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# 2019 AAUT NEWSLETTER #3

## 7 June 2019

### 2019 Nomination Instructions Released

The 2019 Nomination Instructions are now available for download from the [Universities Australia Website](#) or via [this Dropbox link](#)

### Changes to 2019 AAUT Nomination Packs

This year, with the aim of streamlining and clarifying the nomination process to make it as robust as possible, we have made a range of changes to the AAUT Information Packs. Please see below for a summary of the changes.

This year, the number of Citations has increased to up to 100, the maximum number that will be awarded to any one institution is four.

#### Nomination Instructions

- Updates made to section on Evidencing your Contribution -

# 2019



## AAUT TIMELINE



streamlined and clarified.

- Assessment Matrix - updated and made available to all applicants
- File naming conventions - nominees are now required to name all files according to the specified format.

### Nomination Forms

- A signature is now required from your institutions Deputy Vice-Chancellor (Academic) or equivalent, **not** the Vice-Chancellor

### Award Mentors for 2019 Applicants



The [AAUTN Award Mentor Scheme](#)

### ICO Roles and Responsibilities

- The Institutional Contact Officer (ICO) acts as the central point of contact for your institution.
- Account IDs and passwords for Awards Portal access will be allocated to your ICO.
- The ICO is the only person who can upload submissions to the Awards Portal.
- Please email [aaut@swin.edu.au](mailto:aaut@swin.edu.au) if your ICO changes or you need

draws on the skills and experience of Australian Teaching Award winners who have volunteered to act as mentors for future awards applicants.

Mentors can provide advice and support for aspiring award applicants on the development of their award applications. This may take the form of:

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

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## Expanding Discipline Range

This year, we are also working to increase the range of disciplines represented in the AAUT. With this in mind, we would like to encourage applications from a wide range of fields across your institution.

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## Newsletter #4 2019

Next AAUT Newsletter: beginning of July.

to update your contact details.

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## Frequently Asked Questions



**Q:** Can our institution have more than one Institutional Contact Officer?

**A:** For administrative purposes, your institution can only have one ICO, but other interested staff or students are welcome to be on our mailing list.

**Q:** I'm an ICO, can I be part of an Award application?

**A:** Unfortunately not, as this can be seen as a conflict of interest.

**Q:** I'm a professional staff member who runs a program supporting students, can I apply for a Citation?

**A:** Absolutely! If a full Program Award is a bit too much to take on at this point, a Citation is a great way to gain recognition and start reflect on your practice.

**Q:** I'm applying for an Early Career Award, does time spent teaching during a PhD count towards the 5 years' experience

**A:** Yes, any time spent teaching labs or tutorials counts towards your cumulative time spent teaching.

**Q:** Can academics who are not on the



university payroll (eg Honorary or Emeritus Professors) apply for an award?

**A:** No. All applicants need to be paid members of university staff.



**Awards Team - Angeline Sim & Anicca Carmichael**  
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