. Decisions will be made based on advice from the expert panel and the Minister retains the discretion not to award awards.



## 2 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING PROGRAMME

### 2.1 Eligibility

Only those institutions listed in [Table A](#) and [Table B](#) of the [Higher Education Support Act \(2003\)](#) and other approved higher education providers receiving places under the Commonwealth Grants Scheme, are eligible to nominate for the AAUT. Each year, [eligible institutions](#) may submit:

- up to six Citation nominations— if the nominating institution has fewer than 500 Equivalent Full Time Student Units (EFTSU), the maximum number of Citation nominations is four
- up to eight Programme Award nominations with a maximum of two nominations in any category
- up to eight Teaching Award nominations with a maximum of two nominations in any category.

### 2.2 Programme information review

The Awards programme information and nomination instructions are reviewed annually.

#### Key Dates in 2016

|              |   |
|--------------|---|
| End of March | Awards Portal opens for Citations nominations                                       |
| 5 May        | Citations nominations close   |
| 7 July       | Teaching and Programme Awards nominations close<br>Submission details to be advised |
| TBA          | Citation presentation ceremonies  |
| TBA          | Australian Awards for University Teaching presentation ceremony                     |

## 3 CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

### 3.1 Objective

To provide an opportunity for distinctive institutional missions, values and priorities in learning and teaching to be recognised.

### 3.2 Eligibility

All nominations must relate to contributions to student learning in higher education.

Nomination is open to academic, general and sessional staff, and institutional associates (full-time or fractional, continuing or contract) at eligible institutions.

Nominees with no more than five years' experience teaching in a higher education institution, including tutoring and part time teaching, may apply for an Early Career Citation. The five years can be non-sequential and must be counted on a semester basis.

#### **Number of nominations**

- Each institution may nominate up to six individuals or teams. If the nominating institution has fewer than 500 EFTSU, the maximum number of nominations is four.
- Nominees may be included in only one nomination in any year, with the exception being if the nominee forms part of a team nomination but is not the lead nominee.

#### **Eligibility of previous recipients**

- Individual Citation recipients are not eligible for individual Citation renomination within five years of receiving a Citation (i.e., if a recipient in 2013, they are not eligible to reapply until 2018). However, previous recipients of Citations are eligible to renominate within five years of receiving the citation if they form part of a team nomination but are not the lead nominee. The team nomination should be for teaching or programmes that do not substantially replicate the original Citation.
- A recipient of a Teaching or Programme Award (including Carrick and ALTC Awards) can only nominate if they form part of a team nomination but are not the lead nominee.

### 3.3 Assessment criteria

The nomination will be judged against one chosen criterion on the extent to which it shows evidence of evaluation, innovation, leadership and scholarship in the written statement that the nominee's contribution has:

- influenced student learning, student engagement or the overall student experience
- gained recognition from fellow staff, the institution, and/or the broader community
- been sustained for a period of no less than three years (two years for early career).

Nominees must select ONE of the four assessment criteria listed below, and include clear and consistent forms of evidence matched to the criterion addressed above.

The assessment criteria are:

**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; and 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; and 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. 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; and 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; and influencing the overall academic, social and cultural experience of higher education.

In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

## 3.4 Nomination guide

### Written Statement

The written statement describes the nominee's contribution to student learning and must address one of the four assessment criteria, providing evidence to support claims.

The written statement should have three components which must be presented in the following order:

- proposed citation (maximum 25 words)- avoid jargon and include the discipline or field of work and the distinctive contribution of the nominee or team; the citation should inform the broadest possible audience about the work of the nominee
- a summary of the particular contribution and its specific context
- a statement addressing the chosen criterion providing evidence of the contribution (see 3.3)

It is strongly recommended that nominations are proofread prior to submission. Nominees should note that assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations; it should not be presumed they have detailed knowledge of the discipline.

### Length of written statement

The written statement is limited to four A4 pages. Excess pages will not be accepted.

### Statement of contribution (for team nominations)

Team nominations must include an additional page which explains the role and indicates the percentage contribution of team members.

### Two references (.PDF)

Two references, of no more than one A4 page each, are to be provided by people able to comment on the nominee's contribution to student learning against the nominated criterion.

- one referee must be the head of the nominee's faculty, department, school or administrative unit or at higher level
- if it is a team nomination, the references should apply to the team
- referees must include a statement acknowledging their acceptance of the Privacy Notice in the nomination form, e.g. 'I accept the Privacy Notice provided by the nominee.'
- any pages in excess of the page limit will not be provided to the assessors
- references must be signed – electronic signatures are accepted.

### Digital photograph (.JPEG)

A formal digital photograph of the nominee or nominated team to the following specifications must be submitted with each nomination:

- colour
- 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)
- JPEG file.

For your reference, previous OLT awards publications, including photographs of recipients, are available on the [OLT Awards](#) website.

If the nomination is successful, digital photographs are used for publication purposes, including the OLT awards booklets, website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination.

### **Formatting requirements**

- documents must be A4 page size
- font must be 11 point Arial or 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

### **Submission**

The 2016 nomination form, written statement and references must be in order and combined into one PDF before uploading to the Awards Portal.

The digital photograph (.jpg format) should be uploaded as a separate file.

## 4 AWARDS FOR PROGRAMMES THAT ENHANCE LEARNING

### 4.1 Objective

To recognise programmes and services that demonstrate effectiveness through rigorous evaluation that will set benchmarks for similar activities in other institutions.

### 4.2 Categories

There are six Programme Award categories:

- 1 **Widening participation**, encompassing approaches to learning and teaching, and/or student experience which enhance student access, widen participation, and support progression.
- 2 **Educational partnerships and collaborations with other organisations**, encompassing partnerships between universities, and universities and other organisations—such as schools, private higher education providers, registered training organisations, professional bodies, businesses and industries in collaborative approaches to learning and teaching.
- 3 **Innovation and flexibility in curricula, learning and teaching**, encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning and innovations that encourage novel approaches to learning and teaching, innovations that align assessment with curriculum design, innovations that encourage or support multidisciplinary, research-based learning and teaching approaches, innovations that utilise the potential of new and/or emerging technologies.
- 4 **Postgraduate education**, encompassing programs and other activities that focus on postgraduate students, postgraduate coursework learning and teaching, postgraduate research supervision and research higher degree candidature and postgraduate learning support.
- 5 **Student experiences and services supporting learning, development and growth in higher education**, encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support. Quality of learning engagement and other learning and teaching experiences within large student groups to sustain and retain students, student enhancement, whole personal development learning and the quality of the first-year student experience.
- 6 **Global citizenship and internationalisation**, including valuing and enhancing the international student experience, student exchange, international recruitment, transition programs for international students and internationalising the curriculum.

### 4.3 Eligibility

Nomination is open to all programmes and services that enhance student learning. It is intended that programmes will be broader than one or two subjects, or a limited service that involves only a few students. For example, programmes may involve a service or programme provided at the institutional, faculty or school level, a programme of study across a year or number of years, or a service or programme directed at particular groups of students.

## **Number of nominations**

Each eligible institution may submit up to eight Programme Award nominations with a maximum of two nominations in any category.

## **Eligibility of previous recipients of Awards or Citations**

Programmes that have received a Programme Award are ineligible for renomination.

Recipients of a Teaching or Programme Award (including Carrick and ALTC Awards) can only renominate if they form part of a team nomination but are not the lead nominee. The new nomination should be for teaching or programmes that do not substantially replicate the original Award.

Nomination or receipt of a Citation does not affect eligibility for a Programme Award.

## **4.4 Assessment criteria**

All nominations will be assessed on the evidence provided in response to the following four criteria which will be given equal consideration by the selection panel:

- 1 Distinctiveness, coherence and clarity of purpose – extent to which the programme has clear objectives and systematic approaches to coordination, implementation and evaluation
- 2 Influence on student learning and the student experience – extent to which the programme targets identified needs and directly or indirectly, enhances student learning, student engagement and/or the overall student experience of higher education
- 3 Breadth of impact – extent to which the programme has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the programme
- 4 Addressing equity and diversity – extent to which the programme promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

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

- evidence of the effectiveness of the programme in formal and informal evaluation
- the degree of creativity, imagination or innovation
- evidence of sustained effectiveness of the programme for no less than 3 years.

## **4.5 Nomination guide**

### **Written Statement**

The written statement describes the programme, and must address each of the four assessment criteria providing evidence to support their claims. The written statement must be presented in the following order:

- Synopsis - must cover a description of the programme and its teaching areas, the programme's contribution to student learning and engagement, and the programme's impact on students.

The synopsis must be between 150–200 words and written in the third person. Should the nomination be successful, the synopsis will be used in communications regarding the recipient's success, for instance in the Citations ceremony programme, on the Office for Learning and Teaching's website and in archival information

- Overview of the programme and its context
- Statement addressing the assessment criteria and providing supporting evidence (see 3.4)
- Lists of references should be included in the 10 page written statement. Links to reference lists online will not be reviewed by assessors.

Nominees are advised to consult the previous years' Assessment Reports available on the [OLT Awards](#) website.

It is strongly recommended that nominations are proofread prior to submission. Nominees should note that assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations; it should not be presumed they have detailed knowledge of the discipline.

### **Length of statement**

The written statement is limited to ten A4 pages. Excess pages will not be accepted.

### **Statement of contribution (for team nominations)**

Team nominations must include an additional page which explains the role and indicates the percentage contribution of team members.

### **Two references (.PDF)**

Two references, of no more than one A4 page each, are to be provided by people able to comment on the nominee's contribution to student learning against the nominated assessment criterion:

- one referee must be the head of the nominee's faculty, department, school or administrative unit or at higher level
- if it is a team nomination, the references should apply to the team
- referees must include a statement to acknowledge their acceptance of the Privacy Notice in the nomination form, e.g. 'I accept the Privacy Notice provided by the nominee.'
- any pages in excess of the page limit will not be provided to the assessors
- references must be signed – electronic signatures are accepted.

### **Supporting materials**

While assessment is based primarily on the written statement, nominees can choose to submit two of the following supporting materials:

- a three minute video (which could include footage of the nominee talking about their programme, their teaching philosophy or interviews with students)
- website (URL)
- 10 pages of printed teaching material in PDF format.



The relevance of all material must be made clear in the written statement.

Nominees and institutions must ensure that material on websites is accessible to OLT staff, assessors and the Awards specialist panel. The OLT is not responsible for allocating access (such as login and password) to the assessors and panel members. The media file may be uploaded onto the Awards portal if it is less than 36 Mb. Files larger than 36 Mb may be submitted via a link to a public domain or a website that can be accessed by the selection panel. The supporting materials will not be returned to the institutions or nominees after the assessment.

### **Digital photograph (.JPG)**

A formal digital photograph of the nominee or nominated team to the following specifications must be submitted with each nomination:

- colour
- 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)
- JPEG file.

For your reference, previous OLT awards publications, including photographs of recipients, are available on the [OLT Awards](#) website.

If the nomination is successful, digital photographs are used for publication purposes, including the OLT awards booklets, website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination.

### **Formatting requirements**

- documents must be A4 page size
- font must be 11 point Arial or 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.

### **Submission**

Submission details will be provided in 2016.

The 2016 nomination form, written statement and references must be in order and combined into one PDF.

The digital photograph (.jpg format) and supporting materials should be provided as separate files.

## 5 AWARDS FOR TEACHING EXCELLENCE

### 5.1 Objective

To recognise teachers, including individuals and teams, renowned for excellence in teaching.

### 5.2 Categories

The eight categories of Teaching Awards are:

- 1 **Biological Sciences, Health and Related Studies** (including Agriculture, Animal Husbandry, Medical Sciences and Nursing, etc.)
- 2 **Early Career** – open to staff with no more than five years' experience teaching in higher education institutions. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching. The selection panel will consider the career stage of nominees when assessing assessment criterion 4 (see 5.4)
- 5 **Humanities and the Arts**
- 6 **Law, Economics, Business and Related Studies**
- 3 **Neville Bonner Award for Indigenous Education**– up to two awards are open to both individuals or groups who must demonstrate their contribution to Indigenous education. Indigenous and non-Indigenous academic staff may nominate
- 4 **Physical Sciences and Related Studies** (including Architecture, Building and Planning, Engineering, Computing and Information Science)
- 7 **Social and Behavioural Sciences** (including Psychology and Education)
- 5 The Priority Area for 2016 is: **High impact intervention for progression, retention and attainment.**

It is anticipated that Teaching Awards will be distributed across the eight categories, although the pattern of distribution will ultimately be determined by the quality of nominations. The selection panel has the discretion to consider nominations under categories other than those nominated, but only after obtaining consent from the nominees.

### 5.3 Eligibility

All nominations must relate to teaching activities in higher education.

Nomination is open to individuals and teams with teaching or teaching/research appointments (full-time or fractional, continuing or contract). Teams may be of any size.

#### **Number of nominations**

- An institution may nominate up to eight individuals or teams for Teaching Awards each year.
- An institution may nominate a maximum of two nominations in any one category.

- Nominees may be included in only one Teaching Award nomination in any year except if a nominee forms part of a team nomination but is not the lead nominee.

#### Eligibility for previous recipients of Awards or Citations

- Recipients of a Teaching or Programme Award (including Carrick Award or ALTC Award) are ineligible for renomination unless they:
  - were a recipient of an Early Career award (see point 2 below)
  - form part of a team nomination but are not the lead nominee. The new nomination should be for teaching or programmes that do not substantially replicate the original Award or programme.
- Early Career Teaching Award recipients are eligible for renomination in a different category five years after receiving the Early Career Award.
- Teaching Awards and Citations are considered distinct Award types. Nomination for, or receipt of, a Citation does not affect eligibility for nomination for a Teaching Award.

## 5.4 Assessment criteria

All nominees for Teaching Awards will be assessed on the evidence they provide of evaluation, innovation, leadership and scholarship in the written statement that the nominee's contribution has for the following four criteria 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
- 2 development of curricula, resources or services that reflect a command of the field
- 3 evaluation practices that bring about improvements in teaching and learning
- 4 innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

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 developments
- information contained in student data or institutional student surveys, references, and selected teaching materials submitted by the nominee.

## 5.5 Nomination guide

### Written Statement

The written statement describes the nominee's teaching activities and achievements and must address each of the **four** assessment criteria, providing evidence to support their claims.

The written statement must be presented in the following order:

- The synopsis must cover the nominee's teaching area or discipline, teaching experience, the particular focus of their teaching, teaching methods, and their research/teaching interests. The

synopsis must be between 150–200 words and written in the third person. Should the nomination be successful, the synopsis will be used in communications regarding the recipient’s success, for instance in the Australian Awards for University Teaching ceremony programme, on the Office for Learning and Teaching’s website and in archival information

- overview of the nominee’s teaching and its context
- statement addressing the assessment criteria and providing supporting evidence (see 5.4). Student survey data from institutional teaching quality survey or feedback should be framed and presented as a broader source of evidence to support excellence of teaching
- Lists of references should be included in the 8 page written statement. Links to references online will not be reviewed by assessors.

Nominees are advised to consult the previous years’ Assessment Reports available on the [OLT Awards](#) website.

Nominees should note that assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations; it should not be presumed they have detailed knowledge of the discipline.

### **Length of statement**

The written statement is limited to eight A4 pages. Excess pages will be removed.

### **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.

### **Statement of contribution (for team nominations)**

Team nominations must include an additional page which explains the role and indicates the percentage contribution of team members.

### **Two references (.PDF)**

Two references, of no more than one A4 page 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, department, school or administrative unit or at higher level
- if it is a team nomination, the references should apply to the team
- must include a statement to acknowledge their acceptance of the Privacy Notice in the nomination form, e.g. ‘I accept the Privacy Notice provided by the nominee.’
- any pages in excess of the page limit will not be provided to the assessors
- references must be signed – electronic signatures are accepted.

## **Supporting teaching materials**

While assessment is based primarily on the written statement addressing the assessment criteria, nominees can choose to submit two of the following supporting materials:

- a three minute video (which could include footage of the nominee talking about their teaching, their teaching philosophy or interviews with students)
- website (URL)
- 10 pages of teaching materials in PDF format.

The relevance of all material must be made clear in the written statement.

Nominees and institutions must ensure that material on websites is accessible to OLT staff, assessors and the specialist panel. The OLT is not responsible for allocating access (such as login and password) to the assessors and panel members. Links to the video should be provided and not the media file itself. It is recommended that a video hosting service such as YouTube is used.

## **Digital photograph (.JPG)**

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

- colour
- 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)
- JPEG file.

For your reference, previous OLT awards publications, including photographs of recipients, are available on the [OLT Awards](#) website.

If the nomination is successful, digital photographs are used for publication purposes, including the OLT awards booklets, website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination.

## **Formatting requirements**

- documents must be A4 page size
- font must be 11 point Arial or 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.

## **Submission**

Submission details will be provided in 2016.

The 2016 nomination form, written statement and references must be in order and combined into one PDF.

The digital photograph (.jpg format) and supporting materials should be provided as separate files.

## 6 AWARD FOR AUSTRALIAN UNIVERSITY TEACHER OF THE YEAR

### 6.1 Objective

Recognises one academic with an exceptional record of advancing student learning, educational leadership and scholarly contribution to learning and teaching.

### 6.2 Assessment Criteria

In selecting the recipient of the Award for Australian University Teacher of the Year, particular attention will be given to the evidence provided for Teaching Award criterion 4: Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience. This includes demonstrating advanced skills in evaluation and reflective practice; participation in and contribution to professional activities related to learning and teaching; coordination, management and the leadership of courses and student learning; publication of research related to teaching; and demonstration of leadership through activities that have broad influence on the profession.

## 7 CAREER ACHIEVEMENT AWARD

The Minister will occasionally award a Career Achievement Award to one or more individuals who have made an outstanding contribution to learning and teaching, and who are recognised throughout the higher education sector. This Award is given to individuals whose career achievements in learning and teaching in higher education have had a major influence and left an enduring legacy.



## 8 NOMINATION PROCESS

### 8.1 Submission of nominations

**Citation nominations** are required to be submitted via the online Awards Portal by the Institutional Contact Officer (ICO). ICOs will be allocated login details via email when the Awards portal is open and there will be one login per institution.

The Awards Portal can be accessed from the [Awards](#) section of the OLT website.

Details on how to submit **nominations for Teaching and Programme Awards** will be announced in 2016 on the OLT website.

Please note that if you have pop-ups blocked on your system, for example by Google Toolbar, this may limit access to the Application Form. If you experience difficulties with the system, you may need to allow pop-ups to proceed with your application.

It is recommended that you use Mozilla Firefox version 3 or above or Internet Explorer version 7 or above. Internet Explorer version 6 is not supported.

Submissions that do not meet the requirements will not be accepted.

|   | <b>Nomination components</b>                         | <b>Citations</b> | <b>Programme Awards</b> | <b>Teaching Awards</b> |
|---|--|------------------|-------------------------|------------------------|
| 1 | Nomination form                                      | yes              | yes                     | yes                    |
| 2 | Citation wording                                     | yes              | --                      | --                     |
| 3 | Written statement                                    | yes              | yes                     | yes                    |
| 4 | Curriculum Vitae                                     | --               | --                      | yes                    |
| 5 | Statement of contribution<br>– team nominations only | yes              | yes                     | yes                    |
| 6 | Two references                                       | yes              | yes                     | yes                    |
| 7 | Supporting teaching materials                        | --               | yes                     | yes                    |
| 9 | Digital photograph                                   | yes              | yes                     | yes                    |

### 8.2 Selection process

Each award nomination is assessed against the assessment criteria by a minimum of two assessors who are academics and professional staff from the higher education sector. Assessments are subject to a moderation process. The assessors make recommendations to the Awards specialist panel which then makes recommendations to the expert panel. The final decision of the award recipients will be made by the Minister based on the advice from the expert panel. The Minister retains the discretion not to grant Awards and Citations.

### 8.3 Feedback

Written feedback will be given to unsuccessful nominees through the ICO.

### 8.4 Awards money

The Award monies are granted as a prize and disbursed to the recipient's institution to be spent **within three years** to:

- advance the careers of the award recipients
- provide additional resources to support the award recipient's teaching or activities related to the award
- assist the individual or team to disseminate and embed good practice in learning and teaching.

## 9 ASSESSMENT PROCESS

The assessment of nominations involves a number of steps.

The first step involves the OLT:

- considering whether a nomination complies with the requirements set out in this document
- grouping nominations according to categories
- assigning the nomination to at least two OLT assessors for review.

The second step involves the assessment of nominations by the OLT assessors against the criteria set out in Section 3, 4 or 5. Nominations may also be moderated. Assessors meet to discuss their evaluations and make joint recommendations.

Assessments form the basis of recommendations to the OLT's Awards specialist panel. An Assessment Report summarising the assessment process and the assessors' general comments as well as ratings on the nominations will be provided to the specialist panel for its consideration.

### **Selection of assessors**

The OLT maintains a register of assessors. Assessors on the register have been specifically nominated by their institutions, usually by the Deputy Vice-Chancellor (Academic); have received citations or awards; are OLT Fellows, Discipline Scholars, project leaders or team members; or are senior, retired academics.

In selecting assessors, OLT staff will take into account discipline expertise, learning and teaching expertise, experience assessing applications or nominations and the potential professional development for the individuals and benefit to their institutions provided by their participation in the assessment exercise.

Strict conflict of interest provisions are enforced: no one may assess a nomination if they took part in its preparation; and, assessors do not assess nominations involving their own institution. All members of nomination teams are ineligible to participate in that round's assessments, and this principle is generally also applied to proposed members of reference groups. Assessors sign a conflict of interest declaration and a confidentiality agreement.

### **Notification of results of applications**

Nominees will be advised of the results of their nominations by email.

## 10 OPERATIONAL POLICIES

### 10.1 Publicity

The names of the successful nominees and their photos will be made public through the media and on the OLT's website.

Nominees will be advised of the results of their application by phone and by email.

The Australian Government Minister for Education and Training reserves the right to make the first public announcement of successful nominations.

### 10.2 Privacy information

The OLT, through the Department of Education and Training (the department), must comply with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act) when handling all personal information provided for nomination purposes.

For information about the department's privacy policy, including information on how personal information is handled, how to access or correct personal information, or how to make a complaint, please go to <http://education.gov.au/privacy>, or request a copy of the privacy policy from [privacy@education.gov.au](mailto:privacy@education.gov.au).

#### **Personal information we may collect**

As part of the nomination process the OLT through the department collects the personal information identified in the AAUT nomination forms as well as a photo of nominees and their curriculum vitae (if required). Where the nomination is on behalf of another person, the information above is collected about that person.

#### **How we use personal information**

Personal information is collected to assess eligibility for a Citation, and to undertake statistical analysis in relation to the OLT's Awards programmes. The department may also use this information to:

- maintain an ongoing relationship with nominees
- award prizes
- invite nominees to relevant OLT events and programmes
- review or evaluate the AAUT programmes.

#### **Privacy Consent**

By nominating for a Citation, an award or providing information in support of a nominee's application, you acknowledge and consent to the department disclosing your personal information to the following persons and organisations:

- the nominee's institution
- the department's Ministers

- persons assessing the nominations
- specialist panel members and expert panel members
- event and programme contractors performing services on behalf of the department.

The department may also publish successful nominees' personal information (excluding telephone contact details) in media releases; presentations; conference programmes; booklets about the AAUT recipients; OLT programmes; and on the OLT or the department's website.

The department will not use or disclose personal information for any other purpose unless permitted by the [Privacy Act 1988](#).

### 10.3 Transfer

AAUT can only be awarded to nominees from eligible institutions. If a recipient moves to another eligible institution the money can be transferred to that institution subject to the two institutions agreeing. If the recipient will no longer be at an eligible institution, the prize money should remain at the institution and be used to assist learning and teaching in the nominated university for the purposes outlined in the Conditions of Grant.

### 10.4 Conditions of Grant

Institutions of successful award nominees will be provided with a Conditions of Grant, which will outline the conditions of funding, the programme purposes, reporting requirements and payment arrangements.

## 11 CONTACT DETAILS

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