2017

AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

Program information and nomination instructions

Version 1

Closing dates

Citations: Wednesday 10 May 2017

Teaching and Program awards: Wednesday 12 July 2017

Contents

Key updates from 2016

Section	Title	Summary of update
1.4	Roles and Responsibilities	Addition of nominee, nominating institution and award recipient.
2.4	Nomination guide and structure	Addition of reference list.
2.4, 3.5, 4.5	Nomination guide and structure	Heading 'Claims against the assessment criteria' replaces written statement.
2.2, 3.2, 4.2	Eligibility	Team nominations can only include members with a contribution of 10 per cent or higher.
3.2	Eligibility	Further clarification on employer of team members.
3.5	Nomination guide and structure	Removal of reference to 'teaching' materials within supporting materials.
4.5	Nomination guide and structure	Further clarification on length of team member CV(s).
5.3	Awards money	Removal of, "advance the careers of the award recipients" and further clarification on spending awards funding.
6	Assessment process	Peer oversight group replaces Awards Specialist Panel.

1 AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING PROGRAM

1.1 Introduction

The Australian Awards for University Teaching (AAUT) were established in 1997 by the Australian Government to celebrate and reward excellence in university teaching. The AAUT recognise quality teaching practice and outstanding contributions to student learning, demonstrating excellence in higher education learning and teaching. Recipients, with the support of their institutions, further contribute to systemic change in learning and teaching through the ongoing sharing and dissemination of knowledge.

There are five Award types promoting and recognising excellence in learning and teaching and these are outlined below.

1.2 Award types

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 eligible staff who have made a significant contribution to the quality of student learning in a specific area of responsibility over a sustained period.

Awards for Programs that Enhance Learning (Program Awards)

Awards for Programs that Enhance Learning (Program Awards) recognise learning and teaching support programs and services that make an innovative and outstanding contribution to student learning outcomes and the quality of the student experience. Up to 12 Program Awards, valued at $25,000 each, are awarded to programs and services that have set high standards for ongoing quality in learning and teaching activities in Australian higher education institutions.

Awards for Teaching Excellence (Teaching Awards)

Awards for Teaching Excellence (Teaching Awards) celebrate a group of the nation's most outstanding university teachers in their fields. Teaching Awards give recognition to teachers (individuals and teams) renowned for the excellence of their teaching, and who have made a broad and deep contribution to enhancing the quality of learning and teaching in higher education. Up to 16 Teaching Awards across eight categories, valued at $25,000 each, are awarded to teachers who have demonstrated sustained commitment to improving student learning outcomes in higher education.

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 individual 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.

In selecting the recipient of the Award for Australian University Teacher of the Year, particular attention is given to the evidence 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.

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, which is 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.

1.3   Eligible institutions

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.

1.4   Roles and responsibilities

Nominee

Nominees are to complete a nomination in line with the requirements in these instructions, including provision of evidence demonstrating claims against the assessment criteria. It is expected that the nominee seeks the advice of their institution throughout this process.

Nominating institution

Examples of the nominating institutions role may include:

- Nominating a central contact for the department, to act as the Institutional Contact Officer (ICO).
- Identifying candidates and supporting the development of their nomination.
- Providing guidance to nominees around the quality and strength of nominations.
- Assisting the nominee to:
    - present quality and sustained evidence
    - gather data to strengthen claims
    - outline their vision and clear narrative within the nomination.
- Coordinating the nomination process, including submission of award nominations.
- Distribution of assessor feedback to individual nominees and dissemination of Assessment Reports outlining areas for improvement from previous nominations.
- Working with and supporting recipients to further their contribution to learning and teaching following the granting of an award.

Assessors

Peer assessors selected by the department will assess all nominations against the information and assessment criteria in these instructions and make recommendations to the peer oversight group. Assessors are required to complete a conflict of interest declaration and a confidentiality agreement.

Peer oversight group

The peer oversight group consists of senior leaders in learning and teaching from across the Australian higher education sector. The group will consider nominations and assessors' advice against the instructions and assessment criteria and make recommendations to the department.

Department of Education and Training

The Department of Education and Training (the department) is responsible for preparing supporting information and nomination instructions, the receipt and collation of all awards nominations, selection of assessors and for providing administrative support to the peer oversight group. The department provides recommendations from the peer oversight group to the Minister for Education and Training who has the decision making authority in relation to the AAUT. The department is also responsible for communicating with eligible institutions through their ICO and for organising the award presentation ceremonies.

Award recipient

Recipients (or their nominated delegates) are required to attend the relevant award ceremony to accept their award. Teaching and Program award recipients also participate in the creation of video content if required.

Award recipients, with the support of their institutions, are expected to engage in ongoing sharing of best practice and innovation in learning and teaching.

2 CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

2.1 Objective

To recognise the contribution that individuals and teams make to enhance student learning outcomes and encourage continued excellence in learning and teaching.

Number of nominations

- Each institution may nominate up to <u>six</u> individuals or teams.

- If the nominating institution has fewer than 500 EFTSU, the maximum number of nominations is <u>four</u>.

- Nominees may only be included in <u>one</u> nomination in any year, unless the nominee is part of a team nomination and is not the lead nominee.

2.2 Eligibility

Nominations must relate to outstanding contributions to student learning in higher education and must be supported by the nominating institution.

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

Teams

Team nominations can only include members with a contribution of 10 per cent or higher.

Early Career

Nominees with <u>no more than five years</u> experience teaching in a higher education institution may apply for an Early Career Citation. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching.

Eligibility of previous recipients of Awards or Citations

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).

Previous recipients of Citations are eligible to renominate within five years of receiving the citation if they form part of a team nomination and are not the lead nominee. The team nomination should not substantially replicate the original nomination.

A recipient of a Teaching or Program Award (including Carrick and ALTC Awards) can only nominate for a Citation if they form part of a team nomination and are not the lead nominee.

2.3   Assessment Criteria

Nominees must select <u>one</u> of the following criteria for assessment, as appropriate to their particular contribution. Nominations will be assessed on evidence provided in relation to the selected criterion.

1   Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.

This may include:

- o   Fostering student development by stimulating curiosity and independence in learning.
- o   Participating in effective and empathetic guidance and advice for students.
- o   Assisting students from equity and other demographic subgroups to participate and achieve success in their courses.
- o   Encouraging student engagement through the enthusiasm shown for learning and teaching.
- o   Inspiring and motivating students through effective communication, presentation and interpersonal skills.
- o   Enabling others to enhance their approaches to learning and teaching.
- o   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:

- o   Developing and presenting coherent and imaginative resources for student learning.
- o   Implementing research-led approaches to learning and teaching.
- o   Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning.
- o   Communicating clear objectives and expectations for student learning.
- o   Providing support to those involved in the development of curricula and resources.
- o   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:

- o   Showing advanced skills in evaluation and reflective practice.
- o   Using a variety of evaluation strategies to bring about change.
- o   Adapting evaluation methods to different contexts and diverse student needs and learning styles.
- o   Contributing professional expertise to the field of evaluation in order to improve program design and delivery.
- o   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:

- o Participating in and contributing to professional activities related to learning and teaching.

- o Innovations in service and support for students; coordination, management and leadership of courses and student learning.

- o Conducting and publishing research related to teaching.

- o Demonstrating leadership through activities that have broad influence on the profession.

- o 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.

- o Influencing the overall academic, social and cultural experience of higher education.

The assessment will be based on the extent to which nominees show evidence that their contribution has:

a. influenced student learning, student engagement or the overall student experience

b. gained recognition from fellow staff, the institution, and/or the broader community

c. been sustained for a period of no less than three years (two years for early career), not including time taken for development or trial of any activity.

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

2.4   Nomination guide and structure

1   Nomination form

The nomination form reports administrative information and includes a declaration from the nominee and institution. The form acts as a cover sheet for the nomination.

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or their nominated delegate.

2   Claims against the assessment criteria

This component is limited to <u>four A4 pages</u> and describes the nominee's contribution to student learning in line with the selected criterion, providing evidence to support claims. It should comprise the following elements presented in order.

- **Proposed Citation** of up to 25 words, which includes the discipline or field of work and the distinctive contribution of the nominee or team. The concise Citation description must be:
    - o written in the third person
    - o avoid jargon and use plain English
    - o should inform the broadest possible audience about the work of the nominee.

- **Overview** of the contribution and its context.

- **Statement** addressing the assessment criteria (include criterion heading) and providing evidence of the contribution and resulting impact on student learning.

- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the four pages. Links to reference lists online will not be reviewed by assessors.

Please note: should the nomination be successful, the citation description will be used in communications regarding the recipient's success, for instance in the ceremony program, on the department's website and in archival information.

Assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations, therefore it should not be presumed they have detailed knowledge of the discipline.

3 Statement of contribution (for team nominations)

Team nominations must include one A4 page which explains the role and indicates the percentage contribution of team members (limited to team members with 10 per cent or higher), in addition to the team information included within the nomination form.

4 Letters of reference

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

References should:

- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.

- For team nominations, apply to the team not individual team members.

- Include a statement acknowledging referee's acceptance of the Privacy Notice in the nomination form, e.g. '*I accept the Privacy Notice provided by the nominee.*'

- References must be signed – electronic signatures are accepted.

Digital photograph

A formal digital photograph of the individual nominee or team must be submitted with each nomination, in line with the following specifications:

- colour

- white background

- head and shoulders only

- image resolution of 300 dpi (approximately 10 cm by 10 cm and the size of the file must be at least 1 MB)

- JPEG file.

If the nomination is successful, digital photographs are used for publication purposes, including awards booklets, the department's website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination. Low quality photographs will not be accepted.

Formatting requirements

Please ensure that the document is formatted as per the below:

- 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

- include page numbers

- include section headings.

3 AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

3.1 Objective

To recognise learning and teaching support programs and services that make an innovative and outstanding contribution to student learning outcomes and the student experience of higher education.

Number of nominations

Each eligible institution may submit up to <u>eight</u> Program Award nominations with a maximum of <u>two</u> nominations in any category.

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

3.2 Eligibility

Nomination is open to all programs and services that enhance student learning in higher education. Nominations must be supported by the nominating institution.

Programs should be broader than one or two subjects, or a limited service that involves only a few students. For example, programs may involve a service or program provided at the institutional, faculty or school level, a program of study across number of years, or a service or program directed at particular groups of students.

Eligibility of previous recipients of Awards or Citations

Programs that have received a Program Award are ineligible for renomination.

Recipients of a Teaching or Program Award (including Carrick and ALTC Awards) can only renominate if they form part of a team nomination and <u>are not the lead nominee</u>. The new nomination should not substantially replicate the original nomination.

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

Eligibility of team members

Team nominations can only include members with a contribution of 10 per cent or higher.

In some circumstances a team member(s) for a program award may not be employed by the nominating institution. This is acceptable providing the program is a program or service at the eligible institution that enhances student learning and the project leader and majority of team members are employed by the nominating institution. The funding for program award recipients is provided to the nominating institution, and all team members should be aware of this upon nominating.

3.3 Categories

Nominees must select the relevant program category below. The Program Award categories are:
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.

It is anticipated that Program Awards will be distributed across the six categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

3.4   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 assessors:

1   **Distinctiveness, coherence and clarity of purpose** – extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation.

2   **Influence on student learning and the student experience** – extent to which the program 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 program has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program.

4   **Addressing equity and diversity** – extent to which the program promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

The assessment will also take into account:

a. evidence of the effectiveness of the program in formal and informal evaluation

b. the degree of creativity, imagination or innovation

c. evidence of sustained effectiveness of the program for no less than three years, not including time taken for development or trial of any activity.

3.5 Nomination guide and structure

1 Nomination form

The nomination form reports administrative information and includes a declaration from the nominee and institution. The form acts as a cover sheet for the nomination.

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or their nominated delegate.

2 Claims against the assessment criteria

This component is limited to 10 A4 pages, describes the program activities and achievements and must address all four assessment criteria, providing evidence to support claims.

It should comprise the following elements presented in order:

- **Synopsis** of up to 200 words, which includes a description of the program and its contribution to student learning. The synopsis must be:
    - o written in the third person
    - o avoid jargon and use plain English
    - o should inform the broadest possible audience about the program.
- **Overview** of the program and its context.
- **Statement** addressing the assessment criteria (include criterion headings), providing supporting evidence including impact on student learning.
- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the 10 pages. Links to reference lists online will not be reviewed by assessors.

Please note: should the nomination be successful, the synopsis will be used in communications regarding the recipient's success, for instance in the ceremony program, on the department's website and in archival information.

Assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations, therefore it should not be presumed they have detailed knowledge of the discipline.

3 Statement of contribution (for team nominations)

Team nominations must include one A4 page which explains the role and indicates the percentage contribution of team members (limited to team members with 10 per cent or higher), in addition to the team information included within the nomination form.

4 Letters of reference

Two references, of no more than one A4 page each, are to be provided by referees able to comment on the program's contribution to student learning against the assessment criteria.

References should:

- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.
- Apply to the program, not individual team members.
- Include a statement acknowledging the referee's acceptance of the Privacy Notice in the nomination form, e.g. '*I accept the Privacy Notice provided by the nominee.*'
- References must be signed – electronic signatures are accepted.

5   Supporting materials

Nominees can choose to submit <u>up to two</u> of the following supporting materials:

- a three minute video (which could include footage of team members talking about the program, its vision and interviews with students) – *include web address*
- website (URL) – *include web address*
- 10 pages of supporting material in PDF format.

The relevance of all material must be made clear in the written component. Supporting materials should be clearly labelled and are the last component of the combined nomination file.

Supporting materials (including websites) should remain accessible throughout the assessment process, beyond the submission date. Supporting materials should not include a login and password to access the material.

Digital photograph (.JPG)

A formal digital photograph of the program team must be submitted with each nomination, in line with the following specifications:

- colour
- white background
- head and shoulders only
- image resolution of 300 dpi (approximately 10 cm by 10 cm and the size of the file must be at least 1 MB)
- JPEG file.

If the nomination is successful, digital photographs are used for publication purposes, including the awards booklets, the department's website and other promotional materials. <u>The photographs should therefore be of the best possible quality and include all members of a team nomination.</u> Low quality photographs will not be accepted.

Formatting requirements

Please ensure that the document is formatted as per the below:

- 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
- include page numbers
- include section headings.

4   AWARDS FOR TEACHING EXCELLENCE

4.1   Objective

To recognise Australia's most outstanding university teachers who have demonstrated excellent leadership through sustained commitment to innovation and delivery of quality teaching and sustained dedication to enriching and improving student learning outcomes in higher education.

Number of nominations

Each eligible institution may submit up to <u>eight</u> Teaching Award nominations for individuals or teams with a maximum of <u>two</u> nominations in any category.

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

4.2   Eligibility

All nominations must relate to teaching activities in higher education and must be supported by the nominating institution.

Nomination is open to individuals and teams with current teaching or teaching/research appointments (full-time or fractional, continuing or contract).

Teams

Team nominations can only include members with a contribution of 10 per cent or higher.

Eligibility for previous recipients of Awards or Citations

Recipients of a Teaching or Program Award (including Carrick Award or ALTC Award) can only renominate if they form part of a team nomination and <u>are not the lead nominee</u>. The new nomination should not substantially replicate the original nomination.

Early Career Teaching Award recipients are eligible for renomination in a different category <u>five years</u> after receiving the Early Career Award.

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

4.3   Categories

Nominees must select the relevant teaching category below. The Teaching Award categories are:

   1   **Biological Sciences, Health and Related Studies** (including Agriculture, Animal Husbandry, Medical Sciences and Nursing)

   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.

   3   **Humanities and the Arts**

4 **Law, Economics, Business and Related Studies**

5 **Neville Bonner Award for Indigenous Education** – up to two awards are open to both individuals and teams who must demonstrate their contribution to Indigenous education. Indigenous and non-Indigenous academic staff may nominate.

6 **Physical Sciences and Related Studies** (including Architecture, Building and Planning, Engineering, Computing and Information Science)

7 **Social and Behavioural Sciences** (including Psychology and Education)

It is anticipated that Teaching Awards will be distributed across the seven categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

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 assessors:

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 of study.

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.

The assessment will also take into account:

a. the extent to which the claims for excellence are supported by formal and informal evaluation

b. the extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments

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

4.5   Nomination guide and structure

1   Nomination form

The nomination form reports administrative information and includes a declaration from the nominee and institution. The form acts as a cover sheet for the nomination.

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or their nominated delegate.

2   Claims against the assessment criteria

This component is limited to eight A4 pages and describes the nominee's teaching activities and achievements and must address all four assessment criteria, providing evidence to support claims.

It should comprise the following elements presented in order:

- **Synopsis** of up to 200 words, which includes a description of the nominee's teaching area or discipline, teaching experience and teaching focus and methods. The synopsis must be:
  - written in the third person
  - avoid jargon and use plain English
  - should inform the broadest possible audience about the nominee's teaching.
- **Overview** of the nominee's teaching and its context.
- **Statement** addressing the assessment criteria (include criterion headings), providing supporting evidence including impact on student learning.
- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the eight pages. Links to reference lists online will not be reviewed by assessors.

Please note: should the nomination be successful, the synopsis will be used in communications regarding the recipient's success, for instance in the ceremony program, on the department's website and in archival information.

Assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations, therefore it should not be presumed they have detailed knowledge of the discipline.

3 Curriculum vitae

The curriculum vitae should outline the nominee's educational qualifications, employment history, teaching positions and teaching experience.

For individual nominations the curriculum vitae should be no longer than <u>three A4 pages.</u>

For team nominations:

- The team leader's curriculum vitae should be no longer than <u>three A4 pages.</u>
- Curriculum vitae's up to <u>one A4 page</u> in length can be included for each team member. This means a team of three may have up to five pages (three + one + one).

4 Statement of contribution (for team nominations)

Team nominations must include <u>one A4 page</u> which explains the role and indicates the percentage contribution of team members (limited to team members with 10 per cent or higher), in addition to the team information included within the nomination form.

5 Letters of reference

<u>Two</u> references, of no more than <u>one A4 page each</u>, are to be provided by referees able to comment on the nominee's teaching against the assessment criteria.

References should:

- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.
- For team nominations, apply to the team not individual team members.

- Include a statement acknowledging the referee's acceptance of the Privacy Notice in the nomination form, e.g. '*I accept the Privacy Notice provided by the nominee*.'

- References must be signed – electronic signatures are accepted.

6 Supporting teaching materials

Nominees can choose to submit <u>up to two</u> of the following supporting materials:

- a three minute video (which could include footage of the nominee talking about their teaching, their teaching philosophy and interviews with students) – *include web address*

- website (URL) – *include web address*

- 10 pages of teaching materials in PDF format.

The relevance of all material must be made clear in the written component. Supporting materials should be clearly labelled and are the last component of the combined nomination file.

Supporting materials (including websites) should remain accessible throughout the assessment process, beyond the submission date. Supporting materials should not include a login and password to access the material.

Digital photograph (.JPG)

A formal digital photograph of the individual nominee or team must be submitted with each nomination, in line with the following specifications:

- colour

- white background

- head and shoulders only

- image resolution of 300 dpi (approximately 10 cm by 10 cm and the size of the file must be at least 1 MB)

- JPEG file.

If the nomination is successful, digital photographs are used for publication purposes, including the awards booklets, the department's website and other promotional materials. <u>The photographs should therefore be of the best possible quality and include all members of a team nomination.</u> Low quality photographs will not be accepted.

Formatting requirements

Please ensure that the document is formatted as per the below:

- 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

- include page numbers

- include section headings.

5   NOMINATION PROCESS

5.1   Submission of nominations

Preparing for submission

It is strongly recommended that nominations are <u>proof read</u> prior to submission.

The nomination must be in the order listed below and combined into a single PDF file before uploading to the Awards Portal. The digital photograph (.jpg format) should be uploaded as a separate file.

Table 1, Overview of nomination components

	Nomination components	Citations	Program Awards	Teaching Awards
1	Nomination form	yes	yes	yes
2	Claims against selection criteria	yes	yes	yes
3	Curriculum Vitae	--	--	yes
4	Statement of contribution – team nominations only	yes	yes	yes
5	Two references	yes	yes	yes
6	Supporting materials	--	yes	yes
7	Digital photograph	yes	yes	yes

Submissions that do not meet the requirements outlined in these instructions will not be accepted. Pages in excess of page limits outlined will not be provided to the assessors.

Awards portal

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 requires Internet Explorer 7 or newer, and JavaScript enabled.

The data entered on the awards portal as part of the submission process should match information provided on the nomination form.

Receipt of nominations

Receipt of all nominations will be acknowledged by email to the ICO.

5.2   Notification and feedback

The nominee and the nominating institution will be advised of the result of nomination by email. Recipients will be invited to the relevant award ceremony at this stage.

Written feedback developed by assessors will be provided to unsuccessful nominees via email to the ICO.

5.3   Awards money

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

- provide 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 within their institution and across the sector more broadly.

The award money is intended to be used to build on the success of the work that the recipient has been recognised for. The expenditure should contribute to improving the teaching and learning outcomes in Australian higher education.

It is the responsibility of the institution to ensure the award money is spent in accordance with the Conditions of Grant.

5.4   Conditions of Grant

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

5.5   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.

6   ASSESSMENT PROCESS

The assessment of nominations involves four levels of review.

1. The department:

    o   determines whether a nomination complies with the requirements set out in these instructions

    o   groups the nomination according to its category (Teaching and Program Awards)

    o   assigns the nomination to at least two assessors for review.

2. Peer assessment of nominations is carried out by selected group of assessors against the relevant assessment criteria. Assessors meet to discuss their evaluations and make joint recommendations. Assessments are subject to a moderation process. Assessments form the basis of recommendations to the Awards peer oversight group.

3. The awards peer oversight group consider assessors' recommendations and comments and following discussion put forward their recommendations.

4. The final decision of the award recipients will be made by the Minister based on the advice from the department.

Selection of assessors

The department maintains a register of assessors. Assessors on the register have been specifically nominated by their institutions through the Deputy Vice-Chancellor (Academic).

In selecting assessors, department 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.

Assessors sign a conflict of interest declaration and a confidentiality agreement. No assessor may review a nomination if they took part in its preparation and assessors do not assess nominations involving their own institution. All members of nominating teams are ineligible to participate in that round's assessments, and this principle is also applied to the peer oversight group.

7 OPERATIONAL POLICIES

7.1 Publicity

The names of the successful nominees including photographs of recipients will be made public through the media and the department's website.

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

The Minister for Education and Training reserves the right to make the first public announcement of successful nominations. Recipients and their institutions are informed once the Minister provides approval but the embargo remains in place until the Minister makes the announcement.

7.2 Privacy information

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, please go to: http://education.gov.au/privacy.

Personal information we may collect

As part of the nomination process the department collects the personal information identified in 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 an award, and to undertake statistical analysis in relation to the AAUT program. The department may also use this information to:

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

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
- the peer oversight group

- event and program contractors performing services on behalf of the department.

The department may also publish successful nominees' information (excluding contact details) in media releases, presentations, conference programs, booklets about the AAUT recipients and on the department's website.

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

7.3   Freedom of information

The Freedom of Information Act 1982 requires the department to publish certain information and gives members of the public a right to request access to documents.

Further information is available at: https://www.education.gov.au/freedom-information.

8 CONTACT DETAILS

Email: learningandteaching@education.gov.au

Phone: (02) 6240 0625

Mailing address: Department of Education and Training
GPO Box 9880
Canberra ACT 2601