**Faculty of Business and Law**

**Award for Teaching Excellence**

### NOMINATION FORM

Nominations close **5pm Thursday 1 May 2014**

|  |  |
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| **A. Contact details (for nominee)** | |
| Title: |  |
| First name: |  |
| Last name: |  |
| E-mail: |  |
| Telephone: |  |
| School: |  |
| Position |  |

**B. The Award I am nominating for is:**

Choose one of the following categories

Excellence in Law Teaching

Excellence in Undergraduate Business Teaching

Excellence in Postgraduate Coursework Teaching

Excellence for Online Postgraduate

Coursework Teaching

Excellence in Teaching by Sessional Staff

If you wish to nominate for more than one category please submit a separate nomination form for each category.

**C. Proposed wording of citation**

In no more than **twenty-five** (25) words, describe your distinctive contribution to teaching. The citation will be published in the Ceremony booklet and on the Faculty website. This information will guide potential future nominees in preparing their applications. For example: *“For creative use of peer assessment in practicums for education students leading to enhanced student engagement”.*

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**D. Course/s Taught in 2013-2014 relevant to this nomination**

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**E. Selection Criteria**

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| Tick (✓) box | Please nominate **one** or **more** of the selection criteria for assessment, as appropriate for the nominee’s particular contribution. The number of criteria nominated does not, in itself, affect assessment of the nomination. |
|  | 1. Approaches to teaching that influence, motivate and inspire students to learn |
|  | 2. Development of curricula and resources that reflect a command of the field |
|  | 3. Approaches to assessment and feedback that foster independent learning |
|  | 4. Respect and support for the development of students as individuals |
|  | 5. Scholarly activities and services that have influenced and enhanced learning and teaching |

**F. Checklist for Nominee**

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| Tick (✓) box | The nomination need only include one (1) original. Submissions should be single-sided, corner stapled and unbound (or scanned and sent by email).  Each submission must include all of the following. |
|  | 1. Completed and signed Nomination Form (this form) |
|  | 2. Written statement (max 2 A4 pages), as described in the Guidelines including the proposed citation |
|  | 3. Student Feedback on Courses (SFC) report attached. |
|  | 4. Optional, Student Feedback on Teaching (SFT) and/or up to two references from colleagues or students (one A4 page each), as specified in the Guidelines, if desired. |

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| G. Declaration of Nominee I (*print name of nominee*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  accept nomination as a candidate for consideration for the Faculty of Business and Law Award for Teaching Excellence in 2013-2014 in the discipline of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.* | |
| Signature: | Date: |

##### H. Head of Discipline Declaration

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| I support this nomination on the basis of the attached application. I confirm that the information provided is, to my knowledge, true and correct and that the nominee referred to on this form is currently a staff member, or a sessional/conjoint staff member, of the University. |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (please print) :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# *Return completed nomination form and other documentation by***5pm Thursday 1 May 2014** *to:*

Anne Sullivan

QA, Teaching and Learning Officer

Faculty of Business and Law

PVC Unit, Social Sciences Building

Nominations can be delivered or scanned and sent by email no later than **5pm** **Thursday 1 May 2014.**

All nominations will have their receipt acknowledged by email.