



# OCTAL teaching AWARDS 2012

Vice-Chancellor's Awards for Outstanding Contribution to Teaching and Learning

## Sessional Tutor/Demonstrator Award

### Nomination Process & Guidelines

#### What are the OCTAL awards?

The Vice-Chancellor's Awards for Outstanding Contribution to Teaching and Learning (OCTAL) are awarded each year to staff who have made a major contribution to teaching and learning excellence within the University of Wollongong.

There are a series of awards available to general and academic staff. The overall winner of the Vice-Chancellor's Teaching Award will receive \$10,000 and a certificate. There are also individual Faculty Awards, an Early Career Academic Award and a Sessional Tutor/Demonstrator Award. Faculty Award, Early Career Academic Award and Sessional Tutor/Demonstrator Award winners will receive a grant of \$2,000 and a certificate. General staff may be awarded for the work that they do that supports and enhances learning and teaching at the University, and will also be awarded a single prize of \$2,000 and a certificate. All winners will be formally acknowledged at a University ceremony.

The process and guidelines for these awards have been derived from those used for the Australian Learning and Teaching Council (ALTC) Awards. OCTAL Award recipients may be considered by the University as potential nominees for a national award, such as a Citation for Outstanding Contribution to Student Learning, Award for Teaching Excellence, or Award for Programs that Enhance Learning.

#### Why should I apply or nominate?

These awards are an important way to gain recognition in the University for contributions in the area of teaching and learning. Benefits include:

- personal recognition;
- recognition for your faculty or unit;
- \$2,000 may be won for a Faculty Award, \$2,000 for an Early Career Academic, \$2,000 for a Sessional Tutor/Demonstrator, \$2,000 for a General Staff Award, or \$10,000 for a Vice Chancellor's Teaching Award;
- Faculty Award monies will be paid by the winner's faculty expressly for use by the winners;
- nomination may support the development of a national award nomination portfolio; and
- preparing for this award assists with preparing a teaching portfolio or application for promotion.

Note – staff can only apply for one award in any given year. Candidates for the Early Career Academic Award and the Faculty Award are automatically considered for the Vice-Chancellor's Award.

#### How nominations are made

Each nomination must be made by two people who may be current or former students or other staff members (academic or general). In addition to this, each Faculty Education Committee is encouraged to nominate individual staff members or teaching and learning teams who have made an outstanding contribution to teaching and learning. Nominators must have first-hand knowledge of the excellence of the staff they nominate. They cannot be a near relative or in a close personal relationship with the nominee. You may instigate the nomination process on your own behalf but self-nomination is not accepted.

Nominations must be made by Friday, 9 September, 2011. Nominations this year are online at: [http://uow.checkboxonline.com/OCTAL\\_Nomination\\_2012.aspx](http://uow.checkboxonline.com/OCTAL_Nomination_2012.aspx)

Nominations are valid for **two** years. Nominees from the previous round of awards are eligible to submit an application in this round. Equally, nominees for this round can apply for an award in 2013.

### What happens after nomination?

At the close of nominations Deans are required to give approval to each staff member's nomination proceeding. This process is purely for the purposes of oversight in an operational capacity. All official nominees whose nomination has been approved by the Dean will receive a notice and certificate. The next stage is to complete a Nominee's Acceptance Form, then prepare and lodge a written application. In the application, nominees provide evidence of excellence by addressing selection criteria and preparing application content. You are encouraged to seek advice on your ideas and drafts, or view some examples of past award-winning applications by contacting the EDITS Executive Officer: Brondalie Martin [brondalie\\_martin@uow.edu.au](mailto:brondalie_martin@uow.edu.au)

All forms must be lodged with: *Grants & Awards Officer, Centre for Educational Development, Innovation & Recognition (CEDIR), Building 39C.250, University of Wollongong*. Nominee's Acceptance Form is to be submitted by Friday, 21 October, 2011. Portfolio and materials are to be submitted by Friday, 17 February, 2012.

### How are award-winners selected?

The award winners are selected by a panel comprising members of EDITS\*, and an external reviewer. The Deputy Vice-Chancellor (Academic) may also appoint two additional members. The assessment panel's recommendations will be made to the Vice-Chancellor via the DVC (Academic). Award winners will be notified and an awards ceremony will be held in June 2012. Dependent upon the quality of nominations, the University reserves the right to split an award, or to not make any one Faculty, Sessional Tutor/Demonstrator, General Staff or overall award in any one year. Even if you are not successful in one year, being nominated for an OCTAL is still valuable recognition from peers or students that you can include in your CV or portfolio.

### Obligations of award winners

The Vice-Chancellor's Awards for Outstanding Contribution to Teaching and Learning are intended to demonstrate the value placed upon teaching and learning by the University of Wollongong. They are also seen as a way of sharing innovative processes of teaching and learning so as to promote a culture of high quality teaching, learning and educational research. It is, therefore, expected that recipients of the awards will disseminate their activities throughout the University. This may take the form of, for example, workshops or lectures to fellow academics, videotaped interviews and case studies for use in the University Learning and Teaching course and other teaching workshops, publication in UniTeaching, or acting as a source of support or advice for others involved in professional development activities.

### For more information

Guidelines for all categories are available on the *Focus on Teaching* web site at: <http://focusonteaching.uow.edu.au/octal/index.html>

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For any enquiries, please contact:

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\* *The Excellence Diversity & Innovation in Teaching Subcommittee (EDITS) is a Subcommittee of the University Education Committee.*

# Sessional Tutor / Demonstrator Award

## Who is eligible for the Sessional Tutor / Demonstrator Award?

For the Sessional Tutor / Demonstrator Award, all tutors and laboratory demonstrators who are employed on a sessional basis and have held those positions for a minimum of one session and for a minimum of 15 hours teaching per session are eligible to apply. The award is open to individuals only (NOTE: tutors / demonstrators may be nominated for a Faculty Award as part of a team). Nominations of staff in the following groups are particularly encouraged: women, people from non-English speaking backgrounds, Indigenous people and/or people with a disability.

## Selection criteria

Nominees will be assessed on the basis of their claims against the selection criteria for their nomination category.

These selection criteria are based on those used for the Australian Learning and Teaching Council (ALTC) awards. For more information on those awards, please see: <http://www.altc.edu.au/awards>

For 2012, the selection criteria for the Sessional Tutor / Demonstrator Award are:

1. Approaches to teaching that influence, motivate and inspire students to learn.
2. Respect and support for the development of students as individuals.
3. Demonstrated reflective practice and development of teaching informed by feedback from a variety of sources.

## Application content

Applications must include:

- The application form that includes your contact details, faculty and the category for the application. (1 original and 9 copies)
- A curriculum vitae of no more than two A4 pages outlining your qualifications, career history, positions held and teaching and/or professional experience. (1 original and 9 copies)
- A statement addressing each of the selection criteria. Please preface your statement with a paragraph articulating your own teaching philosophy. It is vital that you specifically address the selection criteria and provide evidence to support your claims against these criteria. Make a heading for each of the criteria, and explain how you meet each one. Maximum 5 A4 pages in total. (minimum size 10 point font, margins no less than 2cm, 1 original and 9 copies)
- Subject Coordinator Report (if they are not a referee) - proforma available. (1 original and 9 copies)
- Two references of no more than one A4 page each, to be provided by people who are able to comment on your performance against the selection criteria. (1 original and 9 copies)
- 1 or 2 student survey summary reports drawn from the past three years (the exact number of surveys will reflect the opportunity that staff have had to seek feedback). These should also be accompanied by a commentary (max 1 A4 page) which analyses the results and comments on their impact on the nominee's teaching practice or program. Where this is not possible, nominees should provide similar material based on client surveys or testimonials. Some applicants may wish to include comment on peer-reviewing of their teaching where this has occurred. Applicants should also note that the results of student and client surveys are evidence that should be used when addressing the selection criteria. (1 original and 9 copies)
- Supporting material. Supporting materials will not be considered by the assessment committee unless they are referenced directly to the application itself (for example the applicant has been nominated for developing a software package and the software package is submitted as supporting material). Suitable supporting material may include samples of: preparation materials and communication among tutors before class; extra handouts or other materials prepared for students; documentation of the scope of your involvement in the delivery of the subject/s; descriptions or diagrams to explain your pattern of teaching in classes; any feedback provided to the subject coordinator to further develop the subject.

Supporting materials are limited to a maximum of one CD ROM, or one video, or one audiotape, or five pages of printed material. (1 original and 9 copies of other material. Excess supporting material will not be considered by the panel).

- A 100 word summary (abstract) written in third person (to be read out at the awards ceremony and published on the web and booklet distributed on award night). This summary should be written in plain English and provide an insight into the applicant's approach to teaching or student support and highlight key achievements. (1 original and 9 copies)
- An electronic copy of the complete application. This may be a scanned copy as a PDF, or could be submitted as a single file on a CD/DVD or USB.

**Checklist for nominees (order of presentation)**

**Tick**

<b>Application form</b> (Page provided)	1 original, 9 copies	
<b>Summary/Abstract</b> (Max 100 words) [Best to write this last]	1 original, 9 copies	
<b>Curriculum vitae</b> (Max 2 pages)	1 original, 9 copies	
<b>Statement addressing selection criteria</b> (Max 5 pages)	1 original, 9 copies	
<b>Subject Coordinator Report</b> (Page provided - not required if Head is a referee)	1 original, 9 copies	
<b>Two References</b> (Max 1 page each)	1 original, 9 copies	
<b>1 or 2 student surveys and commentary - optional</b>	1 original, 9 copies	
<b>Supporting material</b> (Max 5 pages of printed material or 1 copy of other material) The panel will not consider excess supporting material.	1 original, 9 copies	
<b>Electronic copy of complete application</b>	1 complete electronic application submitted to <a href="mailto:brondalie_martin@uow.edu.au">brondalie_martin@uow.edu.au</a>	