2021 Vice-Chancellor’s Learning and Teaching Awards

Guidelines

1. Key dates
2. Award categories and prize money
3. Terms and eligibility
4. Nomination process
5. Application and submission process
6. Award criteria
7. Assessment
8. Assessment process
9. Formatting requirements
Macquarie’s Vice-Chancellor’s Learning and Teaching Awards applications will open on 19 April 2021 and close on 9 July 2021.

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 2021 guidelines include:

All Award information including links to the application form and FAQs can be found on the Awards in Teaching Website.

1. **KEY DATES**

<table>
<thead>
<tr>
<th>Application Process</th>
<th>Key Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominations and Award Applications <strong>OPEN</strong></td>
<td>19 April 2021</td>
</tr>
<tr>
<td>Student Nominations <strong>CLOSE</strong></td>
<td>7 June 2021</td>
</tr>
<tr>
<td>Peer Nominations <strong>CLOSE</strong></td>
<td>25 June 2021</td>
</tr>
<tr>
<td><strong>Award Application Writing Workshop</strong></td>
<td>30 June 2021</td>
</tr>
<tr>
<td>**ALL Award Applications <strong>CLOSE</strong></td>
<td>9 July 2021</td>
</tr>
<tr>
<td><strong>Assessment Process</strong></td>
<td></td>
</tr>
<tr>
<td>Faculties / Offices to assess applications</td>
<td>19 July – 11 August 2021</td>
</tr>
<tr>
<td>Faculties / Offices advise the Top Candidate in each category (these candidates will be our 2021 Highly Commended Finalists)</td>
<td>11 August 2021</td>
</tr>
<tr>
<td>Assessment Panel Moderation Workshop</td>
<td>24 August 2021</td>
</tr>
<tr>
<td>Final Assessment Panel (assessing Highly Commended Finalists)</td>
<td>28 September 2021</td>
</tr>
<tr>
<td>Award Ceremony</td>
<td>(TBC)</td>
</tr>
</tbody>
</table>

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>2021 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:

- The Learning and Teaching Awards and Grants Policy and Procedure establishes the University’s commitment to the provision of annual learning and teaching award and grant schemes. This includes outlining responsibilities associated with funding, designing, and administering these awards and grant schemes.

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

- 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 prize money will be paid into a university account and will be available until December 2022.

Award Eligibility:

- Nominations can be for individuals or teams, including academic and professional staff, sessional staff and institutional associates. Team nominations can include a maximum of ten 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.
- 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.
- Self-nominations are permitted, but nominees are responsible for informing their supervisor about the nomination detail before a nomination is submitted. This is referred as Supporting-Nominator.
- Duplicate written statements across multiple award categories will not be accepted.
- Past award recipients (Individual and team) wishing to apply in 2021 must submit a new application that has a different focus from their previous winning applications and does not replicate previous award submission(s).
- 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 won an award in 2020, they are not eligible to reapply until 2023). Please note individual award recipients can only renominate if they form part of a team application and are not the team lead.
- Team award recipients from previous years are eligible to apply for a team award on an annual basis.
- 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.
- Any award recipient who is no longer employed by the University at the time of the announcement of the awards will not be entitled to an award prize.
4. NOMINATION PROCESS

Nomination Process (Award category 1): Student-nominated Award

1. Student completes nomination form
2. Office PVC L&T notifies Faculty/Office of eligible nominees
3. Faculty/Office L&T assesses and identifies nominees to be shortlisted*
4. Faculty/Office L&T invites shortlisted nominees to apply for award(s)
5. Applicants submit their applications
6. Office of PVC L&T sends applications to relevant Faculty/Office
7. Faculty/Office assesses applications and advises Office of PVC L&T of their top candidates.
8. Profile finalists on internal communications channels (Faculty/Office top candidates)
9. Central Award Panel identifies overall winner(s) 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.

Self or Peer-Nomination Process (Award 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/Office
5. Faculty/Office assesses applications and advises Office of PVC L&T of their top candidate for each category
6. Profile finalists on internal communications channels (Faculty/Office 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 AND SUBMISSION PROCESS

Compulsory Documentation:

1) Online Application Form
2) Written Statement (no web links): addressing the selected criteria for the award category.

<table>
<thead>
<tr>
<th>Max 500 words</th>
<th>Student nominated Award; Sessional Staff Award; Early-Career Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max 1000 words</td>
<td>Learning Innovation Award; Teaching Excellence Award; Educational Leader Award</td>
</tr>
</tbody>
</table>

Note: You are required to use your selected criteria as subheadings (subheadings excluded from word count).

3) Supporting Documentation (no web links): to support the written statement, maximum two A4 pages. Supporting evidence includes student feedback; references; evaluation results; any related media etc.
4) Profile Photo (jpeg file): of yourself or team (if Team Application), preferably landscape and from above the waist

Award Application Writing Workshop has been scheduled on the 30 June to support applicants with writing their application. Please register on the Award Application Writing Workshop Registration page.

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

Submission Process:
This year ALL applications will be submitted online via Formstack.
You will be required to have the below THREE attachments ready to upload online:
1. Written Statement (word or PDF) – no web links within.
2. Supporting Document (word or PDF) – no web links within.
3. Profile Photo (jpeg) – file must not exceed 1 MB.

Close date: 9 July 2021

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.

---

1 Staff who have been short-listed and invited by their Faculty/Office Learning and Teaching Award Panels can ONLY apply for the Student-nominated Award. Also refer to Flow Chart on page 3.
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

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).

2021 Vice-Chancellor’s Learning and Teaching Awards

**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 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) Evidence that is 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: Teaching Excellence Award and Educational Leader Award.
8. ASSESSMENT PROCESS

The Learning and Teaching Awards and Grants Procedure was revised in 2020. The below information clarifies the assessment process for Faculties/Offices and the Office of PVC (Learning and Teaching).

a) Faculty / Office Award Assessment Process

All Faculties and Offices are required to establish panels to consider and assess the Student nominations and the Vice-Chancellor’s Learning and Teaching Award applications. At a minimum, these panels will be comprised of expert representatives from across the Faculty / Office including:

a.1. Associate Dean (Learning and Teaching) / Director and/or nominee;

a.2. Two to four staff representatives from across the Faculty/Office; and

a.3. A learning and teaching professional staff member and/or student representative

The Faculty/Office Learning and Teaching Award Panels will participate in a two-level assessment process:

1) Shortlist and invite staff to apply for the Student-nominated Award; and

2) Assess Vice-Chancellor’s Learning and Teaching Award Applications

Shortlist and invite staff to apply for the Student-nominated Award.

The number of staff invited to apply for the student-nominated award is up to 10 Faculty/Office. There is a discretion for the panel to invite additional applicants if required in exceptional circumstances. Faculty / Office award panels are required to be transparent and consistent with how staff are shortlisted. Faculty / Office must:

1) Assess the nominations by students to ensure shortlisted applicants have the potential to meet at least two (2) criteria of the student-nominated award; and

2) Inform all nominated staff of their nomination (including those who are not short-listed) and provide the testimonial(s) from students.

Assess Vice-Chancellor’s Learning and Teaching Award Applications:

After the closing date, the Office of the Pro Vice-Chancellor (Learning and Teaching) will collate and provide all Vice-Chancellor’s Learning and Teaching Award applications to each Faculty / Office.

The Office of the Pro Vice-Chancellor (Learning and Teaching) will advise Faculty / Office of the number of Faculty-nominated Highly Commended Finalists to be progressed per award category.

Faculty / Office Learning and Teaching Award Panels will be required to assess all [their Faculty / Office] applications by Award Category.

Each application will be assessed against the relevant Assessment criteria/rubric provided by the Office of the Pro Vice-Chancellor (Learning and Teaching).

All applicants will be advised of the outcomes by the Chair of the Faculty / Office Award Panel in writing with relevant feedback.

Faculty / Office Award Panels must advise all outcomes to the Office of the Pro Vice-Chancellor (Learning and Teaching).

All Faculty-nominated Highly Commended Finalists will be progressed to the Office of the Pro Vice-Chancellor (Learning and Teaching) for the Central Award Panel to assess and identify the overall winner(s) for each award category.
b) Office of the PVC (Learning and Teaching) Award Assessment Process

The PVC (Learning and Teaching) Central Award Panel will consider and assess the Faculty-nominated Highly Commended Finalist in each category. The PVC (Learning and Teaching) will endorse panel composition prior to the panel meeting to ensure there are no conflicts of interest and there is equitable representation on the panel. These panels will comprise expert representatives from across the University including:

i. Chair: Pro Vice-Chancellor (Learning and Teaching);
ii. Chair of Senate Learning and Teaching Committee;
iii. Associate Dean (Learning and Teaching) / Director and/or nominee;
iv. Past Vice-Chancellor’s Learning and Teaching Award recipients;
v. Two to four staff representatives from across the Faculties / Offices; and
vi. One to two student representative(s) (except for the Student-nominated Award).

The Central Award panels will assess the following award categories:

1) Student-nominated Award
2) Sessional Staff Award
3) Early Career Award
4) Learning Innovation Award
5) Teaching Excellence Award; and
6) Educational Leader Award

Each Highly Commended Finalist application will be assessed against the relevant Assessment criteria/rubric.

The Central Award Panel will identify the overall winner(s) of each award category from the list of Highly Commended Finalists.

The Vice-Chancellor will approve award winners based on the recommendations received from the panel for the Vice-Chancellor’s Learning and Teaching Awards.

The Office of the PVC (Learning and Teaching) will administer the awards funds and certificates to successful award winners.

The winners will be announced at the annual Vice-Chancellor’s Learning and Teaching Award ceremony.

9. FORMATTING REQUIREMENTS

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

10. FURTHER INFORMATION

Website: [Awards in Teaching](#)
Email: LTOperations@mq.edu.au
Telephone: 02 9850 9976