

Internal Teaching Review Panel

TERMS OF REFERENCE

The **Internal Teaching Review Panel** identifies supports, promotes and recognises good practice in learning and teaching by involvement in the following programs:

- **UOW's Outstanding Contribution to Teaching and Learning (OCTAL)** Awards
- **UOW's Educational Strategies Development Fund (ESDF)** Grant applications
- Annual **Australian Awards for University Teaching (AAUT)** (e.g. Citations for Outstanding Contribution to Student Learning, Awards for Programs that Enhance Learning, Awards for Teaching Excellence)

The panel supports these annual processes by:

1. Conducting an annual review of applications.
2. Providing advice to the LTC regarding process.
3. Providing feedback and mentorship for applicants and possible recommendation to pursue further opportunities.
4. Making recommendations to the Deputy Vice-Chancellor (Academic) DVC(A) regarding final recipients and submissions.

MEMBERSHIP

Following periodic calls for expressions of interest, the panel for each program is convened by Learning, Teaching & Curriculum (LTC).

*The DVCA should be notified of the panel meeting and invited to Chair or appoint a delegate if required (e.g. LTC Director or Deputy Director).

Membership shall typically consist of (but is not limited to) a combination of the following:

- Chair of Panel (see *note above)
- Programs Coordinator (Executive Support)
- Head, Academic Development & Recognition, LTC
- Chair of WATTLE Executive (or representative)
- Associate Dean Education x 1
- WATTLE Senior Fellow or Fellow x 3
- Teaching Academic staff (non WATTLE members as deemed appropriate)
- External Member (for internal award programs)

Staff members who are listed on an application for consideration are ineligible for membership of that particular panel.

RECOGNITION OF PANEL MEMBERSHIP

Panel membership activity is acknowledged in the Academic Performance Framework.

Panel members are recognised at an annual celebratory event hosted by the DVCA where their unique contributions are highlighted.

MEETING FREQUENCY

The Committee will be assembled to meet as required for each of the above programs. The panel will make recommendations to the DVC(A) following each meeting.

VERSION CONTROL AND CHANGE HISTORY

| Version | Date Effective | Drafted By | Approved By | Amendment |
|----------------|-----------------------|---|---|------------------|
| 1 | 10 October 2017 | Caroline Hudson & Brondalie Martin, Programs Coordinators | Dr Lisa Thomas, Acting Deputy Director, Learning, Teaching & Curriculum | First Version |