



2018 Teaching Excellence Awards 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.

Categories

There are seven categories of Teaching Awards:

1. **Biological Sciences, Health and Related Studies** (including Agriculture, Animal Husbandry, Medical Sciences and Nursing, etc.)
2. **Early Career** – open to staff with no more than five years' experience teaching in higher education institutions.
3. **Humanities and the Arts**
4. **Law, Economics, Business and Related Studies**
5. **Award for Indigenous Education** – this category is open to Indigenous and non-Indigenous academic staff; nominees must demonstrate their contribution to Indigenous education
6. **Physical Sciences and Related Studies** (including Architecture, Building and Planning, Engineering, Computing and Information Science)
7. **Social and Behavioural Sciences** (including Psychology and Education)

It is anticipated that Teaching Awards will be distributed across the seven categories, although the pattern of distribution will ultimately be determined by the quality of nominations (i.e. there is no set number of awards for each category). The Committee has the discretion to consider nominations under categories other than those nominated, but only after obtaining consent from the nominees.

Eligibility for nomination

1. All nominations must relate to teaching activities in higher education.
2. Nomination is open to individuals and teams with teaching or teaching/research appointments (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 and teams may be of any size. Team nominations can only include members with a contribution of 10 percent or higher.
4. The Early Career Award 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 must be counted on a semester basis. This includes all tutoring and part-time teaching, and teaching at other higher education institutions.
5. Previously unsuccessful nominees are eligible for renomination.
6. With the exception of Early Career recipients or members of a team, previous Award recipients can only renominate if they form part of a team nomination and are not the lead nominee. The team

nomination should be for teaching or programs that do not substantially replicate the original Award or Program.

7. Early Career Teaching Award recipients are eligible for renomination in a different category five years after their Early Career Award (i.e., if a recipient in 2013, they are not eligible to reapply until 2018).
8. Nomination or receipt of a Citation does not affect eligibility for nomination for a Teaching Award.
9. 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

10. 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

All nominations will be assessed on the evidence provided in response to the following four criteria which will be given equal consideration by the Curtin EIT Awards Committee:

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.

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.
- Providing support to those involved in the development of curricula and resources.
- 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:

- 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.
- 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:

- 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.

In assessing nominations against the four criteria, the Committee will take into account:

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

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 assessment criteria (limited to eight A4 pages)
3. Curriculum Vitae (three A4 pages for individuals, plus one additional page for each team member)
4. Statement of contribution (for team nominations)
5. Two letters of reference (limited to one A4 page each)
6. Certificate of Completion of Peer Review of Educational Practice (PREP or PRT)
7. Faculty Teaching Award Certificate

1. Nomination form

The completed nomination form must be signed by the nominee and the nominee's Head of School.

2. Claims against the assessment criteria

This component is limited to eight A4 pages and describes the nominee's teaching activities and achievements and must address all four assessment criteria, 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
 - should inform the broadest possible audience about the nominee's teaching.
- **Overview** of the nominees teaching and its context
- **Statement** addressing the assessment criteria (including criterion headings) 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 8 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.
- Teams may allow one additional A4 page per team member. This means a team of three may have up to five pages (three + one + one). Pages in excess of this limit will be removed.

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, 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 8-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

Queries

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

Teaching Excellence Awards 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 assessment criteria: eight A4 pages long, 11 point font (Arial or Calibri), and 2cm margins.	
3	Curriculum vitae: three A4 pages, plus one extra page per team member.	
4	Statement of contribution: for team nominations only.	
5	Two letters of reference: each one A4 page long and signed by Referee.	
6	Peer Review of Educational Practice: Attach Certificate of Completion of Formative or Summative PREP or PRT.	
7	Faculty Teaching Award: Attach Certificate as evidence of prior internal recognition of excellence in teaching.	