

## 2018 Teaching Excellence Awards for University Associates Nomination Information

Teaching Excellence Awards give recognition to teachers (individuals and teams) renowned for the excellence of their teaching, who have outstanding presentation skills and who have made a broad and deep contribution to enhancing the quality of learning and teaching at Curtin University.

This category of teaching award, introduced in 2017, is designed to recognise teaching excellence and the contribution to student learning made by the global community of university associates who teach Curtin students (that is, at Curtin's on-shore and off-shore locations). Nominees in this category are required to address only one assessment criterion, not the four criteria required for nomination for traditional *Teaching Excellence Awards*. We welcome nominations from early career candidates.

### Eligibility for nomination

1. All nominations must be about teaching activities related to Curtin students in higher education.
2. Nomination is open to individuals and teams with university associate appointments (full-time or fractional, continuing or contract), provided they have been employed at one of Curtin's off-shore or on-shore locations for at least two years.
3. Both team and individual nominations are encouraged and teams may be of any size. Team nominations can only include members with a contribution of 10 percent or higher.

### Assessment criterion

All nominations will be assessed on the evidence provided in response to the following criterion:

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

This may include evidence in relation to:

- 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.

In assessing nominations against the selection criterion, the Committee will take into account:

1. the extent to which the claims for excellence are supported by formal and informal evaluations;
2. the extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments; and
3. information contained in the references submitted by the nominee.

In assessing the evidence supporting nominations in this category, consideration will be given to the career stage of nominees.

## 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](http://www2.curtin.edu.au/cli/awards_and_grants/teaching_excellence.cfm))
2. Claims against the assessment criterion (limited to four A4 pages);
3. Curriculum Vitae (limited to three A4 pages);
4. Statement of contribution (for team nominations); and
5. Two letters of reference (limited to one A4 page each).

### 1. Nomination form

The completed nomination form must be signed by the nominee and either:

- a) the nominee's Pro Vice-Chancellor (or equivalent) for nominees teaching at offshore locations; or
- b) the nominee's Head of School for nominees teaching in Australia.

### 2. Claims against the assessment criterion

This component is limited to four A4 pages and describes the nominee's teaching activities and achievements and must address the assessment criterion, providing evidence to support claims. All pages in excess of this limit will be removed before being sent to the EIT Awards Committee.

It should comprise the following elements presented in order:

- **Synopsis** of up to 200 words, which includes a description of the nominee's teaching area or discipline, teaching experience and teaching focus and methods. The synopsis will be used in communications regarding the nominee if the nomination is successful. The synopsis must:
  - be written in the third person;
  - avoid jargon and use plain English; and
  - should inform the broadest possible audience about the nominee's teaching.
- **Overview** of the nominee's teaching and its context
- **Statement** addressing the assessment criterion and providing supporting evidence including impact on student learning. 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. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of the nominations.
- **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.

### 3. Curriculum vitae

The curriculum vitae should outline the nominee's educational qualifications, employment history, teaching positions and teaching experience.

For individual nominations the curriculum vitae should be no longer than three A4 pages.

For team nominations:

- The team leader's curriculum vitae should be no longer than three A4 pages.
- Curriculum vitae may include up to one extra A4 page for each team member. This means a team of three may have up to five pages (three + one + one).

#### 4. Statement of contribution (for team nominations)

Team nominations must include one A4 page 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.

#### 5. Letters of reference

Two references, of no more than one A4 page each, must be provided by people who are able to comment on the nominee's teaching against the selection criteria. Only the first page of a reference that exceeds the one page limit will be provided to the Curtin EIT Awards committee.

Points to note:

- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.
- Possibly include one reference from someone external to Curtin University, who can comment on the wider impact of the nominee's teaching.
- For team nominations, apply to the team not individual team members.
- References must be signed – electronic signatures are accepted.

#### Presentation requirements

The nomination form (provided) is adequate as a cover page.

- A4 page size.
- Margins should be at least 2 cm with clear paragraph definition.
- The minimum acceptable font size is 11 point in Arial or Calibri.
- Include page numbers.
- Include section headings.
- No supplementary materials should be included. Photos, pictures, tables or figures and a reference list should fit within the four page statement limit. Any pages in excess of the page limit will be removed before the application is forwarded to the EIT Awards Committee.

#### 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 below to ensure that you have included all the documents required) in one pdf file by email to [Awards\\_and\\_Grants@curtin.edu.au](mailto:Awards_and_Grants@curtin.edu.au)

#### Queries

Please email Linda Lilly at [l.lilly@curtin.edu.au](mailto:l.lilly@curtin.edu.au), if you need assistance.

Teaching Excellence Awards for University Associates Nomination Checklist: Include these items as instructed in the Nomination Information		
1	<b>Nomination form:</b> signed by the nominee and the nominee's Head of School or administrative unit.	
2	<b>Claims against the assessment criterion:</b> four A4 pages long, 11 pt. font (Arial or Calibri), 2 cm margins.	
3	<b>Curriculum vitae:</b> three A4 pages, plus one extra page per team member	
4	<b>Statement of contribution:</b> for team nominations only.	
5	<b>Two letters of reference:</b> each one A4 page long and signed by Referee.	