2019 OCTAL Awards

APPLICATION INSTRUCTIONS

UNIVERSITY OF WOLLONGONG AUSTRALIA

Teaching Grants and Awards
grants-awards@uow.edu.au

Overview

The **Vice-Chancellor's Award for Outstanding Contribution to Teaching and Learning (OCTAL)** is given each year to one staff member or team who has made a major contribution to teaching and learning excellence within the University of Wollongong.

There are also award categories that recognise teaching, sessional, early career and professional services staff/teams who are doing excellent work to enhance the University's high standards of teaching and learning and exceptional student experience.

Eligible faculties and units include:

Faculty of Business	Faculty of Social Sciences
Faculty of Engineering and Information Sciences	UOW Dubai
Faculty of Law, Humanities and the Arts	UOW College
Faculty of Science, Medicine and Health	DVCA Portfolio

Note – staff can only apply for one award in any given year.

The process and guidelines for these awards have been derived from those used for national Learning and Teaching awards, i.e. the Department of Education and Training, Australian Awards for University Teaching (AAUT).

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.

Nomination Process

Nominations are made online by UOW staff, students and alumni. Faculty committees are also encouraged to nominate individual staff members or teaching and learning teams who have made an outstanding contribution to teaching and learning at UOW.

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. An individual/team may instigate the nomination process on their own behalf but self-nomination is not accepted.

In order to be successfully nominated, an individual/team must receive **two or more nominations** via the online process. Successful nominations are valid for two years. Nominations are open all year round at: octal.uow.edu.au. For the 2019 round of awards, nominations must be made by 2 September 2018.

At the close of the nomination period for each round, Executive Deans and Associate Deans Education are asked to endorse each successful nominee (staff member or team receiving two or more nominations). This process is purely for the purposes of oversight in an operational capacity and is managed by LTC.

All officially endorsed successful nominees will receive a notice and certificate. Being nominated for an OCTAL is valuable recognition from peers and students.

Nominees may then choose to proceed to the next stage of the process and submit an OCTAL award application. This involves completing a *Nominee's Acceptance Form*, then preparing and lodging 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 view some examples of past award-winning applications by contacting LTC at grants-awards@uow.edu.au.

Awards - Eligibility and Suitability

Once successfully nominated, the first step in preparing an OCTAL application is to consider your eligibility and suitability for one of the awards.

Eligibility Criteria

Nominations	• All staff at UOW can be nominated by students, colleagues and alumni. • Successful nominations are valid for two years and nominees can choose to proceed with an OCTAL application during the two year period.
Employment	• Applicants must be a current UOW staff member during the period of nomination as well as the assessment panel deliberation and decision period (typically February – March). • Applicants should have been employed at UOW for at least 2 years as evidence of a sustained contribution is required.
Vice-Chancellors OCTAL Award	• All applications submitted in an award round will be considered for the overall Vice-Chancellors OCTAL Award.
Faculty Teaching Award	• All academic staff holding full-time, or fractional 50% or more, positions at UOW, other than last year's winners, are eligible to be considered for a faculty award, as an individual, a leader of a team or a member of a team.
Early Career Award	• Early career is defined as no more than five years' experience teaching in a higher education institution, including tutoring and part time teaching. The five years can be non-sequential and must be counted on a semester basis. • All academic staff who are considered early career (as per above definition), holding full-time, or fractional 50% or more, positions at UOW, are eligible to be considered as an early career applicant, as an individual or a member of a team.
Sessional Award	• All lecturers, 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 be considered for a sessional award. • The award is open to individuals addressing Category A individual sessional criteria only. • Sessional staff may be nominated as a member of a team for Faculty or Program Award.
Program Award	• Applications for the Programs that Enhance Learning Award are particularly encouraged. • All staff holding full-time, or fractional 50% or more, positions at UOW, other than last year's winners, are eligible to be considered for a program award, as an individual, a leader of a team or a member of a team.
Professional Services Staff Award	• This award is designed to recognise professional services 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. • Any professional services staff member who holds a full-time or part-time appointment at UOW is eligible to be considered for a professional services staff award as an individual, a leader of a team or a member of a team
Team / Individual Submissions	• Both individual and team applications are accepted (except sessional award). • Mixed academic and professional services staff teams are encouraged. • Teams may be of any size, however applications may name no more than five members, and a team name should be provided.
Re-submission	• Previous OCTAL (including Faculty) award recipients are ineligible for renomination within 3 years unless they form part of a team nomination but are not the lead nominee; the new nomination is for teaching/support that does not substantially replicate the original award; or they are a recipient of an Early Career award. • Previous unsuccessful OCTAL applicants are eligible for resubmission if their nomination is still valid.

Some applicants may find it difficult to identify a faculty. In this case you must nominate the Faculty in which most of your responsibilities are located. No nominee will be disadvantaged because they do not fit neatly into a faculty.

Award Categories and Selection Criteria

Nominees will be assessed on the basis of their claims against the selection criteria for their chosen category. These selection criteria are based on those used for the Department of Education and Training, Australian Awards for University Teaching (AAUT).

Teaching, Program and Professional Services – Choose A or B

	Category A - Teaching and Learning & Provision of Key Services *(for nominees who are directly engaged in teaching/supporting students)*	**Category B - *Programs that Enhance Learning** *(for contribution to, and/or development of, a program which enhances the quality of learning)*
CRITERIA	1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn	1. Distinctiveness, coherence and clarity of purpose
	2. Development of curricula, resources or services that reflect a command of the field	2. Influence on student learning and student engagement
	3. Evaluation practices that bring about improvements in teaching and learning	3. Breadth of impact
	4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience	4. Addressing equity and diversity
EVALUATION	Applications are judged on the extent to which they show evidence, including evaluation, that 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 • Showed sustained activity (no less than three years or two years for Early Career applicants)	In judging applications the review panel will take into account: • Evidence of the effectiveness of the program in formal and informal evaluation • The degree of creativity, imagination or innovation • Evidence of sustained effectiveness of the program for no less than three years

*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 collaboration with other organisations
- The first-year experience
- Flexible learning and teaching
- Innovation in curricula, learning and teaching
- Postgraduate education
- Services supporting student learning

Sessional Tutor/Lecturer/Demonstrator – use the following criteria

	Category A - Teaching and Learning & Provision of Key Services *(For sessional nominees only)*
CRITERIA	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
EVALUATION	Applications are judged on the extent to which they show evidence, including evaluation, that 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 • Provided evidence of sustained activity

Formatting Requirements

Submissions should be formatted according to the following requirements:

- A4 and plain white paper
- At least 2cm margins with clear definition between paragraphs
- No smaller than 11pt Arial, Calibri (or similar) font – narrow fonts must not be used
- All application components (see below) combined into one PDF document

Application Components

Applications must include:

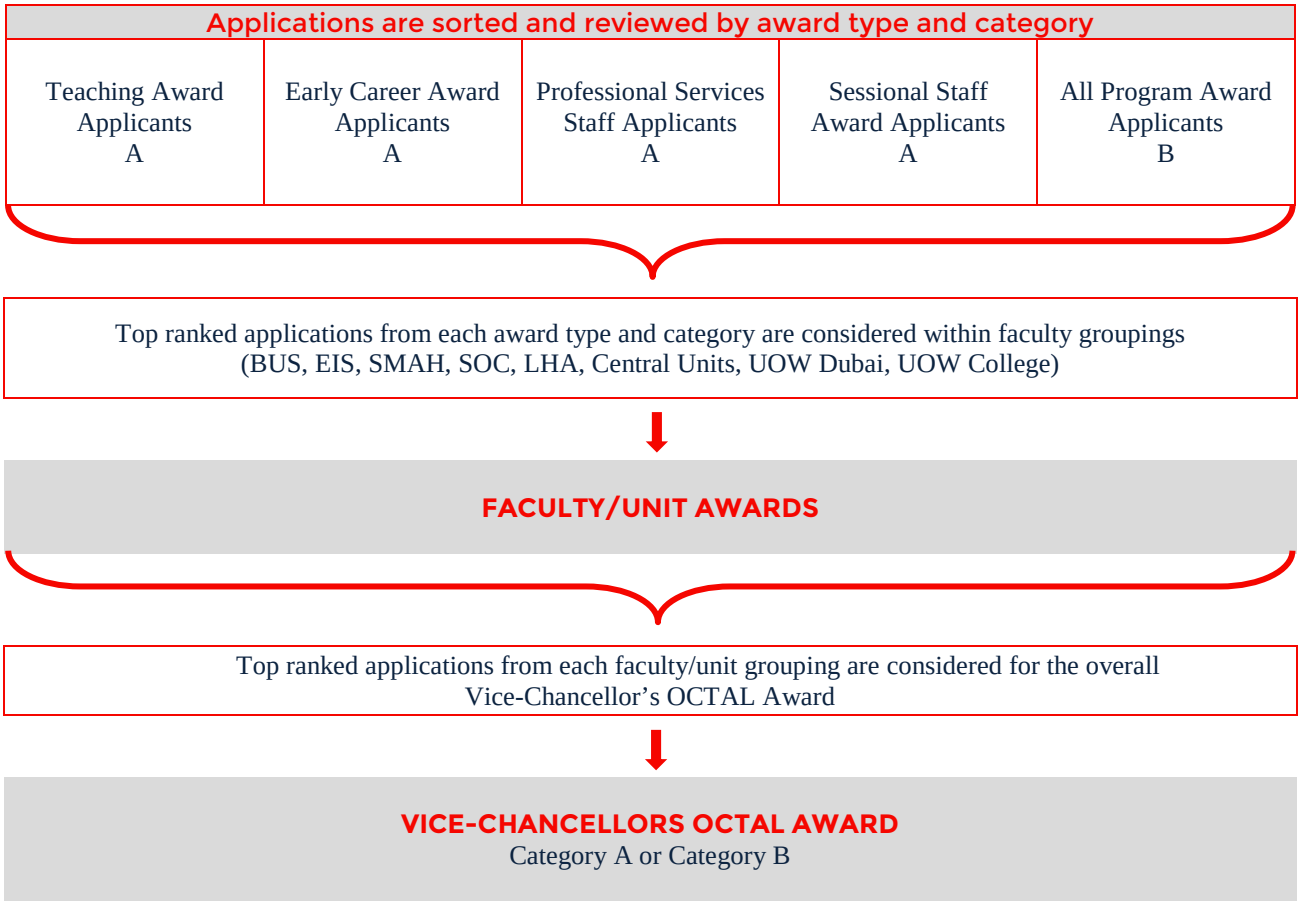
A	**Application Form**	Download at the OCTAL website (under the heading *Forms*)	One A4 page
B	**Summary Abstract**	Written in: • Plain English • Third person (to be read out loud and published) The summary should provide an insight into the applicant's approach to teaching or student support and highlight key achievements	100 words
C	**Curriculum Vitae**	A Curriculum Vitae outlining your qualifications, career history positions held and teaching and/or professional experience.	Individual: two A4 pages Team (2-5 members): one A4 page per member Team (5+ members): five A4 pages for team
D	**Written Statement**	1. Teaching philosophy and the context of your teaching/program 2. Address each of the relevant selection criteria	Five A4 pages
E	**Head's Report**	Download at the OCTAL website (under the heading *Forms*)	One A4 page (if Head is not a referee)
F	**References**	Commenting on applicants performance against the selection criteria	Two References 1 A4 page each
G	**Evidence of Good Practice**	Evaluation material of your teaching and/or learning support	Four A4 pages *Sessional Applicants:* *1-2 surveys only*
H	**Reflective Commentary**	Reflective commentary which analyses the material and comments on their impact on the nominee's teaching practice or program	Reflective Commentary: one A4 page
I	**Supporting Material**	• Supporting materials will not be considered by the review panel unless they are referenced directly to the application itself • Excess support material will not be considered by the panel	One of the following: • Five A4 pages; or • One 3 minute video; or • One web link

Submission

Applicants should submit one combined and complete PDF document.
Email your submission to grants-awards@uow.edu.au.

Assessment

The *Internal Teaching Awards Assessment Panel* reviews all applications. The assessment panel's recommendations will be made to the Vice-Chancellor via the Deputy Vice-Chancellor (Academic). Award winners will be notified and awards will be presented at the annual Vice-Chancellor's Awards ceremony which will be held in mid-2018. Dependent upon the quality of nominations, the University reserves the right to split an award, or to not make an 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 practice and promoting 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 Professional Development programs and other teaching workshops, publications in academic journals or acting as a source of support or advice for others involved in professional development activities. Successful applications will be shared for future applicants to view (on main campus and across satellite campuses and locations as required).

2019 Key Dates

Sunday, 2nd September 2018	2019 Online nominations close
Tuesday, 25th September 2018	Information workshop for interested applicants
Wednesday, 17th October 2018	Information workshop for interested applicants
Thursday, 1st November 2018	Information workshop for interested applicants
Wednesday, 14th November 2018	Information workshop for interested applicants
Friday, 23rd November 2018	Nominee's Acceptance Form due
Wednesday, 6th February 2019	Applications due

For more information

To nominate someone for an OCTAL or to access applicant resources, visit the OCTAL website octal.uow.edu.au.

For any enquiries, please contact the LTC Programs Coordinators at grants-awards@uow.edu.au.