

2016 OLT Awards for Programmes that Enhance Learning (Programme Awards)

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

Date	Task	Responsibility	Milestone
4 - 8 April	Potential 2016 Assessment Panel for the OLT Citation Awards will be contacted to check their availability to assess and rank nominations between June 20 and 24 .	CLIPP Admin	Confirmed by 15 April
6 -15 April	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 15 April
15 April	Potential applicants must submit their OLT Nomination Form to the CLIPP Admin Kim Harvey-Keddy Nomination Form (please ignore section K&L on the form at this stage; CLIPP Admin will organise this to be filled in)	Nominees	COB 15 April
18 April – 6 May	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 6 May
6 May	Nominees to submit Draft One to CLIPP Director and to relevant ADLT/Director/Mentor for feedback.	Nominees	COB 6 May
9 – 13 May	Review and assessment of Draft One by CLIPP Director and to relevant ADLT/Director/Mentor	Mentors/Support Staff	
16 – 17 May	Nominees to receive feedback on drafts.	Mentors/Support Staff	COB 17 May

18 May – 3 June	Nominees to submit Draft Two to CLIPP Director and to relevant ADLT/Director/Mentor for feedback. Nominee to arrange for reference letters, photograph, nomination form signatures as per the OLT Instructions.	Nominees	COB 3 June
6 - 10 June	Nominees to receive feedback on drafts.	Mentors/Support Staff	By COB 10 June
6 – 10 June	Nominees to make a time with CLIPP for a professional photo to be taken in CLIPP	Nominees/CLIPP Admin	By COB 10 June
13 -15 June	Nominee submits Final Version to CLIPP Admin	Nominees	9.00am 15 June
16 -17 June	CLIPP Admin to prepare the final submission for Assessment Panel.		COB 17 June
20 -24 June	FedUni assessment panel receive and rate the applications. Each panel members needs to submit their nomination rankings sheet to CLIPP Admin.	Panel	COB 24 June
27 June	Final decisions are made and paperwork prepared for the Vice-Chancellors endorsement.	CLIPP Admin	COB 27 June
28 - 30 June	Final applications are forward to the VC for endorsement.	CLIPP Admin VC	COB 28 June
4 July	The VC returns the endorsed applications to CLIPP Admin.	VC EA to the VC	
4 - 6 July	Nominations final check and to be loaded to OLT portal.	CLIPP, Director (Institutional Contact Officer)	Load nominations to OLT portal.
7 July	Final Day to submit nominations into the OLT portal.	CLIPP	By 7 July Submit nominations to OLT.
11 -29 July	Nominees whose nominations were not submitted in 2015 to be given feedback.	ADLT/Directors.	Feedback to unsuccessful nominees to be complete, COB 29 July. Further feedback from the OLT directly will also follow.