

# Internal Teaching Awards Review Panel

## TERMS OF REFERENCE

The **Internal Teaching Awards Review Panel** identifies supports, promotes and recognises good practice in learning and teaching by conducting reviews of the University's **Outstanding Contribution to Teaching and Learning (OCTAL)** Award applications.

The panel supports the annual OCTAL process by:

1. Conducting an annual review of applications.
2. Providing advice to the Grants and Awards Officer regarding process and amendments to award structure.
3. Providing feedback for applicants and possible recommendation to pursue opportunities for national recognition.
4. Making recommendations to the Deputy Vice-Chancellor (Academic) DVC(A) regarding final award recipients.

## MEMBERSHIP

Membership is open to Wollongong Academy of Tertiary Teaching & Learning Excellence (WATTLE) Fellows and Senior Fellows. Following periodic calls for expressions of interest, members are appointed with the endorsement of the DVC(A) and WATTLE Executive Committee in collaboration with the Teaching Development Team in Learning, Teaching & Curriculum (LTC). If deemed appropriate, membership may also be extended to other academic staff in the university and/or an academic external to UOW. Members are normally appointed for a 3 year term, after which they may seek reappointment. Shorter terms may be made to allow for refreshment of membership without the loss of 'corporate memory'.

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

- Chair of WATTLE Executive (or representative)
- Grants and Awards Officer
- Head, Teaching Development, LTC
- Associate Dean Education x 1
- WATTLE Senior Fellow x 2
- WATTLE Fellow x 4
- Teaching Academic staff (non WATTLE members as deemed appropriate)
- External Member (as deemed appropriate)

## RECOGNITION OF PANEL MEMBERSHIP

Panel membership activity is acknowledged in the [Academic Performance Framework](#).

## MEETING FREQUENCY

The Committee will meet once per year to assess internal OCTAL award applications and make recommendations to the DVC(A).



## VERSION CONTROL AND CHANGE HISTORY

| Version | Date Effective    | Drafted By   | Approved By                                   | Amendment  |
|---------|-------------------|--|---|--|
| 1       | 16 February 2015  | Brondalie Martin<br>Grants & Awards Officer          | Prof Patrick Crookes,<br>Director WATTLE      | First version                                    |
| 2       | 24 February 2015  | Brondalie Martin<br>Grants & Awards Officer          | Prof Patrick Crookes,<br>Director WATTLE      | Add APF recognition                              |
| 3       | 26 February 2015  | Brondalie Martin<br>Grants & Awards Officer          | Prof Patrick Crookes,<br>Director WATTLE      | Update TOR wording                               |
| 4       | 18 July 2016      | Tanya Barton-Saad, Acting<br>Grants & Awards Officer | Dr Lisa Thomas, Head,<br>Teaching Development | Amendment to WATTLE<br>details and TOR wording   |
| 5       | 13 September 2016 | Tanya Barton-Saad, Acting<br>Grants & Awards Officer | Dr Lisa Thomas, Head,<br>Teaching Development | Update Panel Title to align<br>with all G&A TORs |