



FACULTY EXCELLENCE IN TEACHING AWARDS

2011

APPLICATION GUIDELINES

FACULTY EXCELLENCE IN TEACHING AWARDS 2011

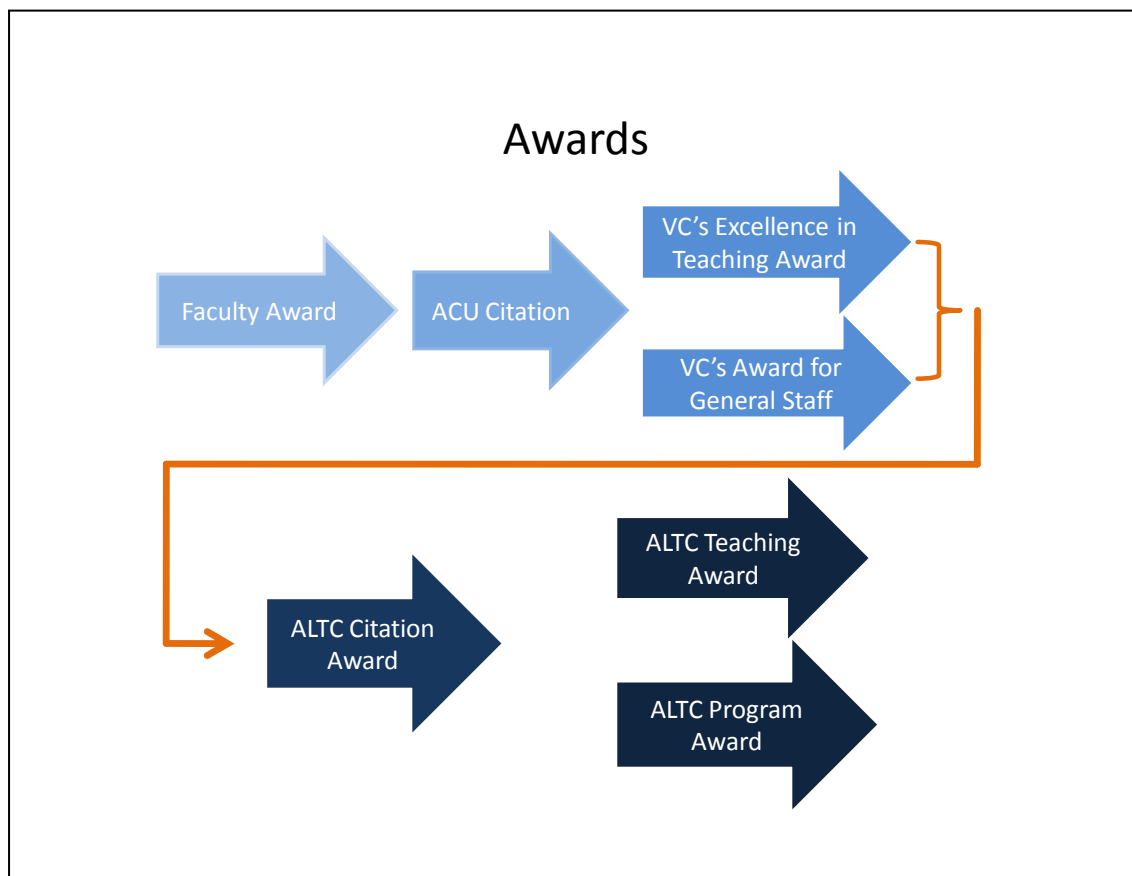
CONTEXT

This document outlines the guidelines and procedures for applications to the 2011 round of awards for Faculty Excellence in Teaching.

The closing date for 2011 Faculty Excellence in Teaching applications is available in the document **2011 ACU and ALTC* Teaching Grants and Awards Timeline** on the LTC website.

All Faculties offer a Faculty Excellence in Teaching Award. The Deans have agreed that a consistent approach across ACU best fits ACU's strategic priorities in relation to promoting excellence in teaching and the student experience.

ACU has developed a 'pathways' approach which might best assist ACU staff to progress from internal awards for contributions to student learning to external awards. **Faculty awards** are the suggested first step of this pathway, as in the diagram below.



OVERVIEW

The purpose of Faculty Excellence in Teaching Awards is to encourage academic and professional/general staff to develop their teaching and learning capacities, or their support service capacities, as a first step in becoming a leader in promoting student learning.

The process of developing an application helps teaching staff to reflect on their practice and to develop a teaching portfolio as part of the Performance Review process. The process similarly allows professional staff to develop reflective practice using a portfolio approach. It also assists staff who are preparing applications for probation and promotion.

Award winners present a workshop to their Faculty members at which they share their experience and discuss the way in which they have used their Award.

The value of an Award is \$1500, and up to three awards may be made each year in each Faculty.

ELIGIBILITY

All continuing, contract or sessional academic and professional/general staff with at least one year's service at ACU are eligible to apply for an Award. Professional staff must be making a contribution to a teaching program, for example through laboratory work or eLearning educational design.

Applications are invited from individuals and teams. A team nomination may include collaboration across faculties. Adjunct staff are eligible if they are part of a team nomination.

An individual recipient will not be eligible for a further nomination for a Faculty Excellence in Teaching Award. A member of a team which has previously received an Award may be eligible to apply again as an individual or as a member of a team in a different activity.

Successful applicants will be encouraged to proceed to nominate for an ACU Citation.

SELECTION CRITERIA

All applications will be assessed on evidence provided in relation to the following four criteria, which will be given equal consideration by the Faculty selection committee.

1. A high quality contribution to student learning in a program or service

This contribution may consist of teaching, teaching-related activities or services that contribute to support the learning of students.

2. Insight into and reflection on the nominee's teaching or other contribution

3. Evidence of changes in practice in response to this self-reflection

4. A plan of how further change will be achieved by receiving the award.

APPLICATION GUIDELINES

Applications should be presented on plain paper and should contain the following items:

- A. Nomination form (using the supplied proforma)
- B. Written statement addressing each of the selection criteria
- C. Curriculum vitae
- D. Letter of support from a course coordinator, Lecturer-in-Charge or supervisor.

A. Nomination form

The Nomination form must be signed by the nominee's Head of School or nominee.

B. Written statement

The core element of a nomination for a Faculty Excellence in Teaching Award is a written statement in which nominees describe their activities in teaching or in supporting learning and teaching and their reflections on these activities, and specifically address each of the four selection criteria.

The written statement should be presented under the following headings, in order:

1. Overview
2. Selection criteria
3. Proposal for use of the Award money.

Evidence must be provided in support of the claims made against the criteria. The views of students, collaborators and/or colleagues, as appropriate, as well as evidence such as the nominee's own portfolio or journal notes, will be critical in the assessment of the nominations.

The written statement is limited to **three** A4 pages in total and should include all information that might be referred to in the submission. 11 point Arial font with standard 2.5 cm margins should be used, with sections numbered.

Detailed evidence such as copies of evaluation summaries may be attached as appendices (no more than 5 additional pages).

C. Curriculum vitae

The curriculum vitae should be no longer than three pages, and should outline the nominee's educational qualifications; employment history and positions held; and teaching experience or experience in supporting teaching and learning, with a focus on their ACU experience.

D. Letter of support

One letter of support is required from a course coordinator, Lecturer-in-Charge, or supervisor.

If the applicant/s are from two different Schools or Faculties, a letter of support is required from each relevant supervisor.

SUBMISSIONS

Applications should be sent to the Chair of the Faculty Learning and Teaching Committee by the nominated date.

REVIEW OF NOMINATIONS

Nominations will be reviewed and a recommendation made to the Dean and the Faculty Executive by the Associate Dean (L&T) and the Faculty Learning and Teaching Committee selection panel. Panel members cannot be nominees for an award in any year in which they are members of the Panel.

**FACULTY EXCELLENCE IN TEACHING AWARDS
NOMINATION FORM, 2011**



Contact details

Title (Mr, Ms, Dr, As/Prof, Prof)	
First and last name	
School/ Faculty	
Email address	
Telephone	

Nominee's declaration

I (print name of nominee/s)..... accept nomination for an Award for Excellence in Teaching	
Signature	Date

**Support for Nomination and Authorisation –
Head of School or their representative**

I support this nomination on the basis of the attached application.

Title	
First and last name	
Position title	
Faculty	
Signature	Date

Each nomination must include:

Tick (☐) box

Completed and signed Nomination Form	<input type="checkbox"/>
Written statement, including discussion in line with the selection criteria	<input type="checkbox"/>
Nominee/s curriculum vitae	<input type="checkbox"/>
Letter of support, as described in the <i>Guidelines</i>	<input type="checkbox"/>