AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

2024 PROGRAM AWARD NOMINATION INSTRUCTIONS

GLOSSARY

AAUT	Australian Awards for University Teaching
Award Recipient	An individual or team receiving the award
Awards Portal	Survey Monkey Apply online nomination & assessment portal
Awards Team	Project team at RMIT managing the administration on behalf of Universities Australia
Institutions	Eligible member institutions listed by Universities Australia
ICO	Institutional Contact Officer
Nominee	The individual or team applying for the award

KEY UPDATES IN 2024

- A new Awards Portal will be rolled out using Survey Monkey Apply software for a more user-friendly experience and efficient nomination and assessment processes

- The nomination forms will be part of the streamlined nomination and submission process in the new Awards Portal

- This year, Program Awards are open to both individual and team nominations.

- Updated nomination templates have been provided for all award types (Teaching, Citation and Program) as a guide.

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1 INTRODUCTION

Awards for Programs that Enhance Learning recognise learning and teaching programs and services that make innovative and outstanding contributions to student learning outcomes and the quality of the student experience. They are awarded to programs and services that have set high standards for learning and teaching activities in Australian higher education institutions.

Award Type	Categories	No. of awards	Max submissions per institution	Prize money
Awards for Programs that Enhance Learning (Program Awards)	4	Up to 4	2	NIL

In 2024, four Program Awards will be granted across all categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

Eligible institutions can submit a maximum of two team submissions across all categories. Nominees may be included in only one Program Award nomination in any year, except if a nominee forms part of a team nomination and is not the lead nominee.

1.1 NOMINATION KEY DATES

ICOs must enter their nominees' details and submit their nominations in the Awards Portal. This includes uploading the required documentation, digital photograph and video.

Prepare Nominations

Guidelines released: 6 May
PD sessions for nominees
& ICO Briefing: May – July

Registration & submission

Open: 12 August
Close: 1 September
1-week extension if required until 8 September

Assessment

Starts: 14 October
Ends: 17 November

Career Achievement Award nomination period:
28 October - 15 November

Please note:

- There will be a 1-week extension until Sunday 8 September for institutions with exceptional circumstances only.

- After the closing date, registered nominees can be withdrawn but **no new registrations can be added.** Please ensure all information entered is correct.

- Late submissions will NOT be considered after the closing date.

- For any changes to the nominee's category selection, please contact the awards team.

1.2 ELIGIBILITY

Nomination is open to all programs and services that enhance student learning in higher education. Nominations must be supported by the nominating institution (refer to eligible institutions on the Universities Australia website).

Programs should be broader than one or two subjects, or a limited service that involves only a few students. For example, programs may involve a service or program provided at the institutional, faculty or school level, a program of study across number of years, or a service or program directed at particular groups of students.

1.2.1 INDIVIDUAL OR TEAM NOMINATION

This year, Program Awards are open to both individual and team nominations.

Team nominations can only include members with a contribution of 10 per cent or higher. This means that the maximum number of team members is 10.

In some circumstances one or more team member/s in a Program Award team may not be employed by the nominating institution. This is still acceptable if the program or service is provided at the eligible institution, and the Team Lead and majority of team members are employed by the nominating institution.

1.2.2 ELIGIBILITY OF PAST RECIPIENTS OF AWARDS OR CITATIONS

Programs that have received a Program Award previously are ineligible for renomination.

Past recipients of a Teaching or Program Award (including Carrick Award, ALTC Award or OLT Award) can only renominate if they form part of a team nomination and are not the lead nominee. The new nomination should not substantially replicate the original nomination.

Nomination or receipt of a Citation does not affect eligibility for a Program Award.

2 CATEGORIES

Nominees must select <u>one</u> relevant category below and address <u>all</u> four assessment criteria under the selected category.

In your submission, ensure you indicate the SCOPE of your program, i.e. whether it is whole institution. College or Faculty based, School or Department based, discipline specific or other.

2.1 STUDENT EXPERIENCE THAT SUPPORTS DIVERSITY AND INCLUSIVE PRACTICES.

This subcategory encompasses:
- Services directly related to student learning for specific groups of students, that promote participation, information access, course advising, language support, counselling and/or disability support.
- Learning engagement activities and learning and teaching services that support diversity and inclusive practices, such as those to sustain and retain students, encourage personal development and improvement of the quality of the first-year student experience.

2.2 COLLABORATIVE EDUCATIONAL PARTNERSHIPS IN LEARNING AND TEACHING.

This subcategory encompasses:
- Internal partnerships related to teaching quality and student learning, such as between schools/faculties and central services.
- External partnerships between universities, and/or other organisations—such as schools, private higher education providers, registered training organisations, professional bodies, businesses, government and Not-For-Profit Organisations in collaborative approaches to learning and teaching.

2.3 CURRICULUM TRANSFORMATION AND INNOVATIVE PEDAGOGY.

This subcategory encompasses:
- Curriculum design and approaches to learning and teaching that afford flexibility in time, place and/or mode of learning, such as micro credentials, stackable curriculum, flexible curriculum, online learning that enhances student learning outcomes.
- Curriculum that encourages novel approaches to learning and teaching with aligned assessment that encourages or supports multi-disciplinary, research-based learning and teaching approaches, and utilise the potential of new and/or emerging technologies, remotely, synchronously or asynchronously.
- Innovation in curriculum to be considered as a form of evidence.

2.4 WORK INTEGRATED LEARNING (WIL) PROGRAMS THAT VALUE AND ENHANCE STUDENT EMPLOYABILITY.

This subcategory encompasses:
- Experiential learning to Work Integrated Learning (WIL) programs and other WIL related activities that focus on valuing and enhancing student's employability.
- It includes internship programs, work placement coursework, industry placement, industry consulting project and other learning and teaching programs.

3   ASSESSMENT CRITERIA

All nominations will be assessed on the evidence provided in response to the following <u>four criteria</u> which will be given equal consideration by the assessors:

3.1   POSITIVELY IMPACTED ON STUDENT LEARNING, STUDENT ENGAGEMENT OR THE OVERALL STUDENT EXPERIENCE FOR A PERIOD OF NO LESS THAN THREE YEARS, NOT INCLUDING TIME TAKEN FOR DEVELOPMENT OR TRIAL OF ANY ACTIVITY.

- Extent to which <u>the program</u> positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years.

- Extent to which <u>the program</u> targets identified needs and directly or indirectly enhances student learning, student engagement and/or the overall student experience of higher education.

- Extent to which <u>the program</u> promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

3.2   GAINED RECOGNITION FROM COLLEAGUES, THE INSTITUTION, AND/OR THE BROADER COMMUNITY.

- Extent to which <u>the program</u> gained recognition from colleagues, the institution, and/or the broader community.

- Extent to which <u>the program</u> has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program.

3.3   SHOWN CREATIVITY, IMAGINATION AND/OR INNOVATION, IRRESPECTIVE OF WHETHER THE APPROACH INVOLVES TRADITIONAL LEARNING ENVIRONMENTS OR TECHNOLOGY-BASED DEVELOPMENTS.

- Extent to which <u>the program</u> shows creativity, imagination or innovation.

- Extent to which <u>the program</u> enhances traditional or technology-based learning environments.

3.4   DRAWN ON THE SCHOLARLY LITERATURE ON TEACHING AND LEARNING TO INFORM THE DEVELOPMENT OF INITIATIVES, PROGRAMS AND/OR PRACTICE.

- Extent to which <u>the program</u> drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

- Extent to which <u>the program</u> has clear objectives and systematic approaches to coordination, implementation and evaluation.

IMPORTANT: EVIDENCING YOUR CONTRIBUTION

The nomination needs to be **strongly supported by a diverse range of evidence.** It is recommended that the qualitative and quantitative data are from an extensive range of formal and informal sources, including nominee's self-reflection, student learning, student experience and evidence of institutional, peer and stakeholders' interactions.

- Student voices, through examples and quotations, can convey a cogent account of their experiences.
- Each criterion is weighted evenly.
- Refer to Program Overview: Appendix B for AAUT Assessment Matrix.

4 PREPARATION FOR SUBMISSION

The first stage of the nomination process is preparation for submission (see the *2024 AAUT Program Overview* document for the full nomination process).

In preparation for online submission, the documentation must comply with the formatting requirements outlines in section 4.7. Submissions must contain ALL of the elements listed in the checklist below. **Incomplete nominations will not be assessed**. Please ensure that all nomination documents are:
- High enough quality to be legible, not scanned documents.
- No hyperlinks are allowed in the body of the nomination.
- If other materials contain hyperlinks, please ensure they are active.
- Keep within the page limit.

Program Award Nomination Checklist

Documentation required for online submission	Max Pages
1. Program Award Nomination Form *(Completed in Awards Portal)*	-
2. Claims against Assessment Criteria *(Synopsis/ Program overview and context/ Statement addressing the assessment criteria/ Reference list)*	10
3. Team Statement of Contribution *(For team nominations only - explains role and percentage of contribution)*	1
4. Two Letters of Reference *(One A4 page for each reference)*	2
5. Supporting Materials *(Submit up to two: 3-minute video link, website URL and/or 10 pages PDF)*	10
6. Digital photograph (.jpg format) *(.jpg format submitted via Awards Portal)*	-

Ensure that all required documents (listed 2-5) are consolidated in the order above into a single PDF file. It is strongly recommended that nominations are proofread prior to submission.

Note: Submissions that do not meet the requirements outlined in these instructions, and with any missing documents, un-ticked boxes and/or missing signatures, will not be accepted. Exceeded page limits will not be provided to the assessors.

4.1 NOMINATION FORM

The Nomination Form reports administrative information and includes declarations from the nominee and institution. The form for each nominee must be completed by the ICO in the Awards Portal.

When completing the nomination form, please check:
- If the nominee/team leader has previously received an AAUT award (Program or Teaching Award).
- Correct category selection, refer to section 2 for details.
- Correct discipline specified for nominees in the Early Career and Neville Bonner category.
- Team name or program name is provided for team nominations (no more than ten words). Both names can also be the same
- The nominee/team members have read and agree to the Privacy Collection Notice and Publicity Notice (these are provided in the sample Nomination Form for reference).

The completed nomination form <u>must</u> have all boxes ticked, including checkboxes for signatures, by the following:
- Nominee
- Head of School/ Faculty
- Deputy Vice-Chancellor (Academic) or their nominated delegate
- Institutional Contact Officer

4.2   CLAIMS AGAINST ASSESSMENT CRITERIA

This component is limited to <u>10 A4 pages</u>, describes the program activities and achievements and must address all four assessment criteria, providing evidence to support claims.

It should be comprised of the following elements presented in order:
- **Synopsis** of up to 200 words, which includes a description of the program and its contribution to student learning. Please note that hyphenated words will be counted as one word.
  The synopsis must be:

    – written in the third person

    – avoid jargon and use plain English

    – inform the broadest possible audience about the program.

- **Overview** of the program and its context.
- **Statement addressing the Assessment Criteria** providing supporting evidence including impact on student learning. Please include criterion headings and present in order.
- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the 10 pages. Links to reference lists online will not be reviewed by assessors.

<u>Please note</u>:

    – Should the nomination be successful, the synopsis will be used in communications regarding the recipient's success, such as in the Universities Australia's website, program booklet and in archival information.
    – It should not be presumed that assessor have detailed knowledge of the nominee's or learning and teaching specialisations.

4.3   TEAM STATEMENT OF CONTRIBUTION

Team nominations must complete <u>one A4 page</u> that consists of the following:
- Name and indication of the percentage contribution of each team members (in order from highest to lowest). Note that team members are required to have a contribution of 10 per cent or higher.
- An explanation of the role of each team member
- The maximum number of team members is 10 either from the same institution or different institutions.

Team nomination requirements are as follows:
- An identified Team Lead
- The team will be referred to as the 'Program name' as listed in the nomination form
- For publication purposes, titles and names stated in the team statement must be the same as listed on the nomination form
- If the team consists of members from different institutions, clearly state the representative eligible institution on the nomination form. The Team lead's institution must endorse and submit the entire nomination on behalf of the team.

4.4 TWO LETTERS OF REFERENCE

<u>Two</u> letters of reference, of no more than <u>one A4 page each</u>, are to be provided by referees able to comment on the contribution to student learning against the assessment criteria. References should demonstrate familiarity with the contribution and context, providing endorsement of the claims and additional evidence relating to context, merit and impact on students. Where possible, at least one referee should be qualified to comment on the broader impact of program's contribution based on relevant professional or personal expertise and standing.

References should:
- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.
- Second referee can be internal or external.
- For team nominations, apply to the team not individual team members.
- Include a statement acknowledging the referee's acceptance of the Privacy Notice in the nomination form, e.g. '*I accept the Privacy Notice provided by the nominee.*'
- Be signed: Electronic signatures are accepted.
- Be on institutional letterhead.
- Body text: Font must be Arial or Calibri regular 11 (narrow fonts must not be used)

4.5 SUPPORTING MATERIALS

Supporting materials should illustrate and provide evidence of claims made in the nomination.
Please do not include any additional information or use as an extension of the page limit.

Nominees can choose to submit <u>up to two</u> of the following supporting materials:
- A three-minute video (which could include footage of the program in action, team members talking about the program and its vision or interviews with students) – **NOTE: Please upload your video to YouTube and submit the link in your PDF submission.**
- One website (URL) – include link in your PDF submission.
- 10 pages of supporting material in PDF format (inclusive of the URL links).

The relevance of all material must be made clear in the written component. Supporting materials should be clearly labelled and are the last component of the combined nomination file.

Supporting materials (including websites) should remain accessible throughout the assessment process, beyond the submission date. Supporting materials should not require a login and password to access the material.

4.6 PHOTO REQUIREMENTS

An up-to-date, formal digital photograph of the team (collage group photo) must be submitted with each nomination, in line with the following specifications:
- In colour
- Background colour: White (preferred)
- Image definition parameters: Head and shoulders only
- Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px
- File Format: JPEG
- File size: Between 1MB and 10MB

If the nomination is successful, the submitted digital photographs will be used for publication purposes, including awards booklets, the UA website and other promotional materials. <u>The photographs should therefore be of the best possible quality and include all members of a team nomination within the one photo.</u> Collage group photo is allowed. Low quality photographs will not be accepted. Changes cannot be made to photographs after submission.

4.7 FORMATTING REQUIREMENTS

Please ensure that all the document is formatted as per below:

Page size	A4
Font	Arial or Calibri, 11 point (narrow fonts must not be used). Bold for headings/sub-headings Regular for body text
Header	Team name at the top right Arial or Calibri regular, 9 point
Footer	Title of the document at the bottom left UPPERCASE Arial or Calibri regular, 9 point e.g. 2024 PROGRAM AWARDS NOMINATION
Page numbers	Page numbers at the bottom right Arial or Calibri regular, 9 point
Margin	At least 2 cm with clear definition between paragraphs No columns should be used
Paragraph spacing	Single
File name	PDF and photo should be saved using the following naming convention: <Institution acronym>_<Last name>.<First name initial>_2024<Award type acronym>.PDF and jpg respectively. PDF: ANU_KING.P_2024PRG Photo: ANU_KING.P_2024PRG