THE UNIVERSITY OF QUEENSLAND
AWARDS FOR TEACHING EXCELLENCE
(Approved Academic Board 10/11/2008)

INTRODUCTION

In 1988, the Academic Board of The University of Queensland, with financial support from the Alumni Association, instituted annual Awards for Excellence in Teaching (AET). In 2008, the awards were renamed Awards for Teaching Excellence (ATE). The University of Queensland was one of the first Australian institutions to make such awards. The awards give recognition to teachers renowned for the excellence of their teaching, which is supported by evidence of their broad and deep contribution to enhancing the quality of learning and teaching at The University of Queensland. There are five awards in total granted each year at the discretion of the Teaching and Learning Committee. Each award winner will receive a certificate and a grant of $10,000.

In 2005, DEST announced a significant expansion of the Australian Awards for University Teaching with the objective of heightening the status of teaching and supporting the centrality of teaching in institutional missions. In 2006 the Carrick Institute for Learning and Teaching in Higher Education assumed responsibility for the Australian Awards for University Teaching and implemented a substantially larger awards program.

The Carrick Institute was renamed the Australian Learning and Teaching Council in May 2008, to reflect the organisation's core mission while highlighting the way in which it complements the activities of other national bodies, such as the Australian Research Council.

To enhance opportunities for recognition of outstanding teachers at The University of Queensland, changes have been made to the guidelines for Awards for Teaching Excellence to align with those of the Australian Learning and Teaching Council (ALTC) Australian Awards for University Teaching (AAUT).

NOMINATIONS

- Nomination is open to academic staff with teaching or teaching/research appointments.
- 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 must have ordinarily a minimum of three years of academic teaching-related employment at The University of Queensland.
- Candidates must be nominated by at least five people who are members of the academic staff of the University or who are current or former students (i.e. those who have been taught by the nominee within the last five years). Of the five people who nominate, at least one must be an academic staff member and one a current or former student.
- Nominations must be submitted on the nomination form (proforma provided) and should include the reasons for supporting the nominee.
- Self-nominations will not be accepted.
- The Associate Dean (Teaching and Learning) of the nominee’s faculty must certify the eligibility of the nominee and the validity of the nomination form.

- Winners of the University’s AET/ATE are not eligible for re-nomination, with the exception of a member of a team who is not the lead applicant. The team nomination should be for teaching or programs that do not substantially replicate the original Award.
The nomination for an Award remains active for two years following the year of the initial nomination unless the nominee receives an Award.

Previous University of Queensland and/or AAUT Citation winners are eligible to apply for an Award for Teaching Excellence.

A winner of an ALTC AAUT in the category Awards for Teaching Excellence may be nominated for the University’s Awards for Teaching Excellence if they have not been a previous recipient.

**SELECTION CRITERIA**

All nominees will be assessed on evidence they provide in relation to the following five criteria, which will be given equal consideration by the Selection Committee.

1. *Approaches to teaching that influence, motivate and inspire students to learn*
   - 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*
   - 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*
   - 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*
   - 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 students at the University.

5. *Scholarly activities that have influenced and enhanced learning and teaching*
   - 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**

A. **EXPRESSIONS OF INTEREST**
In the first instance new nominees will be invited to forward a two-page expression of interest, addressing the selection criteria.

A Shortlisting Committee will appraise expressions of interest according to the published criteria and invite selected 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.

B. CONTINUING NOMINEES

The nomination for an Award remains active for two years following the year of the initial nomination unless the nominee receives an Award. Continuing nominees will be requested to update their previous submission in consultation with the Director, Teaching and Educational Development Institute, who will identify strategies for enhancing their submission.

Continuing nominees who have not provided a detailed submission will be invited to forward a two-page expression of interest, addressing the selection criteria.

SUBMISSIONS

A. ASSESSING SUBMISSIONS

In assessing submissions against the five selection criteria, the Selection Committee will take into account:

- The extent to which the claims for excellence are supported by formal and informal evidence;
- The extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments;
- The information contained in references and supporting statements. The Selection Committee may contact nominees and/or referees for clarification or further information;
- The nomination will be assessed on the basis of the nomination and submission only.

The degree of success of previous nominations is not taken into account, although the fact of previous nominations might be *prima facie* evidence of sustained excellence in teaching.

The frequency of distribution of Awards to particular schools/faculties will not be taken into account.

B. SUBMISSION DETAILS


- Paper must be A4 and should be plain white with matte finish.
- Submissions must 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 6 A4 pages in total. Page limits will be strictly administered.
- The submission must be unbound and single sided. An electronic copy must also be provided.
- Submissions that do not meet these requirements will not be accepted.

The submission should be presented in the following order:
(a) Written statement, including a synopsis and overview, addressing each of the five selection criteria;
(b) A Curriculum Vitae;
(c) References: The names of two colleagues who can be contacted by the Committee to provide confidential statements;
(d) Summary only of evaluation of the nominee’s teaching (in tabulated form).

(a) Written statement

The core element of a nomination for an Award for Teaching Excellence is a written statement in which nominees describe their teaching activities and achievements and specifically address each of the five selection criteria. Nominees must provide evidence in the written statement to support their claims against the criteria.

The written statement is limited to 6 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:

1. Synopsis (150 – 200 words, in third person)
2. Overview
3. Selection criteria:
   a. Approaches to teaching that influence, motivate and inspire students to learn
   b. Development of curricula and resources that reflect a command of the field
   c. Approaches to assessment and feedback that foster independent learning
   d. Respect and support for the development of students as individuals
   e. Scholarly activities that have influenced and enhanced learning and teaching

Synopsis

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. The word limit is strictly 150 – 200 words.

Overview

The overview provides the opportunity for nominees to focus on the specific character of their teaching and achievements. It is recommended that the overview be up to one page in length and that it include:

- the nominee’s educational philosophy and beliefs;
- a description of the teaching context;
- an integrated summary of the claims relating to the selection criteria;
- teaching experience and responsibilities at all levels – undergraduate, postgraduate coursework, including continuing professional education and postgraduate research activities.

Selection Criteria

As selection is based primarily on the written statement, the majority of the written statement should be devoted to addressing each of the five selection criteria in turn. Nominees must provide evidence to support their claims against these criteria. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of the submissions.
(b) Curriculum vitae

The Curriculum Vitae should outline the nominee’s educational qualifications, employment history, teaching positions and teaching experience. Nominees should include evidence of teaching scholarship, such as grants, publications and contributions to professional bodies.

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.

(c) References

Nominees should name two colleagues who may be contacted by the Selection Committee to provide confidential statements on the nominee’s teaching against the selection criteria. The Head of School, or where the nominee is a Head of School, the relevant Executive Dean, or the nominated supervisor, will also be asked to submit a confidential report addressing the Selection Criteria. If the nomination is from a team, the references should apply to the team.

(d) Evaluation of the nominee’s teaching

Nominees are requested to provide a one-page summary only (in tabulated form) of evaluation of their teaching, which need not be restricted to TEVALs and may include external evaluation.

Nominees are strongly advised to draw on this evidence, where appropriate, and to integrate it as part of their written statement when addressing each selection criterion.

Selection Procedure

Shortlisting Committee

Membership of the Awards for Teaching Excellence 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))
- Member of Teaching and Learning Committee in the category “Recipient of Awards and Commendations for Excellence in Teaching”

The Committee will recommend a shortlist to Teaching and Learning Committee.

Selection Committee

The selection of recipients of the Awards is made by Teaching and Learning Committee. The Teaching and Learning Committee can add further names for consideration to the shortlist recommended by the Shortlisting Committee, if two or more members agree.

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**

Awards for Teaching Excellence are granted on the condition that all monies associated with the award are used to enhance the career of the recipient with emphasis on their teaching career. Award monies 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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