Vice-Chancellor’s Learning and Teaching Awards
2022 Guidelines
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Macquarie’s Vice-Chancellor’s Learning and Teaching Awards applications will open on 19 April 2022 and close on 15 July 2022.

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.

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 OPEN</td>
<td>Tuesday 19 April 2022, 9am</td>
</tr>
<tr>
<td>Student Nominations CLOSE</td>
<td>Wednesday 25 May 2022, 11.59pm</td>
</tr>
<tr>
<td>Peer Nominations CLOSE</td>
<td>Friday 3 June 2022, 11.59pm</td>
</tr>
<tr>
<td>ALL Award Applications CLOSE</td>
<td>Friday 15 July 2022, 11.59pm</td>
</tr>
<tr>
<td>Workshops</td>
<td></td>
</tr>
<tr>
<td>Award Application Writing Workshop</td>
<td>Wednesday 20 April 2022, 11am – 12pm</td>
</tr>
<tr>
<td>Student Nominated-Award Application Writing Workshop</td>
<td>Thursday 15 June 2022, 10am – 11am</td>
</tr>
<tr>
<td>Central Assessment Panel Moderation Workshops (x3)</td>
<td>w/c 22 August 2022</td>
</tr>
<tr>
<td>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>Application Length</th>
<th>No. of Awards</th>
<th>2022 Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student-nominated</td>
<td>max 500 words</td>
<td>Maximum 5 Prizes</td>
<td>$2,000</td>
</tr>
<tr>
<td>2. Sessional Staff **</td>
<td>max 500 words</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>3. Early Career</td>
<td>max 500 words</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>4. Learning Innovation</td>
<td>max 1,000 words</td>
<td>1 Prize</td>
<td>$3,000</td>
</tr>
<tr>
<td>5. Teaching Excellence</td>
<td>max 1,000 words</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
<tr>
<td>6. Educational Leader</td>
<td>max 1,000 words</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

** Includes Casual teaching staff at Macquarie University College

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.

Please note: All expenditure associated with the award prize money needs to be in accordance with Macquarie University’s finance guidelines and procedures and must be fully expended by 31 December 2023.

Award Eligibility:
• Nominations can be for individuals or teams including academic and professional staff, sessional staff, 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 the University. A nominated team may include members without two years of teaching-related employment at the University
• The definition of “Early Career” for the Early Career Award category is defined as “within 5 years (full time equivalent) of first non-sessional appointment.”
• Self-nominations are permitted but nominees are encouraged to inform their manager as a courtesy before the nomination is submitted.
• All award categories will take into consideration any periods of significant career interruption
• Duplicate written statements across multiple award categories will not be accepted.
• Past award recipients (Individual and Team) wishing to apply in 2022 must submit a new application that has a different focus to their previous winning applications and does not replicate previous award submission(s).
• Individual Award recipients (winners only) are not eligible for Learning and Teaching re-nomination within 2 years of receiving a Learning and Teaching Award (i.e. if a recipient in 2021, they are not eligible to reapply until 2024). Please note individual award recipients can only re-nominate 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 an 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 teams assess and identify nominees to be shortlisted *
4. Faculty/Office L&T teams invites shortlisted nominees to apply for award(s)
5. Applicant submits 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 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:
   - Addressing the selected criteria for the award category.
   - Text only, no weblinks or images.
   - Must include word count.

<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 to support the written statement:
   - Maximum three A4 pages.
   - No weblinks.
   - A three-minute (max) video may be submitted in lieu of three-page document for the following award categories: Learning Innovation Award; Teaching Excellence Award; Educational Leader Award.
   - Supporting evidence includes student feedback; references; evaluation results; any related media etc.

<table>
<thead>
<tr>
<th>Max 3 Pages</th>
<th>Student nominated Award; Sessional Staff Award; Early-Career Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max 3 Pages or Max 3-minute Video</td>
<td>Learning Innovation Award; Teaching Excellence Award; Educational Leader Award</td>
</tr>
</tbody>
</table>

4. Profile Photo (jpeg file):
   - High resolution
   - Individual or team (if team application)
   - Preferably landscape and from above the waist

The photo is required with your application so that it can be used in communications and marketing for the Awards.

Award Application Writing Workshop has been scheduled on the 20 April and 15 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:

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) - no web links or images within.
2. Supporting Document (word or PDF) or video link for the following award categories: Learning Innovation Award, Teaching Excellence Award; Educational Leader Award.
3. Profile Photo (jpeg) - file must not exceed 1 MB.

Closing date and time: 15 July 2022, 11.59pm

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.

* Staff who have been invited by their Faculty/Office Learning and Teaching Award Panels can ONLY apply for the Student-Nominated Award. Also refer to the 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. The definition of “Early Career” is defined as “within 5 years (full time equivalent) of first non-sessional appointment.”

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 which may include creating engaging learning environments and supporting diverse students.
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).

DOI: 10.1080/07294360.2019.1654439

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.

7. **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 procedure for the assessment of the applications is outlined in the Learning and Teaching Awards and Grants Procedure. 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. Deputy Dean (Education and Employability)/ Director/ and/or nominee
b. Two to four staff representatives from across the Faculty / Office; and
c. 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 up to 10 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.

The 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 Office of the PVC (Learning and Teaching) Central Award Panel will consider and assess the Faculty/Office 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:

a. Chair: Pro Vice-Chancellor (Learning and Teaching);
b. Chair of Senate Learning and Teaching Committee;
c. Deputy Dean (Education and Employability)/ Director/ and/or nominee
d. 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 Central Award 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](mailto:LTOperations@mq.edu.au)