GUIDELINES

2018 Vice Chancellor’s Citations for Outstanding Contributions to Student Learning

1. PURPOSE
The purpose of the award is to recognise and reward the diverse contributions that individuals and teams make towards the development of a connected learning experience for students.

2. NATURE
Awards recognise colleagues (individuals or groups) who have made a significant contribution to the quality of student learning in a specific area of responsibility over a sustained period. Individual citations are unique and reflect the diversity of ways in which the university community contributes to the student experience, to student engagement and to the student learning experience.

Winners are announced at formal proceedings with an award of $2,000 and an award certificate.

Award winners are required to:
- contribute to systemic change in learning and teaching through presenting a paper / workshop based on their award-winning practice at university learning and teaching events; and
- support their colleagues to develop competitive nominations and by making their winning nominations available to intending applicants.

3. ELIGIBILITY FOR NOMINATION
Nomination is open to either individual members or teams of academic staff, professional staff, sessional staff, institutional associates, student groups and associations. Teams may be of any size; however, nomination form may include no more than five names.
- It is anticipated that nominees will be Faculty L&T Award winners.
- Previous citation winners are not eligible for re-nomination within three years of receiving an award.
- Citations and Teaching Excellence awards are distinct and therefore nomination for, or receipt of, one award type does not affect eligibility for nomination for the other.
- Early Career nominations are for staff with no more than 5 years’ experience.

4. ASSESSMENT CRITERIA
Nominees are required to select ONE of the selection criteria for assessment, determined by the nature of their contribution to student learning. Nominations will be assessed on the basis of the evidence that they provide in relation to the selected criterion:
4.1. **Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.** This may include:

- Fostering student development by stimulating curiosity and independence in learning.
- Participating in effective and empathetic guidance and advice for students.
- Assisting students from equity and other demographic subgroups to participate and achieve success in their courses.
- Encouraging student engagement through the enthusiasm shown for learning and teaching.
- Inspiring and motivating students through effective communication, presentation and interpersonal skills.
- Enabling others to enhance their approaches to learning and teaching.
- Developing and/or integrating assessment strategies to enhance student learning; and
- Involving students as partners and co-creators in their formal learning.

4.2. **Development of curricula, resources and services that reflect a command of the field.** This may include:

- Developing and presenting coherent and imaginative resources for student learning.
- Implementing research-led approaches to learning and teaching.
- Demonstrating up-to-date knowledge of the field of study in the design of the curriculum (e.g. DDI) and the creation of resources for learning.
- Communicating clear objectives and expectations for student learning.
- Providing support to those involved in curricula and resources development.
- Contributing professional expertise to enhance curriculum or resources; and
- Designing and implementing a curriculum which embeds employability skills, and/or other literacies such as internationalisation and intercultural considerations, sustainability and Indigenous perspectives etc.

4.3. **Evaluation practices that bring about improvements in teaching and learning.** This may include:

- Showing advanced skills in evaluation and reflective practice.
- Using a variety of evaluation strategies to bring about change.
- Adapting evaluation methods to different contexts and diverse student needs and learning styles.
- Contributing professional expertise to the field of evaluation in order to improve program design and delivery; and
- Dissemination and embedding of good practice identified through evaluation.

4.4. **Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.** This may include:

- Participating in and contributing to professional activities related to learning and teaching.
- Innovations in service and support for students; coordination, management and leadership of courses and student learning.
- Conducting and publishing research related to teaching.
- Demonstrating leadership through activities that have broad influence on the profession.
• Providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort;
• Influencing the overall academic, social and cultural experience of higher education; and
• Collaborating across program, discipline, and/or institutional boundaries.

The nomination will be judged against the chosen criterion on the extent to which it shows evidence, including evaluation in the Written Statement, that the nominee’s contribution has:

a. influenced student learning, student engagement or the overall student experience
b. gained recognition from colleagues, the institution and/or the broader community
c. provided evidence of sustainability of no less than 3 consecutive years (2 years for Early Career nomination).

In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

5. ASSESSMENT PROCESS

5.1. Assessment Panel

An Assessment Panel will be appointed by the Vice-Chancellor and co-chaired by the Deputy Vice-Chancellor Academic and Pro Vice-Chancellor Learning and Teaching. Its membership will include the Chair of the Academic Senate (ex-officio), Chair of the Senate Learning and Teaching Committee (or nominee), the Strategic and Innovation Lead, Learning Innovation Hub, Associate Deans Learning and Teaching (rotates, 1 per panel), a previous winner of University and / or National Teaching Award, and a current member of the University’s student community.

5.2. Number of Awards

Recipients of Vice-Chancellor’s Citations for Outstanding Contributions to Student Learning will receive $2,000 each.

6. NOMINATIONS LODGEMENT

Nomination must be endorsed and signed by the Associate Dean of Learning and Teaching. The completed nomination application includes:

6.1. Part One

6.1.1. Nomination Form

6.1.2. Written Statement (max four A4 pages) to describe teaching activities and achievements with following subheadings.

• Citation (max. 25 words) describing the distinctive contribution of the nominee. It should avoid jargon and include the discipline or field of work and distinctive contribution of the nominee or team; the citation should inform the broadest possible audience about the work of the nominee.

• Overview, summarising the contribution and describing the specific context for this contribution – in this section additional one-page Statement of Contribution (for team nominations) is required which explains the role and indicates the percentage contribution of team members.
• **Statement** addressing the chosen criterion from among the selection criteria listed above; identifying the ways in which the contribution has influenced student learning, engagement and/or the overall student experience, been sustained over time, and been recognised by fellow staff, the institution, and/or the broader community.

**6.2. Part Two – Additional Information** (not included in page count)

**6.2.1. Statement of contribution** (for team nominations only): one page which explains the role and the percentage contribution of team members.

**6.2.2. Two references**

Two references, **one-page each**, are to be provided by people able to comment on the nominee’s contribution to student learning against the nominated criterion.

- One referee must be the head of the nominee’s faculty, department, school or administrative unit or at higher level; and
- If it is a team nomination, the references should apply to the team
- Include a statement acknowledging the referee’s acceptance of the Privacy Notice in the nomination form, e.g. ‘I accept the Privacy Notice provided by the nominee.’
- References must be signed – electronic signatures are accepted.
- PDF file

**6.2.3. Digital photograph**

A formal digital photograph of the nominee or nominated team to the following specifications must be submitted with each nomination:

- colour with white background
- head and shoulders only
- image resolution of 300 dpi (approximately 10 cm by 10 cm; as a guide, the size of the file must be at least 1 MB)
- JPEG file.

**FORMATTING REQUIREMENTS**

- A4 page size include page numbers
- Font to be 11 point Arial,
- Single line spacing and 6pt spacing between paragraphs,
- Do not amend the margin

Please note, any pages over the limit will be removed before nominations are presented to the Assessment Panel.

**TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 August 2018</td>
<td>Faculty/Office provide an Award Application Summary Form listing intended applicants to the Office of the PVC L&amp;T.</td>
</tr>
<tr>
<td>29 August 2018</td>
<td>Completed nominations to PVC L&amp;T via <a href="mailto:pvclt@mq.edu.au">pvclt@mq.edu.au</a></td>
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**Note:** Applications that do not appear on the Summary Form will be deemed not to be endorsed and will not be considered by the Assessment Panel.