



Guidelines for Teaching Awards for Excellence in Teaching

Purpose

The purposes of the College Excellence in Teaching Awards are to:

- recognise and reward teaching excellence;
- encourage teaching excellence through this recognition; and
- promote to both the Flinders and outside community that this university is proud of its academic staff and that they perform at national and international standards.

The College of Humanities, Arts and Social Sciences Awards for Excellence in Teaching are designed to recognise and reward staff for excellence in teaching within the College, and to encourage recipients to apply successfully for the Vice Chancellor's Award for Excellence in Teaching later in the year and possibly the Australian Awards for University Teaching in the subsequent year.

Up to three College awards will be made each year. These awards will be made to teams of staff (headed by an academic) and/or to individual academic staff. Award winners will receive a Certificate of Excellence in Teaching and a prize of \$3000 (shared in the case of teams) to be used for purposes that will support the ongoing enhancement of the recipient's own teaching and/or learning-and-teaching within the College.

Recipients will be expected to contribute to educational development within the College by sharing their experience and communicating their skills to other academic staff. The specific nature of that contribution is negotiated with each award recipient winner.

Eligibility

Team Applications

Team awards will be awarded to teams of staff responsible for teaching and learning and/or student support judged to be outstanding.

Teams should consist of at least two members and be headed by an academic member of staff (defined as continuing, contract, sessional and academic status). Teams may include academic staff, and/or professional staff, who have held roles in teaching and learning and/or student support. At least one team member will have five years or more of substantial teaching experience with the University. Applications will require the signed endorsement of the Director of the Teaching Program(s) in which the team members are located.

Individual Applications

Individual awards will be presented to academic staff judged to be outstanding teachers. Where possible, one of the individual awards may be made to an academic staff member with no more than seven years' experience teaching in a higher education setting. [This should be interpreted as seven calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions]. All members of the academic staff (defined as continuing, contract, sessional and academic status) with at least five years of sustained teaching experience with the University are eligible for an individual award. Applications will require the signed endorsement of the applicant's Teaching Program Director.

Eligibility of previous recipients

Award recipients (individual, team leaders or joint leaders) will not be eligible to re-apply in any individual or leadership role or capacity until five years have expired following the year of award. Members of a successful team who were not team leaders or joint leaders are not affected by this restriction on eligibility provided that the re-nomination does not substantially replicate their winning application.

Award Criteria

Applicants must make a case which addresses **one** of the following four criteria. This section of the application should not exceed **three** pages in total (see presentation guidelines below).

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; and 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; and 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; and the 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; and influencing the overall academic, social and cultural experience of higher education.

Application Content and Presentation Guidelines

Applicants must:

1. Compose an **Application** of no more than a total of **three** pages (A4, single spaced, minimum 11 point font Arial or Helvetica, at least a 2 cm margin all around) containing the following:
 - No more than one single-sided page that sets out:
 - A citation of no more than 40 words that summarises their claim to excellence;
 - A brief personal biography. This will be used to promote the teaching success of the winners of the Awards within the College, and should be written accordingly; and
 - A short contextual statement that provides a summary of their teaching and learning relevant to the application (e.g., courses and topics taught, student numbers, modes of delivery); plus
 - No more than one single-sided page that outlines briefly what you (or your team) plan to do with the cash component of the award that will support the ongoing enhancement of your own teaching and/or learning-and-teaching within the College.
2. Complete, sign and submit the pro-forma Application Form and Checklist, which must include the signed endorsement of their Teaching Program Director (it is only the signature endorsing the application that is required; additional comment or evaluation from the Teaching Program Director is neither required nor expected).
3. Attach a relevant summary of mean teaching scores from student evaluations of teaching and topics (limited to two pages – see Attachment 2 from Form C, Application for Promotion).
4. Attach the Curriculum Vitae of the individual applicant or the team leader (limited to 2 pages)
5. Attach two references of no more than one page each. References should be relevant to your application and attest to your contribution to teaching. If the nomination relates to a team, the references should apply to the team.

Assessment of Applications

Applications will be assessed by a sub-committee of the College Education Committee. Where possible, this sub-committee will include representation from each Teaching Program Area and one student representative.

Submission of Applications

Applications for the 2020 HASS Awards for Excellence in Teaching will close on **Friday, 5 June 2020**.

Applications are to be submitted via email to the Executive Officer (details below).

Further information may be obtained from the Executive Officer, HASS College Education Committee
chass.operations@flinders.edu.au.