

Vice - Chancellor Awards | Citations

Teaching Excellence | Outstanding Contributions to Student Learning 2016

Vice Chancellors (VC) Awards

The VC Awards are an important part of the University's mission to promote and advance learning and teaching through recognition and reward of individuals and teams and through rigorous scholarship of learning and teaching support. There are two types of VC Awards that recognise outstanding contributions to student learning and teaching excellence.

1. Vice-Chancellor's (VC) Citations for Outstanding Contributions to Student Learning

Up to 10 citations of \$1,000 each

Citations recognise and reward the diverse contribution that individuals and teams make to the quality of student learning. Citations are awarded to staff can demonstrate significant contributions to student learning, student engagement and/or the overall student experience in a specific area of responsibility over a sustained period. The application process is based on the instructions as detailed in the [Office of Learning & Teaching \(OLT\) Citation for Outstanding Contributions to Student Learning](#). Please ensure to follow the CLIPP Schedule Calendar in the preparation and submission phase of this application. There is also a Federation University Institutional Nomination Form.

2. Vice-Chancellor's (VC) Award for Teaching Excellence

One Award of \$5,000

The Teaching Excellence Award celebrates outstanding teachers at Federation University Australia. The Teaching Excellence Award gives recognition to teachers (individuals and teams) renowned for the excellence of their teaching, who have outstanding presentation skills and who have made a broad and deep contribution to enhancing the quality of learning and teaching at the University. The application process is based on the instructions as detailed in the 2016 [Office of Learning & Teaching \(OLT\) Citation for Outstanding Contributions to Student Learning](#). Please ensure to follow the CLIPP Schedule Calendar in the preparation and submission phase of this application. There is also a Federation University Institutional Nomination Form.

Each recipient will be presented a framed award at the University awards ceremony to be held at the end of the year.

Selection Panel for all the awards

Nominations for Citations and Teaching Awards are considered by a Selection Committee which is made up of (where possible):

- Deputy Vice-Chancellor (Learning and Quality) or nominee
- Director, Centre for Learning Innovation and Professional Practice (CLIPP) or nominee
- One Associate Dean Learning and Teaching
- One national winner equivalent to the OLT and/or predecessors (ie ALTC)
- One previous Vice-Chancellors Award winner
- One student representative

Award guidelines and nomination forms

Staff who intend on applying for a VC Citation and/or Teaching Award, should follow this step-by-step process:

1. The VC Awards are heavily based on the 2016 OLT Instructions (Refer to the OLT Website);
2. Read the [2016 OLT awards instructions](#) and refer to the appropriate section within the instructions; There is one section which is particularly relevant for *Citations for Outstanding Contributions to Student Learning* (Applicants need to address one selection criteria in a 4 page application); *Teaching Excellence Award* (Applicants need to address all the selection criteria in a 10 page application);
3. Seek advice from CLIPP staff and/faculty mentors such as Associate Dean of Learning and Teaching (ADLT);
4. Complete the Federation University Nomination Form for Citations for Outstanding Contributions to Student Learning or
5. Complete the Federation University Nomination Form for Teaching Excellence;
6. Comply with the CLIPP Calendar Schedule regarding timelines for institutional submission.

Eligibility for Nomination

1. All nominations must relate to contributions to student learning, student engagement and/or the overall student experience at the University (Higher Education and/or VET);
2. Nominations are open to academic staff, teaching staff, professional staff, technical staff, sessional employees and institutional associates (full-time or fractional, continuing or contract);
3. Both team and individual nominations are encouraged. Teams may be of any size. If a team is larger than five members a team name must be provided;
4. Nominee/s can be included in only one nomination in any year;
5. Individual citation recipients are not eligible for re-nomination within five years of receiving a citation;
6. Previously unsuccessful nominees for citations are eligible to apply.

An applicant may only submit a nomination for either a Citation or a Teaching Award in any one year.

Please visit the Centre for Learning Innovation and Professional Practice for more information [link](#)

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Date	Activity	Responsibility	Milestone
9 June	Information sessions for potential nominees Mt Helen and Churchill nominees and mentors to be invited to attend. CLIPP Director to conduct the sessions with mentors and nominees to identify type of support and guidance required (draft review etc.)	CLIPP Director	9 June Information sessions Video conference F200 Mt Helen /1S210 Churchill
14 June	Information sessions for potential nominees Mt Helen and Churchill nominees and mentors to be invited to attend. CLIPP Director to conduct the sessions with mentors and nominees to identify type of support and guidance required (draft review etc.)	CLIPP Director	14 June Information sessions Video conference F200 Mt Helen /2W263 Churchill
27 June	Nominees to send their initial nomination form to CLIPP	Nominees	By 27 June The 1st page of the nomination form sent to CLIPP
20 June – 22 July	Nominees to work on nomination and collate their evidence during this period. A draft needs to be submitted to Mentors/CLIPP Director by 22 July (compulsory). Draft 1	Nominees	By 22 July Progress on nominations to be provided by nominees to Executive Deans/ADLT/Directors and communicated to CLIPP
22 July - 3 Aug	Mentors/CLIPP Director to provide feedback as requested on draft 1	Mentors/Director CLIPP	By 3 Aug Feedback provided to nominees
3 - 24 Aug	Nominees to continue to work on nomination and submit to relevant Mentors/CLIPP Director drafts of nomination for feedback. Draft 2	Nominees Mentors/Director CLIPP	By 24 Aug Draft for feedback to be submitted to Mentors/CLIPP Director
24 -29 Aug	Mentors/CLIPP Director to provide feedback as requested on draft 2	Nominees	By 29 Aug Feedback provided to nominees.
29 Aug - 24 Sept	Nominees to work on final version of nomination and to arrange reference, photograph and any other requirements.	Nominees	By 29 Aug ADLT/Director to have checked nominations for compliance with guidelines.
26 Sept	Final nomination submitted to Mentor/CLIPP Director on 26 Sept	Nominees	By 26 Sept Final nominations to be submitted to Mentors/CLIPP

3 Oct	Nomination to be distributed to assessment panel for ranking	CLIPP	By 3 Oct Nomination sent to panel for assessment
10 Oct	Assessment feedback and rankings to be provided to CLIPP	Assessors	By 10 Oct Assessors to provide feedback
17 -20 Oct	Panel recommendations to be sent to VC for approval/endorsement	CLIPP	By 20 Oct Confirmation of VC endorsement
24 -25 Oct	Recipients to be notified Feedback to be provided to those who were not successful in 2016	CLIPP Feedback provide by ADLT/Directors	
2 Nov TBC	Award Ceremony		