2023 Vice-Chancellor’s Learning and Teaching Awards FAQs

FAQS

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WHAT ARE THE DEADLINES FOR 2023?

Applications Open: Wednesday 26 April 2023, 9:00am
Applications Close: Friday 14 July 2023, 11:59pm
HOW MANY LEARNING AND TEACHING AWARDS ARE THERE?

<table>
<thead>
<tr>
<th>Learning &amp; Teaching Award Categories</th>
<th>Number of Awards</th>
<th>2023 Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student-Nominated</td>
<td>Maximum 5 Prizes</td>
<td>$2,000</td>
</tr>
<tr>
<td>2. Sessional Staff**</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>3. Early Career</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>4. Learning and Teaching Innovation</td>
<td>1 Prize</td>
<td>$3,000</td>
</tr>
<tr>
<td>5. Teaching Excellence</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
<tr>
<td>6. Educational Leader</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

** Includes casual teaching staff at Macquarie University College.

Award prizes may be used to provide additional resources:

1. for professional learning/capability enhancement
2. to support teaching enhancement activities
3. to disseminate best practice(s) in learning and teaching.

All expenditure associated with this prize money needs to be in accordance with Macquarie University’s finance guidelines and procedures and must be fully expended by **31 December 2024**.

WHO CAN APPLY?

Applications can be received from individuals or teams, including academic and professional staff, sessional staff.

Team nominations can include a maximum of ten (10) staff.

Nominees may be full-time, part time, casual, fixed term, continuing or adjunct staff.

Individual applicants must have sustained service of no less than two consecutive years teaching related employment at Macquarie University.

A nominated team may include one or more members without two years of teaching-related employment at Macquarie University.

Full ‘Award Eligibility’ details are available on the [Awards in Teaching](#) website.

CAN I ENTER MORE THAN ONE CATEGORY?

Yes. However, duplicate written statements across multiple award categories will not be accepted.

CAN I SUBMIT MORE THAN ONE ENTRY IN A SINGLE CATEGORY?

Yes. However, the applicant must select and respond to different award criteria within the Award category.

Please note, duplicate written statements across multiple categories will not be accepted.
ARE COLLABORATIVE APPLICATIONS ACCEPTED?

Yes. This is encouraged and demonstrates how cross-collaboration between faculties, offices and industry can deliver quality learning experiences designed to support students’ growth and development.

DO I NEED TO BE NOMINATED BY STUDENTS TO BE ELIGIBLE TO APPLY FOR A STUDENT-NOMINATED AWARD?

Yes. Students can nominate their teachers until 31 May 2023. The Faculty / Office Learning and Teaching Award Panels will then shortlist and invite teachers who have been nominated to apply for the Student-Nominated Award.

Follow the link to find out how the student-nomination process works.

DOES THE EVIDENCE PROVIDED WITHIN THE WRITTEN STATEMENT NEED TO REPRESENT A CERTAIN TIME?

Applicable only to: Teaching Excellence Award and Educational Leader Award

Your written statement (1000 words) and supporting evidence should clearly provide evidence of sustainability and impact for a period of no less than three consecutive years (2 years for early career), not including time taken for development or trial of any activity.

For example, if applying for an award in 2023, your evidence will be compromised of 2020, 2021 and 2022.

CAN I RE-ENTER THE SAME INITIATIVE / STRATEGY / PROJECT IF I WAS NOT SUCCESSFUL LAST YEAR?

Yes. Very promising initiatives and/or applications may simply need slightly more time to be able to sufficiently demonstrate their full impact. We will happily re-consider entries that were previously submitted provided they show further evidence of positive outcomes.

CAN I SELF-NOMINATE AND APPLY FOR AN AWARD?

Yes. Self-nominations are permitted, except for the Student-Nominated Award.

HOW CAN I NOMINATE SOMEONE, AND HOW DOES IT WORK?

We have exceptional Educators who motivate and inspire our students to learn.

We encourage Macquarie community (staff and students) to nominate educators for a Vice-Chancellor’s Learning and Teaching Award.

Student Nominations close: Wednesday 31 May 2023, 11:59pm.

Peer Nominations close: Friday 16 June 2023, 11:59pm.
WHEN WILL THE AWARD APPLICATION WRITING WORKSHOP BE SCHEDULED?

To support applicants with writing their applications, the Office of the Pro Vice-Chancellor (Learning and Teaching) has scheduled two Award Application Writing Workshops, listed below:

- Award Application Writing Workshop (all categories): Tuesday 9 May 2023, 2pm - 3pm
- Student-Nominated Writing Workshop: Thursday 22 June 2023, 10am - 11am

DO I NEED TO PROVIDE SUPPORTING DOCUMENTATION?

For Student-Nominated, Sessional Staff, Early Career, Teaching Excellence and Education Leader categories: Yes.

To support your written statement – please submit up to three A4 pages (no web links) of supporting evidence, e.g., student feedback, references/testimonials, evaluation results, infographics, etc.

You will be required to upload your Supporting Document (Word or PDF) at the time of submission via the Online Application Form.

**Teaching Excellence and Educational Leader** awards can provide a 3-minute video IN-PLACE of the written Supporting Documentation.

Applicants for the **Learning and Teaching Innovation Award** are not required to provide any supporting documentation.

Further information can be found on the [Writing an Award Application website](#).

**Note:** ‘Testimonials’ received from both Student and Peer Nominations will be provided to the Faculty Assessment Panels. Applicants do not need to re-submit as part of their Supporting Documentation.

HOW ARE THE APPLICATIONS ASSESSED?

The Assessment Panel will assess the application based on the written statement (500 or 1000 words) and supporting evidence provided in response to the award criteria.

All Assessment Rubrics and criteria for each Award Category are available on the [Awards in Teaching](#) website.

Details on the Assessment Process followed by the Faculties/Offices and the Office of Pro Vice-Chancellor (Learning and Teaching) are outlined in the 2023 Award Guidelines PDF found on the [Awards in Teaching](#) website.
HOW DO I SUBMIT MY APPLICATION?

In 2023, all applications must be submitted online and close on **Friday 14 July 2023, 11:59pm**.

You will be required to have the following THREE attachments ready to upload online (for Learning and Teaching Innovation Award applications, please follow the table further below):

1. Written Statement (Word or PDF) – no web links/images (excluding Learning and Teaching Innovation Award)

2. Supporting Document (Word or PDF) – no web links (unless submitting a link to a 3-minute video for Teaching Excellence and Educational Leader award categories only, in-place of the written Supporting Document).

3. Profile Photo (JPEG) – landscape and from above the waist. A photo of all team members is required if submitting a Team Application. Images must be larger than 1000 x 1000 pixels.

Please refer to the below checklists table to ensure that you have the following files ready to upload. Further details available found on the [Awards in Teaching website](#).

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Form</th>
<th>Written Statement NO web links (text only)</th>
<th>Supporting Documentation</th>
<th>Photo JPEG file</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Nominated</td>
<td>Online Form</td>
<td>500 words</td>
<td>Max 3 A4 pages (no web links)</td>
<td>Individual or team</td>
</tr>
<tr>
<td>2. Sessional Staff</td>
<td>Online Form</td>
<td>500 words</td>
<td>Max 3 A4 pages (no web links)</td>
<td>Individual or team</td>
</tr>
<tr>
<td>3. Early Career</td>
<td>Online Form</td>
<td>500 words</td>
<td>Max 3 A4 pages (no web links)</td>
<td>Individual or team</td>
</tr>
<tr>
<td>5. Teaching Excellence</td>
<td>Online Form</td>
<td>1000 words</td>
<td>Max 3 A4 pages OR a 3-minute video</td>
<td>Individual or team</td>
</tr>
<tr>
<td>6. Educational Leader</td>
<td>Online Form</td>
<td>1000 words</td>
<td>Max 3 A4 pages OR a 3-minute video</td>
<td>Individual or team</td>
</tr>
<tr>
<td>4. Learning and Teaching Innovation</td>
<td>Online Form</td>
<td>20-words maximum</td>
<td>3-minute maximum video Hosted via Google Drive (anyone with the link can access), YouTube (Unlisted), or Vimeo (Unlisted)</td>
<td>Individual or team</td>
</tr>
</tbody>
</table>
DO I NEED A WRITTEN STATEMENT FOR A LEARNING AND TEACHING INNOVATION AWARD APPLICATION?

There is no Written Statement for the Learning and Teaching Innovation Award. All addressed criteria and evidence will be assessed against your maximum 3-minute video.

It is important that your video expands on the what, why, and outcomes of your learning and teaching innovation (e.g., why was this innovation created, what problem did the innovation address, how was the innovation implemented, what was the impact/outcome, etc).

WHY DO I NEED TO UPLOAD A PHOTO WITH MY APPLICATION?

A photo is required at the time of application submission, so it can be used in communications, marketing and advertising of the Awards.

WHEN ARE THE FINALISTS ANNOUNCED?

Highly Commended Finalist will be notified in September. All finalists will be advised via email from the Office of the Pro Vice-Chancellor (Learning and Teaching).

A formal announcement will be published in This Week following the above notification.

I WON AN AWARD LAST YEAR, CAN I RE-ENTER THIS YEAR?

No. Individual Award recipients are not eligible for Learning and Teaching renomination within 2 years of receiving a Learning and Teaching Award (i.e., if a recipient won an award in 2022, they are not eligible to reapply until 2025). Please note individual award recipients can only renominate if they form part of a team application and are not the team lead.

I WAS PART OF A WINNING TEAM APPLICATION, CAN I RE-ENTER THIS YEAR?

Yes. Team award recipients from previous years are eligible to apply for a team award on an annual basis. Past award team recipients wishing to apply in 2023 must submit a new application that has a different focus from their previous winning applications and does not replicate previous award submission(s).

WHEN ARE THE WINNERS ANNOUNCED?

The winners will be announced at the Learning and Teaching Award Ceremony hosted by the Vice-Chancellor, to be held later in the year, with more details to be confirmed closer to date.
WHAT ARE THE TERMS OF THE VICE-CHANCELLOR’S LEARNING AND TEACHING AWARDS?

Award winners will be required to:

- Contribute to systemic change in learning and teaching by presenting a paper and/or workshop based on their award-winning practice at a university learning and teaching event/s.
- Support their colleagues to develop competitive award nominations, e.g., by making their winning application available to future applicants.
- Demonstrate educational leadership and promote their innovation(s) to other staff through peer-review, mentoring and other relevant communities of practice.

All expenditure associated with this prize money needs to be in accordance with Macquarie University’s finance guidelines and procedures, and must be fully expended by 31 December 2024.

Full Prizes and Term details are available on the Awards in Teaching website.

NEED MORE INFORMATION?

All Award details can be found on the Awards in Teaching website.

Further information about the application process can be found on the Writing an Award Application website.

Further questions please contact the Operations Team via email LToperations@mq.edu.au