**AAUT PROGRAM AWARD NOMINATION TEMPLATE**

# **SECTION 1: COMPLETED NOMINATION FORM**

*Note: The Nomination Form reports administrative information, includes a declaration from the nominee and institution and acts as a cover sheet for the nomination.*

*The completed Nomination Form must have all boxes ticked, including the checkbox for signature, by the following:*

* *Nominee*
* *Head of School/ Faculty*
* *Deputy Vice-Chancellor (Academic) or their nominated delegate*
* *Institutional Contact Officer*

# **SECTION 2: MAIN HEADING: CLAIMS AGAINST ASSESSMENT CRITERIA** (Maximum of 10 pages)

## **SUBHEADING 1: SYNOPSIS**

*Note: Synopsis of up to 200 words, which includes a description of the nominee’s teaching area or discipline, teaching experience and teaching focus and methods. The synopsis must be:*

* *written in the third person;*
* *avoid jargon and use plain English; and*
* *inform the broadest possible audience about the nominee’s teaching.*

*Please note that hyphenated words will be counted as one word.*

## **SUBHEADING 2: OVERVIEW**

*Note: This is a short overview of the program and its context.*

## **SUBHEADING 3: STATEMENT ADDRESSING THE ASSESSMENT CRITERIA**

*Note: In this section, the team must* ***address all four criteria*** *under their* ***one selected category.   
Include a subheading for the selected CATEGORY and each CRITERION****.   
Provide supporting evidence including impact on student learning.*

### **SUBHEADING 3.1: ‘Insert selected category here’**

**CRITERIA A:** Positively impacted on student learning, student engage mentor the overall student experience 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.

**CRITERIA B:** Gained recognition from colleagues, the institution, and/orthe broader community.

**CRITERIA C:** Shown creativity, imagination and/or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.

**CRITERIA D:** Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

## **SUBHEADING 4: REFERENCE LIST**

*Note: Nominees should use their preferred recognised reference style throughout and include a reference list within the ten pages. Links to reference lists online will not be reviewed by assessors.*

# **SECTION 3: CURRICULUM VITAE (maximum 3 pages)**

*Note: The curriculum vitae should outline the nominee’s educational qualifications, employment history, teaching positions and teaching experience.*

# **SECTION 4: TEAM STATEMENT OF CONTRIBUTION (maximum 1 page)**

# **SECTION 5: REFERENCE LETTERS (x 2, maximum 1 page each)**

*Note: Letters are provided to comment on the contribution to student learning against the assessment criteria.*

# **SECTION 6: SUPPORTING MATERIAL:**

*Nominees can choose to submit up to two of the following supporting materials:*

* *A three-minute video (which could include footage of the program in action, team members talking about the program and its vision or interviews with students)* ***– NOTE: Please upload your video to YouTube and submit the link in your PDF submission.***
* *One website (URL) – include link in your PDF submission.*
* *10 pages of supporting material in PDF format (inclusive of the URL links).*

# **PHOTO REQUIREMENTS**

*An up-to-date, formal digital photograph of the team (collage group photo) must be submitted with each nomination, in line with the following specifications:*

* *In colour*
* *Background colour: White (preferred)*
* *Image definition parameters: Head and shoulders only*
* *Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px*
* *File Format: JPEG*
* *File size: Between 1MB and 10MB*