



## The Vice Chancellor's Awards for Outstanding Contribution to Teaching & Learning

# 2010

### General Staff 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 \$2000 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 an ALTC 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. FEC's are encouraged to make nominations. 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 18th September 2009. Nominations this year are online at:

[http://uow.checkboxonline.com/OCTAL\\_Nomination\\_2010.aspx](http://uow.checkboxonline.com/OCTAL_Nomination_2010.aspx)

## 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 Information Kit. 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.

All forms must be lodged with: *Jo Failes, Grants & Awards Officer, Academic Development Unit, Building 39.250, University of Wollongong* or email scanned or electronic version to [jfailes@uow.edu.au](mailto:jfailes@uow.edu.au). Nominee's Acceptance Form is to be submitted by **Friday 23 October 2009**. Portfolio and materials are to be submitted by **Monday 11 January 2010**.

## 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 & International) may also appoint two additional members. The assessment panel's recommendations will be made to the Vice-Chancellor via the DVC (A&I). Award winners will be notified and an awards ceremony will be held in June 2010. 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 Learning & Teaching web site at: <http://www.uow.edu.au/about/teaching/UOW008486.html>

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For any enquiries, please contact Christine Brown, Head of Academic Development Unit ( [christine\\_brown@uow.edu.au](mailto:christine_brown@uow.edu.au) ) or Rebecca Albury, Chair of EDITS ( [rebecca\\_albury@uow.edu.au](mailto:rebecca_albury@uow.edu.au) ).

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

# General Staff Award for Outstanding Contribution to Student Learning

## Who is eligible for the General Staff Award?

For the General Staff Award, any general staff member who holds a full- or part-time appointment at the University of Wollongong is eligible to apply. Nominations may be for an individual or a team. Nominations of staff in the following groups are particularly encouraged: people from non-English speaking backgrounds, Indigenous people and/or people with a disability.

## What is the General Staff Award for Contributions to Student Learning?

The General Staff Award is designed to recognise general staff who have made a significant contribution to student learning in a significant area of their responsibility. This should be over a sustained period and the staff member should be widely recognised for their achievements.

The categories for 2010 are:

### **A. Teaching and Learning & Provision of Key Services**

(for nominees who are directly engaged in teaching students)

### **B. Programs that Enhance Learning**

(for contribution to, and/or development of, a program which enhances the quality of learning)

Only one award will be available in each faculty, chosen from nominations across both categories. Nominees should choose the category that best fits with their work. If you are finding it difficult to decide, please contact the Chair of EDITS: Rebecca Albury, email: [rebecca\\_albury@uow.edu.au](mailto:rebecca_albury@uow.edu.au)

## 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>

### **Category A - Teaching and Learning & Provision of Key Services**

1. Approaches to teaching and/or to learning support that influence, motivate and inspire students to learn
2. Development of curricula, resources and/or services that reflect a command of the field
3. Approaches to assessment, feedback and/or learning support that foster independent learning
4. Respect and support for the development of students as individuals
5. Scholarly activities and/or service innovations that have influenced and enhanced learning and teaching

## Category B - Programs that Enhance Learning

1. Distinctiveness, coherence and clarity of purpose
2. Influence on student learning and student engagement
3. Breadth of impact
4. Concern for equity and diversity

Note: 'programs' is a broad term that can encompass any project, initiative or cohesive efforts to improve teaching and learning. It could include (but is not limited to) such areas as:

- assessment and feedback,
- educational partnerships and collaborations with other organizations,
- the first-year experience,
- flexible learning and teaching,
- innovation in curricula, learning and teaching,
- postgraduate education, or
- services supporting student learning.

## 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. Team submissions should allow a maximum of three pages in total or one page per member where the team exceeds three. (1 original and 9 copies)
- A statement addressing each of the selection criteria. 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 five A4 pages in total. (minimum size 10 point font, margins no less than 2cm, 1 original and 9 copies)
- Head of Unit Report (if Head is 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)
- Evidence of good practice, in the form of 4 pieces of evaluation material of your contribution to student learning, which can include (but is not restricted to) student surveys, peer observation of teaching reports/peer evaluation of services, or self-reflection (no more than 4 pages) These should also be accompanied by a commentary (maximum 1 A4 page) which analyses the material and comments on their impact on the nominee's teaching practice or program. Applicants should also note that this material is 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 audiovisual material or CD ROMs. 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 your ten-page document, 1 copy of other material. Excess supporting material will not be considered by the panel.)
- A 100 word summary (abstract) in printed form (to be published on the web and booklet distributed on award night). This should refer to the main innovations and contributions to teaching and learning or student support that the applicant has made. The summary should succinctly state why each candidate's achievements are meritorious. (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 files on a CD/DVD or USB.

### Checklist for nominees

Tick

<b>Application form</b> (Page provided)	1 original, 9 copies	
<b>Curriculum vitae</b> (Max 2 pages, or for teams 3 pages: 3 pages in total or 1 page per member where team exceeds three)	1 original, 9 copies	
<b>Statement addressing selection criteria</b> (Max 5 pages)	1 original, 9 copies	
<b>Head of Unit 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>Evidence of good practice</b> (Max 4 pages plus a one page reflective commentary on feedback)	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>Summary/Abstract</b> (Max 100 words)	1 original, 9 copies	
<b>Electronic copy of complete application</b>	1 – submitted to <a href="mailto:jfailes@uow.edu.au">jfailes@uow.edu.au</a>	