

Office for Learning and Teaching (OLT)

Citations and Awards

Improving Learning and Teaching
Centre for Collaborative Learning and Teaching
December 2015



What is your role?

What is the role of others?

- Be clear about your role and the role of others when describing an activity
- Each role must be clearly outlined
- Ensure you acknowledge the work of others in contributing to the activity
- If a number of people were involved in a program of activities and can be credited with its success, consider putting forward a team application.



Include a context

- What do you do?
- Why you do it that way?
- How you did it?
- Ensure you acknowledge sources eg referencing your work



Break it down

- Ensure only one topic is covered in each paragraph
- Introduce key points early
- The application should be clear and focused





Citations: Topics

Nominees will be judged against ONE chosen criterion:

1. Approaches to teaching and 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. Evaluation practices that bring about improvements in teaching and learning.
4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

See page 6 of the instructions for descriptions





Citations: Assessment criteria

The nominee's contribution has:

- influenced *student learning, student engagement* or the overall *student experience*
- *gained recognition* from fellow staff, the institution, and/or the broader community
- *been sustained* for a period of no less than three years (two years for early career)

Awards Programmes: Topics

Nominees will be judged against ONE chosen criterion:

1. Widening participation
2. Educational partnerships and collaborations with other organisations
3. Innovation and flexibility in curricula, learning and teaching
4. Postgraduate education
5. Student experiences and services supporting learning, development and growth in higher education
6. Global citizenship and internationalisation

See page 9 of the instructions for descriptions

Awards Programmes: Assessment criteria

1. **Distinctiveness, coherence and clarity of purpose** – extent to which the programme has clear objectives and systematic approaches to coordination, implementation and evaluation
2. **Influence on student learning and the student experience** – extent to which the programme targets identified needs and directly or indirectly, enhances student learning, student engagement and/or the overall student experience of higher education
3. **Breadth of impact** – extent to which the programme has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the programme
4. **Addressing equity and diversity** – extent to which the programme promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

Awards Teaching: Topics

Nominees will be judged against ONE chosen criterion:

1. Biological Sciences, Health and Related Studies
2. Early Career
3. Humanities and the Arts
4. Law, Economics, Business and Related Studies
5. Neville Bonner Award for Indigenous Education
6. Physical Sciences and Related Studies
7. Social and Behavioural Sciences
8. The Priority Area for 2016 is: **High impact intervention for progression, retention and attainment**

See page 13 of the instructions for descriptions

Awards Teaching: Assessment criteria

Nominees must address the following four criteria:

1. Approaches to teaching and 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. Evaluation practices that bring about improvements in teaching and learning.
4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.



Use evidence

Evidence sources may include:

- Quotes – eg student surveys, testimonials/communication
- SET/SEU figures over time – see [guide to compiling student data](#)
- Employment outcomes for cohorts of students
- Demonstrable rises in standards achieved by students
- Recognition you have achieved for your work
- References to published documents/papers/chapters/journals
- Participation in recent research activities in learning and teaching, internal and external

See [Evidence checklist for Teaching Awards](#) for further sources



Maintain Privacy / Confidentiality

- Remove colleagues' and students' names from quotes (unless permission has been given)
- Characterise quotes as for example:
(survey response 2013), (2nd year students), (discipline colleague)
- Take care to acknowledge the source if students work or if using the intellectual property of others





Check your work

- Proof read your application for spelling and grammar
- Ensure all necessary parts are included eg references, signatures
- Ask a colleague to peer review your application



Requirements

Nomination components	Citations	Programme Awards	Teaching Awards
Nomination form	yes	yes	yes
Citation wording	25 words	--	--
Written statement	4 pages	10 pages	8 pages
Curriculum Vitae	--	--	3 pages
Statement of contribution – team nominations only	yes	yes	yes
Two references	yes	yes	yes
Supporting teaching materials	--	yes	yes
Digital photograph	yes	yes	yes

Format

- Page size A4
- Font size 11 point Arial or Calibri (no narrow fonts)
- Margins no less than 2 cm all round
- Spacing not less than 1cm
- Number all pages

2016 Timelines

Citations

- Expressions of interest: **Monday 1 February 2016** email grantsandawards@vu.edu.au
- Full submissions due for internal review: **Monday 21 March 2016**
- OLT Deadline for submission: **Thursday 5 May 2016**

Awards

- Expressions of Interest: **Monday 4 April 2016** email grantsandawards@vu.edu.au
- Final submissions due for internal review: **Monday 23 May 2016**
- OLT Deadline for submission: **Thursday 7 July 2016**

Detailed timeline available on Learning and Teaching Website at <https://www.vu.edu.au/learning-teaching/improving-learning-teaching/grants-promotions-awards/olt-awards-and-citations>

CCLT Support

Resources available on the Learning and Teaching website

<https://www.vu.edu.au/learning-teaching/improving-learning-teaching/grants-promotions-awards/olt-awards-and-citations>

Support is available for the development of your written submission

Contact grantsandawards@vu.edu.au

Any Questions?

