1. PURPOSE
The purpose of these awards is to promote, recognise and reward excellence in coursework teaching at either undergraduate or postgraduate levels.

2. NATURE
The award recognises teachers (individuals or groups) who can demonstrate that their teaching is outstanding and positively enhances students’ learning outcomes and experiences.

Winners are announced at formal proceedings each year, and receive an award of $10,000 and Award Certificate.

Award winners are required to:

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

3. ELIGIBILITY FOR NOMINATION
Nomination is open to individuals and teams. Teams can be of any size; however, nominations may name no more than five members.

• Nominees may be full time, part time, contract or adjunct members of Macquarie University’s academic staff.
• Individual applicants must have completed a minimum of two years teaching-related employment within the University (this criterion will be waived for early career applicants). A group nomination may include one or more members who do not have the requisite number of years of teaching-related employment within the University.
• Early Career Award applicants must have no more than five years teaching experience.
• It is anticipated that nominees will be Faculty Award winners.
• Previous winners of the Award are not eligible for re-nomination within three years of receiving the award.

1 $10,000 is subject to tax if accepted in addition to salary. Alternatively, Staff can elect to have the funds made available via an internal account for up to 12-month period with no taxation incurred; however, funds must be used within a 12-month period, as no carry-over is permitted.
4. AWARD CATEGORIES

Nominees are required to select ONE category for assessment.

4.1 Biological Sciences, Health and Related Studies
4.2 Early Career - open to staff with no more than five years’ experience teaching in higher education institutions. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching. The Selection Panel will consider the career stage of nominees when assessing assessment criterion 4.

4.3 Humanities and the Arts
4.4 Law, Economics, Business and Related Studies
4.5 Indigenous Education - up to two awards are open to both individuals or groups who must demonstrate their contribution to Indigenous education. Indigenous and non-Indigenous academic staff may nominate.

4.6 Physical Sciences and Related Studies
4.7 Social and Behavioural Sciences
4.8 High impact intervention for recruitment, progression, retention and attainment (Priority Area)

5. SELECTION CRITERIA

All nominees for Teaching Awards will be assessed on the evidence they provide of evaluation, innovation, leadership and scholarship in the written statement that the nominee’s contribution has for the following four criteria which will be given equal consideration by the Selection Panel:

5.1 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; contributing to the development of students’ critical thinking skills, analytical skills and scholarly values; encouraging student engagement through the enthusiasm shown for learning and teaching; inspiring and motivating students through high-level communication, presentation and interpersonal skills; effective approaches to guidance during the planning of research projects; structures established for ongoing interaction with students.

5.2 Development of curricula, resources or 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 and the creation of resources for learning; communicating clear objectives and expectations for student learning.

5.3 Evaluation practices that bring about improvements in teaching and learning. This may include: integrating evaluation activities with the specific aims and objectives for student learning and program improvement; providing timely, worthwhile changes to content and delivery; using a variety of evaluation and feedback strategies; implementing both formative and summative assessment; adapting teaching methods to different contexts and diverse student needs.

5.4 Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience. This may include participating in the effective and empathetic guidance and advising of students; assisting students to participate and achieve success in their courses;
influencing the overall academic, social and cultural experience of higher education.

In assessing nominations against the four criteria, the Selection Panel will consider the:

a. Extent to which the claims for excellence are supported by formal and informal evaluation;

b. Extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments; and

c. Information contained in student data or institutional student surveys, references, and selected teaching materials submitted by the nominee.

6. SELECTION PROCESS

6.1. Selection Panel

A Selection 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.

6.2. Number of Awards

Up to five Awards, of $10,000 may awarded each year as determined by the Selection Panel in assessment of the nominations.

7. NOMINATIONS LODGEMENT

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

7.1. Part One

7.1.1. Nomination Form

7.1.2. Written Statement (max 8 page) to describe teaching activities and achievements, under the following headings:

- **Synopsis** of 150-200 words, written in the 3rd person. It is recommended that the Synopsis includes the nominee’s teaching area or discipline, teaching philosophy, teaching experience, the focus of their teaching, teaching methods, and their research/teaching interests.

- **Overview of the teaching and its context**

- **One Page responses to each of the four selection criteria, including evidence:** Student survey data from institutional teaching quality survey or feedback should be framed and presented as a broader source of evidence to support excellence of teaching. Nominees should note that assessors are likely to be drawn from cognate disciplines and learning and teaching specialisations; it should not be presumed that they have a detailed knowledge of the discipline.

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

7.2.1. Curriculum Vitae
The curriculum vitae should outline the nominee’s educational qualifications, employment history, teaching positions and teaching experience.

- Max three A4 pages for individual nominations.
- One additional page per additional team member. This means a team of three may have five pages (three + two).

7.2.2. **Statement of contribution** (for team nominations only)
An additional page which explains the role and the percentage contribution of team members.

7.2.3. **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;
- If it is a team nomination, the references should apply to the team
- References must be signed – electronic signatures are accepted

7.2.4. **Supporting materials**
While assessment is based primarily on the written statement, nominees can choose to submit two of the following supporting materials:

- A three-minute video (which could include footage of the nominee talking about their programme, their teaching philosophy or interviews with students).
- Website (URL).
- 10 pages of printed teaching material in PDF format – not included in page count.

The relevance of all material must be made clear in the written statement.

7.2.5. **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 Selection Panel.
## TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 August 2017</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>25 August 2017</td>
<td>Completed nominations to PVC L&amp;T via <a href="mailto:pvclt@mq.edu.au">pvclt@mq.edu.au</a></td>
</tr>
</tbody>
</table>

**Note:** Applications that do not appear on the Summary Form will be deemed not to be endorsed and will not be considered by the Selection Panel.