

## AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING NEWSLETTER #3

In this issue, we are addressing the following:

- I. Introducing the Awards Team
- II. 2018 AAUT Program Instructions - Update
- III. 2018 AAUT Nomination Process Outline
- IV. AAUT- UA website coming soon
- V. Introducing the AAUTN website aautn.org
- VI. Introducing the AAUTN mentor support scheme
- VII. Next issue #4

### I. Introducing the Awards Team

The 2018 Australian Awards for University Teaching are being administered on behalf of Universities Australia, by a team led by Professor Angela Carbone at Swinburne University.



#### **Professor Angela Carbone – Associate Dean (Learning Innovation)**

Professor Angela Carbone is the Associate Dean (Learning Innovation) in the Faculty of Science, Engineering and Technology, Swinburne University of Technology. Prior to joining Swinburne, Professor Carbone was the inaugural Academic Director of Education Excellence for Monash University's Office of Learning and Teaching. Professor Carbone currently chairs the Victorian/Tasmania Promoting Excellence Network, leads the Australia Awarded University Teachers Network, is an executive member of the Australian Learning and Teaching Fellows, and an external quality assurance reviewer for TEQSA.



#### **Angeline Sim – Project Manager**

**Phone: (03) 9214 3481 | [aaut@swin.edu.au](mailto:aaut@swin.edu.au)**

Angeline has extensive experience in program, event and project management in the university and corporate sector. She has proven track record of successfully managing complex learning and development projects and nationwide event project.



#### **Anicca Maleedy-Main – Project Coordinator**

**Phone: (03) 9214 4766 | [aaut@swin.edu.au](mailto:aaut@swin.edu.au)**

Anicca has a background in university administration and has many years' experience working in roles related to the preparation and administration of AAUTs. Anicca has worked in over 5 different institutions, primarily in areas related to teaching and learning.

### II. 2018 AAUT Program Instructions – Update

The awards team is currently updating the AAUT Program Information packs. We are keen to make them as clear and concise as possible and we **thank you for your patience** while we do this. We aim to have them ready for download by **mid-October**.

This year, we are separating the AAUT documentation four distinct sections:

- AAUT Program Overview (general information about all three award categories)
- Citations Information Pack
- Program Awards Information Pack
- Teaching Awards Information Pack

Each Information pack has been updated to include: Nomination Instructions, Nomination Form and Team Statement of Nomination.

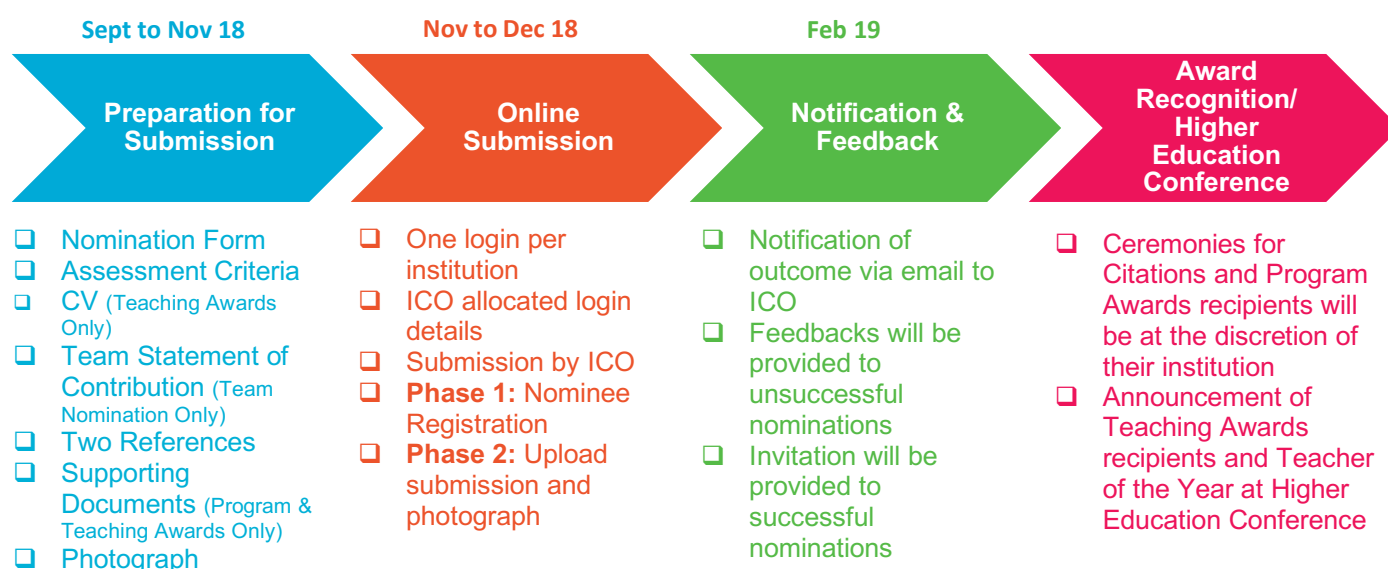
## Formatting requirements

Some additions (e.g. header and footer) have been made to the formatting requirements for 2018. All nominations are required to be formatted as per below:

- A4 page size
- Sub heading (must be included) – Font must be Arial or Calibri Bold, 11 point (narrow fonts must not be used).
- Body text – Font must be Arial or Calibri regular 11 (narrow fonts must not be used)
- Header – First and last name of nominee at the top right (Arial or Calibri regular, 9 point)
- Footer – Title of the document on the bottom left (UPPERCASE Arial or Calibri regular, 9 point), e.g. 2018 CITATION NOMINATION
- Footer – Page numbers at the bottom right (Arial or Calibri regular, 9 point)
- Margin – at least 2 cm with clear definition between paragraphs, and no columns should be used
- Paragraph line spacing – single line

### III. 2018 Nomination Process Outline

We **would like to encourage all ICOs to begin** working with applicants to prepare and develop their award nominations. We have included the outline below to help with your planning for the year. Please feel free to get in touch with the Awards Team if you have any questions.



### Preparation for Submission: Submission Checklist

Please see the AAUT Submission Checklist below for documentation requirement for each Award submission.

Documentation Requirement	Citations	Program Awards	Teaching Awards
(Max submissions per institution)	(6)	(2)	(3)
1. Nomination Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Claims against assessment criteria	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Curriculum Vitae	--	--	<input checked="" type="checkbox"/>
4. Team Statement of Contribution (For Team Nomination only)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Two References	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Supporting Materials	--	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Digital photograph	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Online Submission

All nominations are to be submitted online via 2018 AAUT Awards Portal by ICOs only.

This year there will be **two phases** to the online submission process – **please mark these dates in your diary.**

### Phase 1: Nominee Registration

To enter the nominee's details prior the online submission.

- **Opening Date:** Monday 5 November 2018, 8.00am
- **Closing Date:** Monday 19 November 2018, 11:59pm

We would encourage you to start gathering the nominees' names and have it ready for registration.

### Phase 2: Upload Submission

To upload the PDF submission (one PDF), photograph and biography

- **Opening Date:** Monday 26 November 2018, 8.00am
- **Closing Date:** Monday 10 December 2018, 11:59pm

Please note that no late submissions are accepted.

## Notification and Feedback

The nominee and the nominating institution will receive their results by email to ICO.

## Award Recognition/Higher Education Conference

Ceremonies for Citations and Program Awards recipients will be at the discretion of their institution. We encourage all institutions to celebrate the successes.

Successful Teaching Award nominees are invited to attend the Universities Australia Higher Education Conference, National Convention Centre Canberra on Wednesday 27 February to Friday 1 March 2019.

## IV. AAUT- UA Website coming soon

AAUT- UA website will be available soon to provide you with more information and access to the AAUT Program Overview and Nomination Instructions.

## V. Australian Awarded University Teacher's Network (AAUTN) website

The Australian Awarded University Teachers' Network provides support, promotion and networking opportunities for Australia's award-winning teachers, in order to champion excellence in learning and teaching. The AAUTN website is designed to showcase and promote these teachers and provide them with an online resource for networking, professional development, mentoring and career support. It is also intended to be a resource for aspiring award applicants, so please encourage them to visit [AAUTN](#) for support and resources related to developing an award application.

## VI. AAUTN Mentoring Support

This year, the Australian Awarded University Teachers' Network is extending its [mentoring scheme](#) to provide support to aspiring award applicants. The Scheme draws on the skills and experience of past Australian Teaching Award winners who have volunteered to be part of the scheme.

The Mentor Scheme is designed to work as a self-serve system. Mentees choose a mentor from the list and approach them by email.

Some possible forms of support may include:

- advice on the most suitable award type based on career stage and experience (Citation, Award for Teaching Excellence etc.).
- guidance on structuring a narrative around the mentee's teaching experience
- advice on what teaching and education activities are worth focusing on
- feedback on written award application.

Please visit the [AAUTN website](#) to get involved or for more information

## VII. Next 2018 AAUT issue#4 (Mid-October 18)

- Launch 2018 AAUT-UA website
- More information on 2018 AAUT Awards Online submission

Please send your queries to [aaut@swin.edu.au](mailto:aaut@swin.edu.au)

Regards,  
AAUT Awards Team