FREQUENTLY ASKED QUESTIONS (2020)

Vice-Chancellor’s Learning and Teaching Awards

1. **What are the deadlines for 2020?**
   Applications Open: 4 May 2020
   Applications Close: 24 July 2020

2. **How many Learning and Teaching Awards are there?**
   Summary of the 2020 Learning and Teaching Award Prizes

<table>
<thead>
<tr>
<th>Learning &amp; Teaching Award Categories</th>
<th>Number of Awards</th>
<th>2020 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 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 MUIC and ELC

Award prizes may be used to provide additional resources:
- for professional learning/capability enhancement
- to support teaching enrichment activities
- to disseminate best practice(s) in learning and teaching.

All prize money will be paid into a university account and will be available until December 2021.

3. **Who can apply?**
   Applications can be received from individuals or teams, including academic and professional staff, sessional staff. Team nominations can contain a maximum of five members.
   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 ‘Eligibility’ details are available via the [TEACH website](#)

4. **Can I enter more than one category?**
   A maximum of two award applications only can be received from each Applicant (across all 6 categories) – unless the applicant is part of a team nomination and are not the Team Lead.

5. **Can I submit more than one entry in a single category?**
   Yes.
   However, a maximum of two award applications only can be received from each Applicant (across all 6 categories) – unless the applicant is part of a team nomination and are not the Team Lead.

6. **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.
7. Does the evidence provided within the written statement need to represent a certain time period?

**Applicable only to:** Learning Innovation Award; Teaching Excellence Award and Educational Leader Award

Your written statement (1000 words) and supporting evidence (optional) 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.

8. 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.

Follow [link to nominate one of your peers*](#) for a Vice-Chancellor’s Learning and Teaching Award

*You can nominate any L&T related staff (convenor, lecturer, tutor, demonstrator, learning designer, learning advisor, etc.)

Follow link to find out how the ‘Nomination process’ works

Nominations CLOSE: 19 June 2020

9. Do I need to provide ‘Supporting Documentation’?

This is **optional** for the ALL Award Categories

To support your written statement – you can submit up to two A4 pages of supporting evidence, e.g. student feedback, references/testimonials, evaluation results, any related media

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

10. When will the Award Application Writing Workshop be scheduled?

To support applicants with writing their applications’, the Office of PVC (Learning and Teaching) has scheduled an **Award Application Writing Workshop on 23 June 2020**

Please register via the [Events page on tec](#)

More details about the workshop will be sent to all registered participants a week prior.

11. Can I re-enter the same initiative / strategy/ project next year if I don’t win this time?

Of course. Very promising initiatives and/or applications may simply need slightly more time to be able to sufficiently demonstrate their full impact. We will happily consider repeat entries in 2021, provided they show further evidence of positive outcomes.

12. How are the applications assessed?

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

Full ‘Assessment criteria’ details are available via the [TEACH website](#)
13. How do I submit my application?

Please submit your application directly to pvclt@mq.edu.au by 24 July 2020. You will receive an email ‘confirming receipt’.

Please refer to the below checklists table to ensure that you have consolidated all required documents (in the order listed)

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Form</th>
<th>Written Statement</th>
<th>Supporting Documentation</th>
<th>Tick Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Nominated</td>
<td>On Website</td>
<td>500 words</td>
<td>Optional (max 2 A4 pages)</td>
<td></td>
</tr>
<tr>
<td>2. Sessional Staff</td>
<td>On Website</td>
<td>500 words</td>
<td>Optional (max 2 A4 pages)</td>
<td></td>
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Details on ‘Application Process’ and ‘Application Form’ available via the TEACH website

14. When are the finalists announced?

The Highly Commended Finalist will be notified by Monday 7 September. All finalist will be advised via email from the Office of PVC (Learning and Teaching).

MQ announcement will be published in ‘This Week’ after the notification.

15. I won last year, can I re-enter this year?

Individual Award recipients (winners only) are not eligible for Learning and Teaching renomination within 2 years of receiving a Learning and Teaching Award (i.e., if a recipient in 2019, they are not eligible to reapply until 2022). The new application should have a different focus to previous applications and not replicate award submission(s).

16. When are winners announced?

The winners will be announced at the Learning and Teaching Award Ceremony hosted by the Vice-Chancellor, to be held in November (date to be confirmed).

17. What are the ‘terms’ of the VCs Learning and Teaching Award?

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.

Full ‘Prizes and Term’ details are available via the TEACH website

18. Need more information?

All Award details can be found on the MQ Teach webpages: https://staff.mq.edu.au/teach/grants-awards-and-recognition/awards-in-teaching. Further questions please contact Asimo Krizan and/or Yanru Ouyang via email pvclt@mq.edu.au