The Vice-Chancellor’s Learning and Teaching Citation for   
Contributions to Student Service at Federation University Australia

Application type and category

Individual   Team application

Contact details *(for applicant or lead of the team)*

|  |  |
| --- | --- |
| Title (e.g. Mr, Ms, Dr, Prof, etc.) |  |
| First and last name |  |
| Position title |  |
| School/ department/ faculty |  |
| Campus of the applicant |  |
| Email address |  |
| Telephone |  |
| Staff type (check (X) one box) | Academic staff  Professional/Technical/General staff |

Proposed Citation Title

Describe the discipline or field of work and distinctive contribution of the nominee (maximum 25 words). The description is to inform the broadest possible audience about the work of the nominee. Please avoid jargon in the citation. *(This can be updated at a later stage to align with claims made throughout your applications)*

Biographical synopsis of applicants

Describe the distinctive contribution to student service and engagement and the resulting impact on students, in a maximum 75 words. Write in the third person. Should the application be successful, the synopsis will be used in communications such as the presentation ceremony for the Vice-Chancellor Awards, on the CLIPP FedUni website and in archival information.

Assessment criteria

Select ONE criterion for assessment as appropriate to your application.

1. Commitment to identifying student needs and providing end to end service to ensure student satisfaction.

2. Developing or contributing to a program, event, or initiative which promotes student-centred culture.

3. Ensuring the student voice is sought and included in decisions relating to University policy and procedure.

4. Dedication to removing barriers to student success and supporting students throughout their university journey.

Team applications

Please list all members – if more than five members, a separate list may be attached. Names and titles must be accurate for publication purposes. Teams with more than five members must have a team name. The contribution of each member should be expressed as a percentage. The total of all members’ contributions to the activity or programme should not exceed 100 per cent.

|  |  |  |  |
| --- | --- | --- | --- |
| Team name |  |  |  |
| Title | First and last name | Percentage contribution | Staff type (A/G)  A - Academic or G - General Staff |
| Lead |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total | % |  |

Previous Engagement with the Vice-Chancellor’s Awards

If the applicant or the lead in a team application has previously received an Award or Citation, please indicate the type of award, the year in which it was received and how it differs from this application.

Evidence Checklist

In order to provide targeted support for your application, please indicate in the columns below the degree to which you are able to provide evidence of your contribution to student learning / service / experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Peers** | **Self** | **Student Reactions** | **Student Learning** |
| *Consider peers as colleagues, senior managements, supervisors, external stakeholders, community members, etc.* | *Think about why you do what you do … and why it has the affect it has ….* | *What do students tell you about your teaching / service provision and how this influences their learning?* | *What indicators of student learning indicate success of your strategies?* |
| **Please tick areas you can provide evidence for:** |  |  |  |
| Peer review of practice, materials, resources, content, assessment practices  Scholarship of learning and teaching  Feedback to publications / reports  Leadership / management roles  Recognition of practice from various levels of peers – senior, supervisors, external, reviewers, colleagues  Uptake of your innovative ideas by others | Teaching / service journals  Teaching / service philosophy  Self-reflections, analysis, and evaluation  Responsiveness to student feedback  Content adaptions  Publications / reports focused on teaching / service  Focused Leadership roles  ePortfolio or other modes of tracking developments  Integrations of professional / personal development workshops | Student evaluations of teaching  Student interviews, focus groups, surveys, questionaries  Informal class feedback  Unsolicited student feedback  Requests from students seeking your expert advice  Student logs / journals  Adoptions of innovative practice to their own jobs / learning / personal lives  Accommodation and working within complex personal / academic situations | Student’s self-reported knowledge / skills gained  Rates of attrition, progression, extension to post-graduate  Grade distribution  Evaluation of generic skills / outcomes / attributes  Student work – assessments, thesis, projects, reflections  Employer / workplace feedback  Greater perceptions of abilities / competencies |
| **Please provide a written summary of degree of evidence:** |  |  |  |
|  |  |  |  |

Applicant’s declaration

|  |  |  |
| --- | --- | --- |
| I/We (print name of applicant or team leader)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  intend to submit an application for a Vice-Chancellor’s Citation for Outstanding Contributions to Student Service | | |
| **Signature** |  | **Date** / / 20 |

Endorsement of application by the most Senior member of the Faculty / School / Department (ie Dean, Executive Dean, Director)

|  |  |  |
| --- | --- | --- |
| I (print name, title and faculty or section)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Support the staff member to submit an application  Confirm that the information in the intention to submit form is true and correct, and the applicant(s) referred to in this form are currently staff members or associates of the institution | | |
| **Signature** |  | **Date** / / 20 |

Completed Applications to submit

Completed applications must be submitted electronically to CLIPP via Moodle by the closing date.

|  |  |
| --- | --- |
| Email: | [clipp@federation.edu.au](mailto:clipp@federation.edu.au) |
| Moodle: | https://moodle.federation.edu.au/mod/assign/view.php?id=2719654 |