

2017 Australian Awards for University Teaching (AAUT) Citations for Outstanding Contributions to Student Learning

Date (Start and End)	Description of tasks/actions	Responsibility
13 -15 Feb	<ol style="list-style-type: none"> 1. <i>FedNews</i> announcement inviting expression of interest in applying for an AAUT Citation award 2. CLIPP staff will contact key eligible staff members to apply for the award 3. Potential applicants are requested to discuss applying for this award with their ADLT/Executive Dean/Director 4. 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) • Citation Instructions (AAUT Extract) • 2017 Program Information and Nomination Instructions • Support Resources • FedUni Timeline • AAUT FedUni Citation Template • 2017 Citation Nomination Form 	<p>CLIPP staff</p> <p>Applicant</p>
16 -20 Feb	<ol style="list-style-type: none"> 1. Applicants need to confirmation 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 2. CLIPP staff to confirm mentors available to assist potential applicants 	Applicant
20 – 22 Feb	<ol style="list-style-type: none"> 1. CLIPP staff will provide applicants with a suitable mentor (normally a previous national award winner). 2. 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>
22 Feb - 3 Mar	<ol style="list-style-type: none"> 1. Applicants and mentors meet, discuss and work on application 2. Applicants submit <i>DRAFT 1</i> to CLIPP administrative staff (COB Friday 3 March) 	<p>Applicant</p> <p>Mentor</p>

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6 - 10 March	<ol style="list-style-type: none"> 1. CLIPP staff review <i>DRAFT 1</i> 2. CLIPP staff provide feedback to applicant and mentor (COB Friday 10 March) 	CLIPP staff
14 -17 March	<ol style="list-style-type: none"> 1. Applicants work on <i>DRAFT 1</i> revisions 2. Applicants submit <i>DRAFT 2</i> to Sharon Holden: s.holden@federation.edu.au (COB Friday 17 March) 	Applicant
20 -31 March	<ol style="list-style-type: none"> 1. DVC (Learning & Quality) to review <i>DRAFT 2 (2 weeks)</i> 2. DVC (Learning & Quality) to provide feedback to CLIPP Director (COB Friday 31 March) 	DVC (L&Q)
3 – 7 April	<ol style="list-style-type: none"> 1. CLIPP staff to review <i>DRAFT 2</i> and 2. CLIPP staff to provide feedback to the applicant and mentor (COB Friday 7 April) 	CLIPP staff
10 - 19 April	<ol style="list-style-type: none"> 1. Applicant and mentor to revise <i>DRAFT 2</i> as per recommendations from DVC (L&Q) and CLIPP staff 2. Applicant submit <i>DRAFT 3</i> to CLIPP staff (COB Wednesday 19 April) 	Applicant Mentor
19 -21 April	<ol style="list-style-type: none"> 1. CLIPP staff review <i>DRAFT 3</i> 2. CLIPP staff provide <i>DRAFT 3</i> to DVC (Learning & Quality) by COB Friday 21 April 	CLIPP staff
24 - 28 April	<ol style="list-style-type: none"> 1. DVC (Learning and Quality) review <i>DRAFT 3</i> applications (<i>4 days</i>) 2. DVC (Learning and Quality) provide feedback to CLIPP Director by Friday 28 April 3. CLIPP to seek VC Approval this week (Acting VC – Professor Andy Smith) 	DVC (L&Q) CLIPP staff
1 – 4 May	<ol style="list-style-type: none"> 1. CLIPP staff assist applicants with final application and minor revisions (May 1-3) 2. Complete applications are due to CLIPP COB Thursday 4 May 	CLIPP staff Applicants
5 – 8 May	<ol style="list-style-type: none"> 1. CLIPP staff to review final applications 2. Institutional Contact Officer (CLIPP Director) to upload applicants COB Monday 8 May 	CLIPP staff CLIPP Director

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