

Guidelines for submitting a Faculty staff/Professional staff or Casual/Sessional Teaching staff Citation for Outstanding Contributions to Student Learning

1. Objective

To recognise the contribution that individuals and teams make to enhance student learning outcomes and encourage continued excellence in learning and teaching within the faculty and other professional areas, both direct and indirect.

2. Eligibility

Nominations must relate to outstanding contributions to student learning in higher education and is open to academic and professional staff of the University.

Nomination is open to academic, general and sessional staff (full time or fractional, continuing or contract).

Team

Team nomination can only include members with a contribution of 10 per cent or higher.

Early Career

Nominees with no more than five years' experience teaching in a higher education institution may apply for an Early Career Citation. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching.

3. Assessment Criteria

Nominees must select one of the following criteria for assessment, as appropriate to their particular contribution, to a maximum of **two A4 pages**. 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:

- 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.

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- 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 teaching and learning.

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.

4. Evidencing your Contribution

All nominations will be assessed on the evidence provided in response to the selected assessment criteria. Assessment will also 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 institution, and/or the broader community.
- 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.
- d. Claims for excellence that are supported by formal and informal evaluation.
- e. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.
- f. Information contained in student data or institutional student surveys, references, and selected

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teaching materials submitted by nominee.

5. Submission form and structure

1 Submission form

The submission form is a cover sheet for the submission and reports administrative information and includes a declaration from the nominee/s.

2 A Written statement

The core element of a submission for a Citation is the written statement in which nominees describe their teaching or professional activities and achievements and must address one of the assessment criteria. The written statement should be presented under the following headings, in order.

a. 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:

- written in the third person
- avoid jargon and use plain English
- should inform the broadest possible audience about the work of the applicant

b. Overview of the contribution of the applicant and its context

c. Statement addressing the assessment criteria (include criterion heading) and providing evidence of the contribution and resulting impact on student learning

d. Nominees should use their preferred recognised reference style throughout and include a reference list within the two pages. Links to reference lists online are not acceptable.

3 Team Statement of contribution (for team nominations only)

- Name and indication of the percentage contribution of each team members (in order from highest to lowest). Note that team members are required to have a contribution of 10 per cent or higher.
- An explanation of the role of each team member
- Maximum number of team members is 10 either from the same institution or different institutions.

Team submissions must complete one A4 page that consists of the following:

- A team lead for the purposes of the nomination is to be identified
- Team must have a team name as listed in the nomination form
- If the team consists of members from different institutions, clearly state the representative institution on the nomination form and the Team lead's institution will submit the entire nomination on behalf of the team.