



# **VICE-CHANCELLOR'S EXCELLENCE IN TEACHING AWARD**

**2011**

## **PROCEDURES**

Approved by Academic Board on 22 July 2009

# VICE-CHANCELLOR'S EXCELLENCE IN TEACHING AWARD

## CONTEXT

This document outlines the guidelines and procedures for applications to the 2011 round of the Vice-Chancellor's Excellence in Teaching Awards.

This year's closing date for the Vice-Chancellor's Excellence in Teaching Award is **Monday 15 August 2011**.

Australian Catholic University established the Vice-Chancellor's Excellence in Teaching Award to encourage and reward high quality teaching by members of the academic staff.

Each year, one Award will be made by the Academic Board to a member or team of the academic staff judged to be making an outstanding contribution to student learning. The Award will be presented at the next graduation ceremony at the recipient's campus.

Each person or team selected for the Award will be presented with a Certificate of Excellence in Teaching which will bring with it a prize of \$5,000 to be used for further enhancing the staff member/s teaching expertise. Recipients will prepare a detailed plan of their proposed use of the prize money and a cost centre to which the funding will be allocated, and obtain approval from the Deputy Vice-Chancellor (Students, Learning and Teaching) for their proposal.

These Guidelines are taken almost verbatim from the Australian Learning and Teaching Council (ALTC) National Teaching Award Guidelines (see <http://www.altc.edu.au/awards>).

As per the ALTC Guidelines, the funding is to be used to:

1. advance the teaching careers of the recipient/s
2. provide additional resources to support their teaching or activities related to the Award
3. disseminate good practice in learning and teaching.

The Award winner/s will present a workshop on Excellence in Teaching arranged by the staff of the Learning and Teaching Centre and will take part in staff development activities designed to improve the quality of teaching strategies within the University.

It will normally be expected that, once the ACU Citation process has been in place for several years, Award applicants will have previously been awarded an ACU Citation. They may also be eligible for ACU encouragement to enter the ALTC National Teaching Awards.

## ELIGIBILITY

All continuing or long-standing sessional staff at the date of nomination are eligible to apply for the Award, and must have been ACU staff members for at least the four previous years.

Applications are invited from individuals as well as small teams (up to ten members).

Recipients of an individual Award will not be eligible for a further individual nomination for this Award within the following five-year period. Recipients of a team Award will not be eligible for a further nomination of the same team within the following five-year period.

## APPLICATION

The application for the Award should be supplied in the following format:

1. First pages will be the nomination form (using the proforma)
2. Paper must be A4 and should be plain white.

3. Word and/or page limits apply to the written statement:
  - Margins should be at least 2 cm and paragraph definition should be clear
  - Minimum acceptable font size is 11 point. Arial is recommended.
4. Applications must be single-sided, corner-stapled and unbound.

The Award criteria are as follows:

### **Selection Criteria**

All nominees for the Vice-Chancellor's Excellence in Teaching Award will be assessed on the evidence they provide in relation to the following five criteria, which will be given equal consideration by the University's Citations and Grants Committee (CGC).

(Applicants should not feel limited by the illustrative examples provided below.)

**1. Approaches to teaching that influence, motivate and inspire students to learn**, which may include fostering student development by stimulating curiosity and independence in learning; contributing to the development of students' critical thinking skills, analytical skills and scholarly values; encouraging student engagement through the enthusiasm shown for learning and teaching; inspiring and motivating students through high-level communication, presentation and interpersonal skills.

**2. Development of curricula and resources that reflect a command of the field**, which may include developing and presenting coherent and imaginative resources for student learning; implementing research-led approaches to learning and teaching; demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning; communicating clear objectives and expectations for student learning.

**3. Approaches to assessment and feedback that foster independent learning**, which may include integrating assessment strategies with the specific aims and objectives for student learning; providing timely, worthwhile feedback to students on their learning; using a variety of assessment and feedback strategies; implementing both formative and summative assessment; adapting assessment methods to different contexts and diverse student needs.

**4. Respect and support for the development of students as individuals**, which may include participating in the effective and empathetic guidance and advising of students; assisting students from equity and other demographic subgroups to participate and achieve success in their courses; influencing the overall academic, social and cultural experience of higher education.

**5. Scholarly activities that have influenced and enhanced learning and teaching**, which may include showing advanced skills in evaluation and reflective practice; participating in and contributing to professional activities related to learning and teaching; coordination, management and leadership of courses and student learning; conducting and publishing research related to teaching; demonstrating leadership through activities that have broad influence on the profession.

The Citations and Grants Committee will determine recommendations to the Vice-Chancellor based on the following measures:

- extent to which the claims for excellence are supported by formal and informal evaluation;
- extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments;
- information contained in student evaluation questionnaires, references and selected teaching materials submitted by the nominee.

Applications should contain the following items:

- A. Nomination form (proforma provided)
- B. Written statement, including a synopsis and discussion addressing each of the five selection criteria
- C. Curriculum vitae
- D. References (two)
- E. Student evaluation questionnaires (30, separately packaged).

#### **A. Nomination form (proforma provided)**

The completed nomination form must be signed by the Head of School (or by the Head of both Schools, where the applicant/s teach into a cross-Faculty program) and the Dean of the nominee/s Faculty.

#### **B. Written statement**

The core element of a nomination for a Vice-Chancellor's Excellence in Teaching Award is a written statement in which nominees describe their teaching activities and achievements, and specifically address each of the five selection criteria.

The written statement, including synopsis, is limited to eight A4 pages in total and should include all information that might be referred to in the submission.

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

**Synopsis** (150–200 words, in the third person). The Synopsis must cover the nominee/s' teaching area or discipline, teaching experience, the particular focus of their teaching and teaching methods, and their research/teaching interests. The synopsis must be written in the third person and is a requirement of the nomination. The word limit is strictly 150-200 words.

#### **Overview**

**Selection criteria:** The remainder of the written statement should be devoted to addressing each of the five criteria in turn. Evidence in support of the claims against these criteria must be provided. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of the nominations.

1. Approaches to learning and teaching that influence, motivate and inspire students to learn
2. Development of curricula and resources that reflect a command of the field
3. Approaches to assessment and feedback that foster independent learning
4. Respect and support for the development of students as individuals
5. Scholarly activities that have influenced and enhanced learning and teaching.

#### **C. Curriculum vitae**

The curriculum vitae should outline the nominee/s' educational qualifications, employment history, teaching positions held and teaching experience, with a focus on their ACU experience.

The curriculum vitae is limited to three A4 pages for nominations from individuals.

Teams may allow for one additional page per team member, i.e. a team of three may have five pages (three + two).

## **D. References**

Two references, of no more than one A4 page each, must be provided by people who are able to comment on the nominee/s teaching against the selection criteria. One of the referees must be the Dean/Head of the nominee's Faculty or School. If the nomination is from a team, the references should apply to the team. If the nominee/s teaching is across two Schools, both HOS should provide a reference.

## **E. Student Feedback Questionnaires**

Student evaluations should have been processed through the University's formal evaluation program, but student testimonials may also be used in addition in support of claims.

## **Supporting materials**

Selection is based primarily on the written statement addressing the selection criteria. However, nominees may include selected teaching materials supporting their claims against the selection criteria. The relevance of any such material must be made clear in the written statement.

Supporting materials are limited to a maximum of **two** of:

- website (URL)
- CD ROM or DVD (preferably by means of a single URL)
- video or audio tape
- 10 pages of printed material.

A signed hard copy of the application should be forwarded to the Manager, Learning and Teaching Centre to arrive no later than 15 August 2011.

## **PROCEDURES**

The Citations and Grants Committee has been charged by the Academic Board with carrying out the procedures for recommending Award recipient/s to the Vice-Chancellor for the annual Excellence in Teaching Award.

### **Notification on receipt**

All applications will be acknowledged via email by the Secretary of the Citations and Grants Committee upon receipt.

### **Review of nominations**

The Committee will each year consider nominations for the Awards and report to the Deputy Vice-Chancellor (Students, Learning and Teaching) and the Deputy Vice-Chancellor (Academic) on the person/s recommended for the Award and the reasons for its choice.

No account will be taken of the frequency of distribution of Awards to particular Schools.

### **Process following deliberations of the CGC**

CGC will forward its final recommendations to the Vice-Chancellor.

- The report may include comments and advice on procedures.
- Any inquiries should be directed to the Secretary in the first instance, or the Chair, CGC.

**ACU VICE-CHANCELLOR'S EXCELLENCE IN TEACHING AWARD**



**NOMINATION FORM, 2011**

Individual nomination       Team nomination      Tick (✓) one box

**Contact details (for nominee or one team representative)**

|  |  |
|--|--|
| Title<br>(Mr, Ms, Dr, As/Prof, Prof., etc) |  |
| First and last name                        |  |
| School/ department/ faculty                |  |
| Email address                              |  |
| Telephone                                  |  |

**For team nominations**, please list names of up to four further team members below:

| Title | First and last name |
|-------|---------------------|
|       |                     |
|       |                     |
|       |                     |
|       |                     |

**Nominee's declaration**

|  |      |
|--|------|
| I/We (print name of nominee or team representative)<br>.....<br>accept nomination for an Award for Teaching Excellence |      |
| Signature  | Date |

**ACU VICE-CHANCELLOR'S EXCELLENCE IN  
TEACHING AWARD  
NOMINATION FORM, 2011**



**Head of Faculty's Support for Nomination and Authorisation**

|   |  |      |  |
|---|--|------|--|
| I support this nomination on the basis of the attached application. |  |      |  |
| Title (Professor)   |  |      |  |
| First and last name   |  |      |  |
| Position title  |  |      |  |
| Faculty   |  |      |  |
| Signature   |  | Date |  |

Each nomination must include:

[ Tick (✓) one box ]

|   |                          |
|---|--------------------------|
| Completed and signed Nomination Form  | <input type="checkbox"/> |
| Written statement, including synopsis and discussion in line with the selection criteria  | <input type="checkbox"/> |
| Nominee's curriculum vitae  | <input type="checkbox"/> |
| References (two), as described in the Guidelines  | <input type="checkbox"/> |
| Student questionnaires<br>Student Feedback Questionnaires must be bundled together, separately from the main submission.  | <input type="checkbox"/> |
| Optional supporting teaching materials<br>If supporting teaching materials are included, they must be separately packaged and labelled as 'Supporting Teaching Material'. | <input type="checkbox"/> |