Vice-Chancellor’s Learning and Teaching Awards

2020 GUIDELINES

Macquarie’s Vice-Chancellor’s Learning and Teaching Awards applications are now open and will close on 24 July 2020.

These annual Awards recognise, reward and celebrate individual teachers, teams of teachers and professional staff who make a difference and contribute to our students’ learning and their success. The 2020 guideline include:

i. Key Dates
ii. Award categories and prize money
iii. Terms and Eligibility
iv. Nomination process
v. Application process
vi. Award criteria
vii. Assessment
viii. Formatting requirements

All Award information including application form and FAQs can also be found on the MQ TEACH website.

1. KEY DATES

<table>
<thead>
<tr>
<th>Process</th>
<th>Key Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations and Award Applications</td>
<td>OPEN</td>
</tr>
<tr>
<td>Student Nominations</td>
<td>CLOSE</td>
</tr>
<tr>
<td>Peer Nominations</td>
<td>CLOSE</td>
</tr>
<tr>
<td>Award Application Writing Workshop (virtual)</td>
<td></td>
</tr>
<tr>
<td>ALL Award Applications</td>
<td>CLOSE</td>
</tr>
<tr>
<td>Faculties / Schools / MUIC to assess applications</td>
<td></td>
</tr>
<tr>
<td>Assessment Panel Moderation Workshop</td>
<td></td>
</tr>
<tr>
<td>Final Assessment Panel (assessing Highly Commended Finalists)</td>
<td></td>
</tr>
<tr>
<td>Award Ceremony</td>
<td></td>
</tr>
</tbody>
</table>

^NOTE: Faculties, Schools, MUIC, Offices must advise the Office of PVC (Learning and Teaching) of Top Candidate (for each category) by 26 August 2020. These candidates will be our 2020 Highly Commended Finalists.

2. AWARD CATEGORIES and PRIZE MONEY

<table>
<thead>
<tr>
<th>L&amp;T Award Categories</th>
<th>Nominator &amp; Application Length</th>
<th>No. of Awards</th>
<th>2020 Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student-nominated</td>
<td>Student, max 500 words</td>
<td>Maximum 5 Prizes</td>
<td>$2,000</td>
</tr>
<tr>
<td>2. Sessional Staff**</td>
<td>Self/Peer/Manager, max 500 words</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>3. Early Career</td>
<td>Self/Peer/Manager, max 500 words</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>4. Learning Innovation</td>
<td>Self/Peer/Manager, max 1,000 words</td>
<td>1 Prize</td>
<td>$3,000</td>
</tr>
<tr>
<td>5. Teaching Excellence</td>
<td>Self/Peer/Manager, max 1,000 words</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
<tr>
<td>6. Educational Leader</td>
<td>Self/Peer/Manager, max 1,000 words</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

**Includes Casual teaching staff at MUIC and ELC
3. TERMS AND ELIGIBILITY

Terms:

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

• Award winners will be required to:
  o 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.
  o Support their colleagues to develop competitive award nominations, e.g. by making their winning application available to future applicants.
  o Demonstrate educational leadership and promote their innovation(s) to other staff through peer-review, mentoring and other relevant communities of practice.

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

Eligibility:

• Nominations can be for individuals or teams, including academic and professional staff, sessional staff, institutional associates, student groups and associations. Team nominations can contain a maximum of five names.

• 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.

• The Early Career category is for staff with no more than 5 years’ teaching experience in higher education institution(s).

• All award categories will take into consideration any periods of significant career interruption.

• A maximum of two award applications only can be received from each Applicant – unless the applicant is part of a team nomination and are not the Team Lead

• Past award recipients wishing to apply in 2020 must submit a new application that has a different focus to their previous applications and does not replicate previous award submission(s). For Teaching Excellence Awards, at least two criteria should be substantially new/different and additional criteria should show sustained excellence.

• 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 any previous award submission(s)

• The categories of Educational Leadership and Teaching Excellence awards are distinct and therefore nomination for, or receipt of, one award type does not affect eligibility for nomination of the other: staff can apply for both categories.
4. NOMINATION PROCESS

Nomination Process (category 1: Student Nominated Award)

1. Student completes nomination form
2. Office PVC L&T notifies Faculty/MUIC of eligible nominees
3. Faculty/MUIC assess and identify nominees to be shortlisted*
4. Faculty/Schools/ MUIC L&T teams invites shortlisted nominees to apply for award(s)
5. Applicants submit their applications
6. Office of PVC L&T sends applications to relevant Faculty/MUIC
7. Faculty/MUIC assesses applications and advises Office of PVC L&T of their top candidates (one each)
8. Profile finalists on internal communications channels (Faculty/MUIC top candidates)
9. Central Panel identifies one overall winner from finalists
10. DVC (A) recommends and VC endorses winners
11. Winner announced at the Award Ceremony

* Faculty assessment of nominees should give weight to the number and content of student testimonials.

Nomination Process (categories 2-6)

1. Peer or manager completes nomination form
2. Office PVC L&T formally invites nominees to apply
3. Applicant submits award application**
4. Office of PVC L&T sends applications to relevant Faculty/MUIC
5. Faculty/MUIC assesses applications and advises Office of PVC L&T of their top candidate for each category
6. Profile finalists on internal communications channels (Faculty/MUIC top candidates)
7. Central Panel identifies overall winner of each category from finalists
8. DVC (A) recommends and VC endorses winners
9. Winners announced at the Award Ceremony

**For self-nomination (categories 2-6), process commences at Step 3
5. APPLICATION PROCESS

Compulsory Documentation:

1) Application Form (on the Learning and Teaching website)
2) Written Statement addressing the selected criteria for the award category:

| Max 500 words | Student nominated Award; Sessional Staff Award; Early-Career Award |
| Max 1000 words | Learning Innovation Award; Teaching Excellence Award; Educational Leader Award |

*Award Application Writing Workshop* has been scheduled on the **23 June** to support applicants with writing their application. Click here [to register](#).

Optional Documentation:

Supporting Documentation is optional for ALL Award Categories. Documentation to support the written statement, **maximum two A4 pages**. Supporting evidence includes student feedback; references; evaluation results; any related media etc.

Note: ‘Testimonials’ received from *Students* and *Peer Nominations* will be provided to the Assessment Panels by the Office PVC (Learning and Teaching). *Applicants do not need to resubmit*.

Submission:
Send your application to [pvclt@mq.edu](mailto:pvclt@mq.edu) by close date on **24 July 2020**

6. AWARD CRITERIA

**Student-nominated Award**

This award recognises staff for their teaching and support of learning that influences, motivates, and inspires students to learn.

Applications for this award must address **at least two (2)** of the following criteria:

1. Fostering student engagement through transformative learning experiences.
2. Inspiring, motivating, and guiding students and providing useful and empathetic advice.
3. Integrating assessment and feedback strategies that promote and enhance student learning.

**Sessional Staff Award**

This award recognises staff for their approaches to teaching and support of learning that influences, motivates, and inspires students to learn.

Applications for this award must address **at least two (2)** of the following criteria:

1. Fostering student engagement through transformative learning experiences.
2. Inspiring, motivating, and guiding students and providing useful and empathetic advice.
3. Integrating assessment and feedback strategies to promote and enhance student learning.
4. Contributing to the enhancement of learning and teaching at the unit and/or course level.
Early-Career Award

This award recognises staff for their quality teaching and support of learning and the impact they have on influencing, motivating and inspiring students to learn.

Applications for this award must address **at least two (2)** of the following criteria:

1. Designing and implementing transformative learning that motivates, supports, guides, and inspires students.
2. Implementing scholarly approaches to learning and teaching.
3. Designing and implementing student-centred formative and summative assessment tasks that are aligned with student learning outcomes and provide appropriate and timely feedback to inform learning.
4. Contributing to the enhancement of learning and teaching at the unit and/or course level, including creating engaging learning environments and assisting students from equity and other demographic subgroup categories.

Learning Innovation Award

In the context of this award ‘innovation’ is defined as creating approaches to teaching that result in improvements in student learning. Fraser (2019) defines it: “an innovative teacher is identified as more than just one who uses a new or significantly improved technique for teaching and learning, but rather s/he is committed to the goals or philosophy of improving the quality of student learning through innovation” (p 1374)

This award recognises the development and implementation of innovations that improve learning, teaching or assessment to enable, motivate, support, and inspire students to learn.

To be eligible for this award, the applicant must provide details of an innovation that **must address**

**Criteria 1**

1. Innovation that enhances one or more of the following:
   a. student learning,
   b. the learning environment,
   c. assessment and feedback,
   d. or student support

And **at least one (1)** of the following two criteria:

2. Evidence that the innovation(s) directly or indirectly, enhances student learning, student engagement and/or the overall student experience.
3. Evidence that the innovation(s) has benefited students, staff, and/or the institution, consistent with the purpose of the innovation(s).

Teaching Excellence Award

This award recognises staff for their excellence in teaching and support of learning and the impact they have on influencing, motivating and inspiring students to learn.

Applications for this award must address at least three (3) of the following criteria:

1. Fostering transformative learning (including learning experiences, learning resources, and learning spaces and providing assistance to students from equity and other demographic subgroups) that engages, supports, guides and inspires students to learn.
2. Implementing scholarship informed approaches to learning and teaching.
3. Designing and implementing student-centred formative and summative assessment tasks and feedback to inform learning.
4. Encouraging and enabling others to enhance their approaches to learning and teaching.
5. Contributing to the enhancement of learning and teaching at the unit and/or course level, including creating engaging learning environments and assisting students from equity and other demographic subgroup categories.

Educational Leader Award

This award recognises educational leadership that has influenced and enhanced learning and teaching and/or student experience.

Applications for this award must address at least four (4) of the following criteria:

1. Leading the enhancement of curriculum design, development and/or implementation
2. Designing and implementing curriculum which embeds academic and digital literacy, career and employability skills, and/or other literacies, such as internationalisation and intercultural considerations, sustainability, and Indigenous perspectives.
3. Supporting colleagues’ professional learning and contributing to learning and teaching professional development activities.
4. Innovations in coordination, management, support and leadership of educational activities and initiatives
5. Conducting and disseminating learning and teaching scholarship.
6. Involving students as partners and co-creators in learning.
7. Leading scholarly evaluation of learning and teaching to enhance student outcomes across program, discipline, and/or institutional boundaries

ASSESSMENT

All nominations will be assessed on the written statement (500 or 1000 words) and supporting evidence (optional) provided in response to the selected award criteria.

Assessment will also consider:

a) Contribution to positive student learning, student engagement or overall student experience.
b) Recognition from fellow staff, the institution, and/or the broader community.
c) 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**.
d) Been supported by formal and informal evaluation.
e) Shown creativity, imagination or innovation.
f) Incorporated information contained in student data or institutional student surveys and references.

** This only applies for the: Learning Innovation Award; Teaching Excellence Award and Educational Leader Award.
# 8. FORMATTING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 page size</td>
<td></td>
</tr>
<tr>
<td>Use selected criteria as subheading (mandatory)</td>
<td></td>
</tr>
<tr>
<td>Fonts – Arial /Calibri regular 11 point for body text; 9 point for the rest of application</td>
<td></td>
</tr>
<tr>
<td>Header – Full name of nominee at the top right</td>
<td></td>
</tr>
<tr>
<td>Footer – Title of the document on the bottom left; page numbers at the bottom right</td>
<td></td>
</tr>
<tr>
<td>Margin – at least 2 cm with clear definition between paragraphs, and no columns should be used</td>
<td></td>
</tr>
<tr>
<td>Paragraph line spacing – single line</td>
<td></td>
</tr>
</tbody>
</table>