CURTIN LEARNING AND TEACHING
Inspiring and supporting innovation, excellence and impact in learning and teaching
Curtin Learning Institute

Curtin University

2018 Citations for Outstanding Contributions to Student Learning Nomination Information

Citations recognise and reward the diverse contribution that individuals and teams make to the quality of student learning. Citations are awarded to academic, professional and sessional staff, and university associates, who have made significant contributions to student learning in a specific area of responsibility over a sustained period. Citations will be awarded for both direct and indirect contributions.

There are no specified categories for Citations other than the Early Career category (see Eligibility for Nomination section). A concise Citation is used to describe the distinctive contribution of nominees. Each Citation is unique and reflects the diversity of ways in which university staff and associates contribute to learning and teaching in higher education.

Eligibility for nomination

1. All nominations must relate to contributions to student learning in higher education.

2. Nomination is by self-nomination and is open to academic staff, general staff, sessional staff (any person who has worked as a sessional academic within the last three years) and university associates (full-time or fractional, continuing or contract), provided they have taught at Curtin for at least two years.

3. Both team and individual nominations are encouraged. Teams may only include members with a contribution of 10 percent or higher.

4. Nominee(s) may be included in only one nomination in any year, unless the nominee is part of a team nomination and is not the lead nominee.

5. Nomination for an Early Career Citation is open to staff with no more than five years' experience teaching in a higher education setting. The five years can be non-sequential and should be interpreted as five cumulative calendar years, and includes all tutoring, part-time teaching and teaching at other higher education institutions. In assessing the evidence supporting nominations in this category, consideration will be given to the career stage of the nominees.

6. Individual Citation recipients are not eligible for renomination within five years of receiving a Citation (e.g. if a recipient in 2013, then not eligible to reapply until 2018).

7. Previous recipients of Citations are eligible to renominate if they are a member of a team and not the lead nominee; the team nomination should be for teaching or programs that do not substantially replicate the original Citation or Program.

8. Members of teams that have received Citations are eligible to renominate; the nomination should be for teaching or programs that do not substantially replicate the original Citation or Program.

9. Recipients of a Curtin Excellence and Innovation in Teaching Award (Teaching Excellence or Program) are not eligible for nomination for a Citation except if they are a member of a team and not the lead nominee; the team nomination should be for contributions to student learning that do not substantially replicate the original Award. Nomination for, or receipt of, a Citation does not affect eligibility for a Teaching Award.

10. Previously unsuccessful nominees for Citations are eligible for renomination for a Citation, or for nomination for a Teaching Award.

11. All lead nominees must include a Certificate of Completion of Peer Review of Educational Practice in their application, either:

- Formative or Summative Peer Review of their Educational Practice (PREP) or
- Peer Review of Teaching (PRT) (the previous peer review process at Curtin University).

For current PREP Guidelines, please refer to: http://www2.curtin.edu.au/cli/peer_review_educational_practice/what_is_peer_review_teaching.cfm

12. It is expected that lead nominees have prior internal recognition of excellence in teaching and must attach the Faculty Teaching Award Certificate received as evidence of this.

Assessment criteria

Nominees must select <u>one</u> of the following criteria for assessment, as appropriate to their particular contribution. Nominations will be assessed on evidence provided in relation to the selected criterion.

1. **Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.**

This may include:

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

2. **Development of curricula, resources or services that reflect a command of the field.**

This may include:

- o Developing and presenting coherent and imaginative resources for student learning.
- o Implementing research-led approaches to learning and teaching.
- o Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning.
- o Communicating clear objectives and expectations for student learning.
- o Providing support to those involved in the development of curricula and resources.
- o Contributing professional expertise to enhance curriculum or resources.

3. **Evaluation practices that bring about improvements in learning and teaching.**

Evaluation comprises making judgements about the quality of programs and activities that are part of the academic, cultural and social experience of higher education. This may include:

- o Showing advanced skills in evaluation and reflective practice.
- o Using a variety of evaluation strategies to bring about change.
- o Adapting evaluation methods to different contexts and diverse student needs and learning styles.

- o Contributing professional expertise to the field of evaluation in order to improve program design and delivery.
- o Dissemination and embedding of good practice identified through evaluation.

4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

This may include:

- o Participating in and contributing to professional activities related to learning and teaching.
- o Innovations in service and support for students; coordination, management and leadership of courses and student learning.
- o Conducting and publishing research related to teaching.
- o Demonstrating leadership through activities that have broad influence on the profession.
- o 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.
- o Influencing the overall academic, social and cultural experience of higher education.

The assessment will be based on the extent to which nominees show evidence that their contribution has:

- a) influenced student learning, student engagement or the overall student experience;
- b) gained recognition from fellow staff, the University, and/or the broader community; and
- c) been sustained for a period of no less than three years (two years for early career), not including time taken for development or trial of any activity.

Nomination guide and structure

Each nominee must submit the following documents:
1. Nomination form (please use the template provided on the Curtin Learning and Teaching website: http://www2.curtin.edu.au/cli/awards_and_grants/teaching_excellence.cfm)
2. Claims against the chosen assessment criterion (limited to four A4 pages)
3. Statement of Contribution (for team nominations)
4. Two letters of reference (limited to one A4 page each)
5. Certificate of Completion of Peer Review of Educational Practice (PREP) or Peer Review of Teaching (PRT)
6. Faculty Teaching Award Certificate

1. Nomination form

The nomination form reports administrative information and includes a declaration from the nominee and institution. The form acts as a cover sheet for the nomination. The completed nomination must be signed by the nominee and the nominee's Head of School or administrative unit.

2. Claims against the assessment criteria

This component is limited to four A4 pages and describes the nominee's contribution to student learning in line with the selected criterion, providing evidence to support claims. It should comprise the following elements presented in order:

- **Proposed citation** of up to 25 words, which includes the discipline or field of work and the distinctive

contribution of the nominee or team. The concise Citation description must be:
- o written in the third person
- o avoid jargon and use plain English
- o should inform the broadest possible audience about the work of the nominee.

- **Overview** of the contribution and its context.
- **Statement** addressing the assessment criteria (include criterion heading) and providing evidence of the contribution and resulting impact on student learning.
- **Reference list**: nominees should use their preferred recognised reference style throughout and include a reference list within the four pages. Links to reference lists online will not be reviewed by assessors.

Please note: should the nomination be successful, the citation description will be used in communications regarding the recipient's success, for instance in the ceremony program, on the Curtin Learning and Teaching website and in archival information.

3. Statement of contribution (for team nominations)

Team nominations must include <u>one A4 page</u> which explains the role and indicates the percentage contribution of team members (limited to team members with 10 per cent or higher), in addition to the team information included within the nomination form.

4. Letters of reference

Two references, of no more than <u>one A4 page each</u>, are to be provided by referees able to comment on the nominee's contribution to student learning against the nominated selection criterion.

Points to note:

- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.

- For team nominations, apply to the team not individual team members.

- References must be signed – electronic signatures are accepted.

Formatting requirements and submission

There is no advantage in elaborate presentation of nominations. The nomination form (provided) is adequate as a cover page.
- Paper should be A4 plain white.
- Margins should be at least 2 cm with clear paragraph definition.
- The minimum acceptable font size is 11 point Arial or 11 point Calibri.

Privacy statement

Personal information collected is handled in accordance with the Australian Privacy Principles.
Further information on privacy at Curtin University is available at: http://rim.curtin.edu.au/privacy/

Submission

By **5.00 pm on Monday 10 September 2018** please submit your complete application (see checklist overleaf to ensure that you have included all documents required) in one pdf file by email to
Awards_and_Grants@curtin.edu.au

Queries

Please email Linda Lilly at l.lilly@curtin.edu.au if you need assistance.

	Citations for Outstanding Contributions to Student Learning Nomination Checklist: Include these items as instructed in the Nomination Information	
1.	**Nomination form:** signed by the nominee and the nominee's Head of School or administrative unit.	
2	**Claims against the chosen assessment criterion:** four A4 pages long, 11 point font (Arial or Calibri), and 2 cm margins.	
3	**Statement of Contribution:** for team nominations only.	
4	**Two letters of reference:** each one A4 page long and signed by Referee.	
5	**Peer Review of Educational Practice:** Attach Certificate of Completion of Formative or Summative PREP or PRT.	
6	**Faculty Teaching Award:** Attach Certificate as evidence of prior internal recognition of excellence in teaching.	