THE UNIVERSITY OF QUEENSLAND

CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO
STUDENT LEARNING

(Approved Academic Board 10/11/2008)

INTRODUCTION

In 2005, the Academic Board of The University of Queensland established the annual *Citations for Outstanding Contributions to Student Learning*, to recognise and reward individuals or teams who make a significant contribution to student learning in a specific area of responsibility over a sustained period, who are widely acknowledged for their achievements within a faculty or the wider University community, and who have received strong endorsement within their area.

The objective of the Citations is to enhance opportunities for recognition of the diverse contributions that individuals and teams make to the quality of student learning at The University of Queensland. The University’s Citation guidelines align with those of the Australian Learning and Teaching Council (ALTC) (formerly The Carrick Institute for Learning and Teaching in Higher Education) Australian Awards for University Teaching while being inclusive of the University’s strategic objectives eg respect and concern for the development of students as individuals.

To encourage further development of the winners’ contributions to student learning, successful nominations will receive a grant of $4,000 and will be eligible for consideration as University of Queensland nominees for the Australian Learning and Teaching Council Australian Awards for University Teaching (AAUT) in the category *Citations for Outstanding Contributions to Student Learning*.

NOMINATIONS

- Nomination is open to academic staff, general staff, sessional staff *and institutional associates in eligible institutions
- Previous winners of University of Queensland Awards for Teaching Excellence and Awards for Programs that Enhance Learning are eligible for nomination.
- Previous winners of University of Queensland Citations and/or ALTC and/or Carrick AAUT Citations are not eligible for re-nomination within 3 years of receiving a Citation (ie, if a recipient in 2006, then not eligible to reapply until 2010). They must demonstrate significantly different achievements in later years.
- Previous winners of ALTC and/or Carrick AAUT in the category Awards for Teaching Excellence, are not eligible to apply for a University of Queensland and/or AAUT Citations for Outstanding Contributions to Student Learning
- Both individual and team nominations are encouraged (teams may be of any size). If a team is larger than five members, a team name should be provided.
- Nominees are not eligible to be included in more than one Citation nomination in any year (eg as an individual and as a member of a team).
Cross-faculty, cross-school/unit or cross-discipline nominations will be considered.

All nominations must relate to contributions to student learning at The University of Queensland that have been sustained for a period of at least 3 years.

Candidates may self-nominate or be nominated by others.

Previously unsuccessful nominees for citations are eligible for re-nomination.

* A member of sessional staff who is the lead applicant is eligible for nomination if he/she has had four semesters of employment at The University of Queensland (not necessarily continuous) in the context of the contribution to student learning for which they are nominated. There is no minimum hours-per-semester employment specification for sessional staff to be eligible for nomination.

**CATEGORIES**

There are no specified categories for citations.

**POTENTIAL AREAS OF CONTRIBUTION**

*Citations for Outstanding Contributions to Student Learning* provide an opportunity for values and priorities in learning and teaching to be recognised. A concise citation (limited to twenty-five words) is used to describe the distinctive contribution of the nominee/s. Each citation is unique and reflects the diversity of ways in which the nominee/s contribute to learning and teaching in higher education.

Citations will be awarded for a wide range of contributions to student learning, where this contribution is recognised for achievements within the University. Citations will be awarded for both direct and indirect contribution, whether the contribution is general or more specific.

Nominees may wish to refer to the following successful University citations from previous years. Exemplars are also available on the Australian Learning and Teaching Council website [www.altc.edu.au](http://www.altc.edu.au)

- For sustained excellence in provision of innovative learning experiences for allied health students in promoting inter-professional knowledge, practice and teamwork
- For outstanding teaching, dedicated commitment and leadership in innovative curriculum development through successful national and industry collaboration in Mining Engineering
- For enhancement of assessment practice through effective and sustained institutional leadership and educational support of academic teachers and leaders
- For excellence in business strategy case study teaching and coaching, resulting in exceptional performance by The University of Queensland in the Australasian BCG strategy competition
- For the development of collaborative and reflective learning and preparation of students for professional life, through the use of Virtual Microscopy, an innovative and flexible learning tool
- For developing and maintaining exemplary broad-based support for international students in academic, personal and cultural transition
For a decade of exemplary supervision and support of postgraduate research and coursework master students in the field of social science

For the creation of teaching and assessment strategies that encourage critical thinking and continuous and independent learning by non-law students in a large law course

For the design and delivery of innovative, pedagogical strategies that raise critical awareness of sport and actively engage students in large lecture settings

For developing effective learning communities in ethnically-diverse groups through enquiry-based approaches to teaching and learning at the postgraduate level

For readying diverse student cohorts for further learning by effectively engaging them in a variety of first-year level physics courses

**SELECTION CRITERIA**

The nomination will be assessed on the quality of the nomination against the selection criteria and the extent to which evidence is shown in the written statement that the contribution has:

- influenced student learning, student engagement or the overall student experience;
- been sustained over time; and
- gained recognition from fellow staff, the University, and/or the broader community.

Nominees for **Citations for Outstanding Contributions to Student Learning** are invited to **select one to three** of the following criteria, determined by the nature of their contribution to student learning. The text below each criterion is indicative of ways in which the criterion might be demonstrated. Applicants should not feel limited by these illustrative examples. Nominations will be assessed on evidence provided in relation to the selected criterion/criteria. **All nominees must address Criterion 4 Respect and support for the development of students as individuals.**

The criterion/criteria chosen by nominees should be determined by the nature of the nominee’s contribution to student learning. The number of criteria nominated does not, in itself, affect the Selection Committee’s assessment of a nomination.

1. **Approaches to learning and teaching support that influences, motivates and inspires 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;
   - enabling others to enhance their approaches to teaching.

2. **Development of curricula, resources and services 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;
• 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 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;
   • contributing professional expertise to enhance assessment and/or feedback.

4. **Respect and support for the development of students as individuals (Required) 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 and service innovations 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.

**Nominees**

**Expressions of Interest**

In the first instance a one-page expression of interest, addressing the nominated selection criterion/a, together with a completed nomination form is required. The nomination form reports administrative information, the nominated selection criterion/criteria, and proposed citation wording (the latter limited to 25 words).

Nominations must be endorsed by the unit leader. Cross-faculty, cross-school/unit or cross-discipline nominations must be endorsed by the relevant unit leaders. The nomination form is available on the Teaching and Learning web site [http://www.uq.edu.au/teaching-learning/](http://www.uq.edu.au/teaching-learning/) under Teaching Excellence/Citations for Outstanding Contributions to Student Learning.

A Shortlisting Committee will appraise expressions of interest according to the published criteria and invite eligible nominees to provide a detailed submission.

Shortlisted nominees will be invited to a workshop facilitated by the Director of the Teaching and Educational Development Institute where advice and guidance will be given on the format and content of their submission.
SUBMISSIONS

SUBMISSION DETAILS

Nominees are required to use the submission template, which is available on the Teaching and Learning web site http://www.uq.edu.au/teaching-learning/ under Teaching Excellence/Citations for Outstanding Contributions to Student Learning

- Paper must be A4 and should be plain white with matte finish
- Submissions should be presented in the font Times New Roman
- The minimum acceptable font size is 11 point
- Margins should be at least 2cm with clear definition between paragraphs
- The written statement is limited to 4 A4 pages and should include all bibliographic information that might be referred to in the submission
- Page limits will be strictly administered
- The submission must be unbound and single sided.
- Submissions that do not meet these requirements will not be accepted

The submission should be presented in the following order:

(a) Written statement, including the proposed citation and an argument addressing one to three of the five selection criteria;
(b) Two references (1 page each); and
(c) Curriculum vitae.

a. Written statement

The core element of a submission for a Citation is a written statement in which the nominee/s describes their contribution to student learning by addressing one to three of the selection criteria. All nominees must address Criterion 4 Respect and support for the development of students as individuals.

The written statement is limited to four A4 pages in total and should include all bibliographic information that might be referred to in the submission. Nominees must provide evidence in the written statement to support their claims against the criterion/criteria.

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

1. Proposed citation (maximum of twenty-five words) describing the distinctive contribution of the nominee.
2. Summary of particular contribution and specific context for this
3. Statement addressing chosen criterion/criteria (one to three)
4. Statement providing evidence for the ways in which the contribution has influenced student learning, engagement and/or the overall student experience, been sustained over time, and been recognised by fellow staff, the University and/or the broader community.

b. References

- Two references of no more than one A4 page each, to be provided by people who are able to comment on the nominee’s contribution to student learning against the nominated selection criterion/criteria.
c. **Curriculum vitae**

- The *curriculum vitae* should outline the nominee’s educational qualifications and career history, positions and experience in higher education.
- The *Curriculum Vitae* is limited to 3 A4 pages for nominations from individuals.
- Teams may allow for one additional page per team member, i.e., a team of three may have 5 A4 pages (three + two). Pages in excess of this limit will be removed.

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**SELECTION PROCESS**

**SHORTLISTING COMMITTEE**

Membership of the University of Queensland Citations for Outstanding Contributions to Student Learning Shortlisting Committee comprises the following:

- Director, Teaching and Educational Development Institute (Chair)
- Two members of Teaching and Learning Committee (nominated by the Deputy Vice-Chancellor (Teaching and Learning))
- Previous AAUT/CAAUT Australian Awards for University Teaching winner or finalist (nominated by the Deputy Vice-Chancellor (Teaching and Learning))

**SELECTION COMMITTEE**

The selection of recipients of the Citations for Outstanding Contributions to Student Learning is made by Teaching and Learning Committee augmented by the Academic Registrar or nominee.

**PRESENTATION OF AWARDS**

The presentation of the Awards to the winners is made at a ceremony in Teaching and Learning Week each year.

**TERMS AND CONDITIONS**

*Citations for Outstanding Contributions for Student Learning* are granted on the condition that all monies associated with the award are used to further the enhancement of teaching and learning at The University of Queensland. Each award winner will receive a certificate and a grant which must be expended in the two calendar years immediately following receipt of the award.

Expenditure is subject to standard University policy and must be authorised by the Head of School or senior financial delegate.

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