2014 VICE-CHANCELLOR’S AWARDS FOR TEACHING EXCELLENCE AND CONTRIBUTION TO STUDENT LEARNING

GUIDELINES

1. PURPOSE

The Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning seek to recognise and reward staff (individuals or groups) who make an outstanding contribution to student learning at the University.

The Awards fall into the following categories:

1. An award for Academics (individuals or teams) from each Faculty (up to 1 per faculty)
2. An award for Academics (individuals or groups) from either The Wollotuka Institute or English Language and Foundation Studies Centre (up to one award)
3. An award for Professional Staff and/or Teachers from across the University (up to one award)
4. The overall Vice-Chancellor’s Award for Teaching Excellence and Contribution to Student Learning is presented to the most outstanding recipient from the above categories.

Award recipients receive $2,000 (individuals) and $4,000 (groups – shared equally), to be paid as salary. The recipient of the overall 2014 Vice-Chancellor’s Award for Teaching Excellence and Contribution to Student Learning will receive $10,000, to be paid as salary (if this is a group recipient, the award money will be shared equally).

2. ELIGIBILITY CRITERIA

The Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning, Categories 1 and 2, are open to all academic staff holding an ongoing or sessional appointment for a minimum of 2 years (consecutively or non-consecutively). This includes tutors, casual lecturers and conjoints.

Sessional and Early Career Academics are encouraged to apply for these awards and achievements will be considered relative to career stage and appointment category.

Nominees in Categories 1 and 2 should identify the faculty/unit in which most of their teaching responsibilities are located. Applicants will not be disadvantaged because they do not fit ‘neatly’ into a faculty category. The Selection Committee has the discretion to consider applications under categories other than those nominated, but only after obtaining consent from the nominee/s. The Selection Committee may not necessarily grant an award in each category.

Category 3 is open to Professional and Teaching staff holding an ongoing or fixed-term appointment for a minimum of 2 years (consecutively or non-consecutively).

Recipients of a Vice-Chancellor’s Award for Teaching Excellence (VCATE) or a Vice-Chancellor’s Citation for Outstanding Contribution to Student Learning in the past three years are ineligible to apply for the 2014 Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning.
3. SELECTION CRITERIA

Applications for Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning will be assessed on the evidence they provide in relation to one of the following four criteria:

1. **Approaches to teaching that influence, motivate and inspire students to learn:**
   For example
   - fostering student development by stimulating curiosity and independence in learning;
   - contributing to the development of students’ critical thinking skills, analytical skills and scholarly values;
   - encouraging student engagement through the enthusiasm shown for learning and teaching;
   - inspiring and motivating students through high-level communication, presentation and interpersonal skills;
   - enabling others to enhance their approaches to learning and teaching.

2. **Development and design of courses and curricula that demonstrates application of current pedagogical theory and practice**
   For example
   - 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. **Approaches to assessment and feedback that foster independent learning**
   For example
   - integrating assessment strategies with the specific aims and objectives for student learning;
   - providing timely, worthwhile feedback to students on their learning;
   - using a variety of assessment and feedback strategies;
   - implementing both formative and summative assessment;
   - adapting assessment methods to different contexts and diverse student needs and learning styles;
   - contributing professional expertise to enhance assessment and/or feedback.

4. **Demonstrate the effective use of educational technologies and other teaching innovations in both face-to-face and blended and fully online environments for the benefit of student success**
   For example
   - successful transformation from one delivery mode to another (for example from face-to-face to Flipped/Blended delivery);
   - effective use of available teaching tools;
   - development and delivery of innovative resources to enhance student learning;
   - demonstrate innovative use of physical teaching spaces or virtual teaching environments.

4. **APPLICATION ASSESSMENT**

In assessing applications against the four selection criteria, the Selection Committees will take into account the extent to which you show evidence:

a. that your contribution has influenced student learning, student engagement or the overall student experience
b. that your contribution has gained recognition from fellow staff, the University and/or the broader community
c. that your contribution has been sustained over time (length of time will depend on contribution and career stage)
d. that the claims for excellence are supported by a range of evidence including formal and informal evaluation

e. of the extent of creativity, imagination and innovation, regardless of whether the approach involves traditional learning environments or technology-based developments

f. of how your contribution has addressed the University’s (and/or Faculty/School/Unit’s) objectives

g. of endorsement for contribution in the form of references and supporting statements from nominators/referees.

5. APPLICATION COMPONENTS AND SUBMISSION PROCESS

Applications for a Vice-Chancellor’s Award for Teaching Excellence and Contribution to Student Learning must provide:

i) a completed application form (pro-forma provided),

ii) a written statement no longer than four (4) A4 pages, and

iii) two references no longer than one (1) A4 page each.

i. Application Form

The application form for the 2014 Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning is to be completed online.

The application form provides:

- relevant administrative information,
- the chosen selection criterion,
- a synopsis (limited to 100 words, written in 3rd person) to be used in communications assuming the application is successful. Examples of synopsis wording are available on the OLT website (http://www.olt.gov.au/system/files/AAUT%202013.pdf). If the application is from a group, the synopsis should apply to the group.

ii. Written Statement

The core element of an application for a Vice-Chancellor’s Award for Teaching Excellence and Contribution to Student Learning is a written statement (maximum four (4) A4 pages) in which applicants describe their contribution to student learning. It is vital that applicants address only one of the selection criteria, and that they provide evidence to support their claims against this criterion.

The written statement should consist of three components:

1. An overview summarising the particular contribution and describing the specific context for this contribution.

2. A statement addressing the chosen criterion (one only) from among the criteria listed in Section 3 of these guidelines.

3. A statement providing evidence addressing the assessment criteria as outlined in Section 4 of these guidelines

Formatting requirements

The written statement must:

- be A4 page size
- use font 11 point Arial or 11 point Calibri (narrow fonts must not be used)
- have margins of at least 2cm with clear definition between paragraphs
iii. References
Two references of no more than one (1) A4 page each are to be provided by people who are able to comment on the applicant’s contribution to student learning against the nominated selection criteria. One of the referees must be the Head of the applicant’s School or Director of the relevant unit (or equivalent). If the application is from a group, the references should apply to the group.

Submission
The complete application (application form, written statement and two references) must be submitted prior to 5pm Wednesday 8 October 2014 to ctl-grants-awards@newcastle.edu.au.

Applications that are late, incomplete, do not adhere to formatting requirements or exceed the stated page limits will not be considered by the Selection Committees.

All applications will have their receipt acknowledged by email.

6. ASSESSMENT PROCESS
Category One
A Faculty Selection Committee (one for each faculty) will be convened and, at the Faculty’s discretion*, would comprise the following:
- Faculty PVC (or Nominee) - Chair
- Faculty Assistant Dean Teaching and Learning, or equivalent (or Nominee)
- One representative from each School in the Faculty e.g.: Deputy Head of School, Teaching and Learning
- Previous VCATE or VCCOCSL recipient (2007 – 2013)
- Optional: Director, Centre for Teaching and Learning (or nominee)
- Optional: Student representative (undergraduate or postgraduate)

Note: A member may fulfil more than one role, as listed above.

Category Two
A Centre/Institute Selection Committee will be convened and, at the Unit’s discretion, would comprise the following:
- Director, Centre for Teaching and Learning – Chair
- Director, English Language and Foundation Studies Centre (or Nominee)
- Director, Wollotuka Institute (or Nominee)
- Two Faculty representatives
- Previous VCATE or VCCOCSL recipient (2007 – 2013)
- Optional: Student representative

Note: A member may fulfil more than one role, as listed above.

Category Three
A Professional/Teaching Selection Committee will be convened and should comprise the following:
- Director, Centre for Teaching and Learning – Chair
- Director, English Language and Foundation Studies Centre (or Nominee)
- Unit** Director or equivalent (or nominee)

** Unit refers to Non-Faculty Unit: e.g. The Wollotuka Institute, University Library, Strategy, Planning and Performance (SPP), Student and Academic Services, Engagement Office (WIL), International Office.

Category Four
A UoN Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning Selection Committee will be convened and should comprise the following:
- Pro Vice-Chancellor (Learning and Teaching) – Chair
- Director, Centre for Teaching and Learning
- Representative: Vice-Chancellor’s Office
- Representative: Deputy Vice-Chancellor (Academic) Office
The Faculty, Centre/Institute and Professional/Teachers Selection Committees will consider the applications within the relevant category (and Faculty for Category 1). The Committee should assess the applications against the selection criteria and endorse the preferred application.

* If a Faculty is unable to convene a Committee this year, the PVC (or nominee) should rank the applications for their faculty and provide to the Centre for Teaching and Learning.

The UoN Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning Selection Committee will consider all Committee endorsed, or ranked, applications for award, and will determine the recipient of the overall Vice-Chancellor’s Award for Teaching Excellence and Contribution to Student Learning.

7. ADDITIONAL INFORMATION

The 2014 Vice-Chancellor’s Awards for Teaching Excellence and Contribution to Student Learning will be presented at an Awards Ceremony on Monday 8 December 2014, to be held at The Conservatorium.

At the completion of the assessment process, applicants will be advised of the outcome of their application.

8. ENQUIRIES

Please direct queries to Rebecca Reynolds, Executive Officer, Centre for Teaching and Learning

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E: ctl-grants-awards@newcastle.edu.au