

Guidelines for Portfolios Learning and Teaching Academy Excellence in Teaching / Learning and Teaching Support 2025

Due date: 31 July 2025

Purpose:

The Excellence in Teaching / Learning and Teaching Support Award is designed to:

- Recognise and reward:
 - teaching excellence
 - OR excellence in teaching support
 - OR excellence in student learning support
 - Encourage:
 - teaching excellence
 - OR excellence in teaching support
 - OR excellence in student learning support
- through this recognition.
- 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.
 - Encourage and prepare staff in their applications for the Vice-Chancellor's Teaching Excellence awards.

Award Details:

- **Number of Awards:** One award annually.
- **Value:** The award is valued at \$1,000. Recipients of an individual award will receive a prize of \$1000. Recipients of a team award will receive \$1000 to be shared amongst the team.
- **Use of Award:** The award funds are payable into a university account subject to the same rules as a consulting account (i.e. requiring use for “university related activity”). Possible uses may include conference attendance, purchase of resources to assist in preparation and delivery of teaching and learning materials / support materials, purchase of books, journals, or professional development activities. Recipients will be expected to contribute to professional learning within the Portfolios Learning and Teaching Academy by sharing their experience

and communicating this with other staff. The specific nature of that contribution can be negotiated with each award winner.

Eligibility:

- **Teams:**
 - Must be headed by a Portfolio staff member (continuing, contract, sessional, or academic status) with a full-time equivalence of 0.4 or greater.
 - Teams must consist of at least two members and may include casual/part-time staff and academic or professional staff.
 - At least one team member must have substantial experience within Flinders University (including Flinders University Academy) of two or more years, in one or more of the following areas - teaching experience, learning and teaching support (note: this might include indirect support of these areas such as learning technology or library services).
 - Previous team award recipients are not eligible for re-nomination within the same category for three years.
- **Individuals:**
 - Must be Portfolio staff (continuing, contract, sessional, or academic status) with at least two years of substantial experience within Flinders University (including Flinders University Academy) in one or more of the following areas - teaching experience, learning and teaching support (note: this might include indirect support of these areas such as learning technology or library services).
 - Previous individual award recipients are not eligible for re-nomination within the same category for three years.
- Staff may not nominate for both an Innovation and an Excellence award in the same year.
- If an award cannot be conferred in this category, then two awards may be awarded in the Innovation category for that year.

Nominations:

- Nominations can be peer-nominated, self-nominated, student-nominated, Supervisor, Head of Portfolio nominated.
- The relevant Head of Portfolio must endorse all nominations.

Selection Criteria for the Excellence in Teaching / Learning and Teaching Support:

Applicants must address **ONE** of the following criteria:

1. Approaches to teaching, teaching support and/or the support of learning that influence, motivate and inspire students to learn.
2. Development of curricula, resources or services that reflect a command of the field.
3. Assessment or evaluation practices or support of these practices that bring about improvements in learning and teaching.
4. Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience.
5. Learning and Teaching practices, or support of these, that support Rural, Regional, Remote and Indigenous students.
6. Industry or professional experiences that involve deep partnerships in the educational experience.

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

- How, and to what extent your work has impacted on student learning, student engagement or the overall student experience?
- How, and to what extent, your work has gained recognition from colleagues, the institution, and/or the broader community?
- How, and to what extent your work has shown creativity, imagination and/or innovation?
- How, and to what extent your work has drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

Applications:

- Written submissions should be no more than four pages in total (A4, single spaced, minimum 11-point font Arial or Helvetica, 2.5 cm margin all around)
- Applications must include:
 - A citation. Include the portfolio area/discipline of field of work and the distinctive contribution of the nominee or team (maximum 25 words).
 - A biographical statement. Who the nominee or team is.
 - A context statement. Describe the landscape within which the contribution has occurred – the challenges, dynamics, obstacles, opportunities – and what you / your team contributed.

- A statement addressing **ONE** of the selection criteria.
- Signed Endorsement from the Head of Portfolio.
- Attachments:
 - Curriculum Vitae - maximum three pages per applicant. Include any previous awards or recognition for teaching or learning and teaching support.
 - References - two references, of no more than one page each. One reference must be from the nominee's Supervisor. If the nomination relates to a team, the reference should apply to the team.

Recognition and Expectations:

- Award winners will receive a Certificate of Excellence in Teaching or Learning and Teaching support.
- Recipients are expected to contribute to professional learning within the Portfolio by sharing their experiences and skills with other portfolio staff.
- Recipients are encouraged to apply for higher-level awards such as the Vice-Chancellor's Teaching Excellence Awards and national teaching awards.

Assessment of Application:

The Selection Committee will be appointed by the Portfolios Learning and Teaching Academy Steering Committee and will normally include representatives from across the central portfolios and student representatives. The Selection Committee's recommendations will be submitted to the Pro Vice-Chancellor (Learning and Teaching Innovation) for approval.

In assessing the nominations, the Committee will consider the:

- How, and to what extent your work has impacted on student learning, student engagement or the overall student experience for a period of no less than three years?
- How, and to what extent, your work has gained recognition from colleagues, the institution, and/or the broader community?
- How, and to what extent your work has shown creativity, imagination and/or innovation?

- How, and to what extent your work has drawn on the scholarly or evidence-based literature on learning and teaching to inform the development of initiatives, programs and/or practice?

*Please also see the [AAUT Assessment Matrix](#) as we will be using a similar matrix for assessment.

Any problems?

If you have any problems or further questions, please contact [Cassandra Hood](#)

Award applications should be submitted electronically by close of business Thursday 31 July 2025 to portfolios.LTA@flinders.edu.au