



ACU CITATIONS

2011

GUIDELINES AND PROCEDURES

AUSTRALIAN CATHOLIC UNIVERSITY (ACU) CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

GUIDELINES

ACU Citations are designed to recognise and reward staff who have made a significant contribution to student learning at the University.

The award amount is \$2000 per individual *or* team.

The closing date for ACU Citations is **Friday 9 September 2011**.

Eligible ACU staff are ongoing full-time and fractional staff, academic and professional, sessional and contract staff, and adjunct staff, who have made a significant and sustained contribution to student learning over at least three years at ACU. This contribution should align with the distinctive mission, values and strategies of ACU, and reference must be made to these (and to relevant plans of the University) in the application.

Applicants may be approached by their Head of School/Manager to consider nomination, or may approach their Head of School/Manager to discuss an application and seek support.

Applications are to be sent to the Secretary of the Citations and Grants Committee (Ms Dianne Griffiths, LTC) by the date indicated in the schedule. Email applications are acceptable, but signatures are required and all evidence must be attached.

SELECTION CRITERIA¹

Nominees must select **one** or at most **two** selection criteria. The criteria are:

1. *Approaches to the support of learning and teaching that influence, motivate and inspire students to learn.* This may include fostering student development by stimulating curiosity and independence in learning; contributing to the development of students' Graduate Attributes; encouraging student engagement through the enthusiasm shown for learning and teaching or community engagement and social justice activities; inspiring and motivating students through high-level communication, presentation and interpersonal skills; enabling others to enhance their approaches to learning and teaching.
2. *Development of curricula, resources and services that reflect a command of the field.* This 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; providing support to those involved in the development of curricula and resources; contributing professional expertise to enhance curriculum or resources.
3. *Approaches to assessment, feedback and learning support that foster independent learning.* This 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

¹ Adapted slightly from the ALTC Citations Guidelines

http://www.altc.edu.au/system/files/documents/awards_guidelines_2009_aug08.pdf

Please note that from 2012 the ALTC Citations program will operate from DEEWR.

methods to different contexts and diverse student needs; contributing professional expertise to enhance assessment and/or feedback.

4. *Respect and support for the development of students as individuals.* This 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, ethical and cultural experience of higher education.
5. *Scholarly activities and service innovations that have influenced and enhanced learning and teaching.* This 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.

Evidence required

The nomination will be judged against these criteria on the basis of the evidence in the written statement that the nominee's contribution has:

1. influenced student learning, student engagement or the overall student experience;
2. gained recognition from fellow staff, the institution, and/or the broader community;
and
3. been sustained over at least three years at ACU.

CONDITIONS

Applicants may submit only one application per year, but an applicant may be included in a team nomination as well as being an individual applicant.

Previous ACU and ALTC Citation winners are ineligible to apply for a period of 3 years after winning, unless their previous success was in a different category – that is, they were an individual winner and now are part of a team nomination, or vice versa.

Recipients of the Vice-Chancellor's Excellence in Teaching Award are ineligible.

INSTRUCTIONS

Applications should consist of the following items: a copy of the nomination form; synopsis; written statement (including supporting materials) and references.

A. Nomination form

The nomination form reports administrative information, the chosen selection criterion/criteria and the proposed Citation wording (maximum 25 words). The completed nomination must be signed by the applicant's Head of School/Manager/Associate Dean (Learning and Teaching).

B. Synopsis

The synopsis must be written in the third person and is a requirement of the nomination. The word limit is strictly 100 words. It must include the 25-word citation. The remaining 75 words should describe the nominee's contribution to student learning and engagement and the resulting impact on students.

C. Written statement

In the written statement nominees describe their contribution to student learning. It is essential that nominees specifically address one or two of the selection criteria, and provide evidence in the written statement to support their claims in line with this criterion/criteria.

The written statement is limited to four A4 pages in total (standard 2.5 cm margins, in Arial 11 pt) and should include all information that might be referred to in the submission. Reference may be made in the statement to support evidence.

The written statement should have four components, presented in the following order:

1. proposed Citation (**maximum 25 words**) describing the distinctive contribution of the applicant;
2. summary of particular contribution and its context;
3. statement addressing chosen selection criterion/criteria (one or two criteria only); and
4. statement providing evidence for the ways in which the contribution has:
 - influenced student learning, engagement and/or the overall student experience;
 - been sustained for 3+ years at ACU; and
 - been recognised by fellow staff, the institution, and/or the broader community.

Nominees should refer to the LTC website at <http://www.acu.edu.au/139041> to see previous ACU Citations examples.

D. References

1. **Two** references of no more than *one* A4 page each, to be provided by ADLT/HOS/ Manager. The references must speak directly to the criteria, not be merely a letter of support.
2. One referee must be the head of the nominee's faculty, department, school or administrative unit.
3. If the nomination relates to a team, the references should apply to the team.
4. References must be signed by the referee.

Supporting materials

Applicants must ensure that all claims of meeting the selection criteria are supported by evidence and that the evidence is included in the application.

Evidence may be student evaluations, digital resources, unit outlines, resource documents, screen captures, URLs, and extracts of notes of appreciation from former students, community and professional colleagues, and so on. On no account are names of supporters to be used unless their explicit permission has been obtained to quote a comment. A long collection of individual letters of appreciation/praise is **not** acceptable; instead, use brief extracts (up to a paragraph) to back up a specific claim.

PROCEDURES

Potential ACU Citation applicants should be identified within faculty/administrative units by ADLT/HOS/Directors/Managers, and should then be provided with copies of relevant documentation or directed to the LTC and ALTC websites for further information and advice.

A general call for self-nomination via the ADLT/Director will also be made by the Deputy Vice-Chancellor (Students, Learning and Teaching) or nominee. Again, in the event of a staff member who wishes to apply, the relevant manager will provide direction to appropriate resources. Nominations are particularly welcome from professional and support staff.

ADLT/HOS/Directors/Managers should work closely with potential applicants in the preparation of their applications: this period and the activities are highly useful as professional development for both candidates and manager. The LTC Academic responsible for Grants and Awards is a helpful resource during development of the application, but will not provide feedback on individual applications except via generic questions/comments. The ADLT/HOS/Director/ Manager must be willing to provide a reference which speaks directly to the criteria, not merely write a letter of support.

The Secretary of the Citations and Grants Committee (CGC) will distribute applications to the CGC members *and* a small number of coopted experienced staff, such as previous Citation winners and recipients of teaching excellence awards. This group will assess all applications against the Guidelines and criteria rank them by merit, and make recommendations to the Deputy Vice-Chancellor (Students, Learning and Teaching), as Chair of the University Learning and Teaching Committee, for confirmation. Applicants can expect that the process may take up to three months before they will be informed of the outcome of their application, and the Secretary of the CGC will inform applicants as soon as the awards have been resolved.

Applicants will be given written feedback on their application by the Secretary of the CGC, based on CGC assessment and comment.

Successful applicants will be asked to provide an account code for receipt of their prize money, and will be expected to:

1. use the prize money to expand their skills/knowledge in higher education, for example through relevant conference attendance, resources for their teaching, subscription to professional journals/organisations.
2. within 2 years of receiving the Citation, give a presentation to an ACU Teaching and Learning conference/colloquia on their distinctive contribution to student learning
3. mentor other staff in preparing applications.

**ACU CITATIONS
NOMINATION FORM, 2011**



Individual nomination Team nomination [Tick (✓) one box]

Contact details (for nominee or one team representative)

Title (Mr, Ms, Dr, Professor, etc)		
First and last name		
Department / School/ Faculty		
Postal address		
Email address		
Telephone		
Position title		
Staff type (tick (✓) one box)	<input type="checkbox"/> Academic staff	<input type="checkbox"/> General staff
Gender (tick (✓) one box)	<input type="checkbox"/> Female	<input type="checkbox"/> Male

Citation wording

Describe the distinctive contribution of the nominee/s – absolute maximum of 25 words

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Selection criteria

Nominate one or (at most) two selection criteria for assessment, as appropriate to your particular contribution

Tick (✓) box	
<input type="checkbox"/>	1. Approaches to the support of learning and teaching that influence, motivate and inspire students to learn
<input type="checkbox"/>	2. Development of curricula, resources and services that reflect a command of the field
<input type="checkbox"/>	3. Approaches to assessment, feedback and learning support that foster independent learning
<input type="checkbox"/>	4. Respect and support for the development of students as individuals
<input type="checkbox"/>	5. Scholarly activities and service innovations that have influenced and enhanced learning and teaching

**ACU CITATIONS
NOMINATION FORM, 2011**



Team nominations (five or fewer members)

Title	First and last name	Gender (F/M)*	Staff type (A/G) [□]

* F = Female / M = Male

[□]A = Academic Staff / G = General Staff

Team nominations (six or more members)

Nominate the team by name and indicate the number of members in each of the gender and staff categories.

Team name			
	Female	Male	Total
Academic staff			
General staff			

Nominee's declaration

I/We (print name of nominee or team representative) nominate for an ACU Citation for Outstanding Contributions to Student Learning	
Signature	Date

ADLT/HOS/MANAGER/ Declaration

I support this nomination on the basis of the attached application. I undertake to support this nominee/s in activities to disseminate good practice in learning and teaching. I confirm that the information is true and correct and the nominee/s referred to on this form is/are currently a staff member of my School/Unit.			
Title			
First and last name			
Position			
Signature		Date	