AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2025 Awards for Teaching Excellence Nomination Guidelines

GLOSSARY

AAUT	Australian Awards for University Teaching
Award Recipient	An individual or team receiving the award
Awards Portal	Survey Monkey Apply online nomination and 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 2025

- A new question has been added to the online nomination form: "Do you identify as Aboriginal and/or Torres Strait Islander?"
- The program overview will not be provided.
- The nomination template will not be provided.
- The focus of the 2-3 minute video requirement has been amended to place greater emphasis on the nominee's educational practice, i.e. what they do, how and why they do it, and the impact of their work. Applicants are encouraged to share these insights that convey a coherent narrative of their philosophy and practice.
- FAQs have been added to the AAUT-UA webpage.

2025 NOMINATION KEY DATES

- Nominations open: Monday, 25 August 2025, 8am AEST
- Nominations close: Wednesday, 10 September 2025, 11.59pm AEST
- Submissions must be uploaded via the AAUT Awards Portal by the ICO.

CONTACT DETAILS

AAUT Awards Team
aaut@rmit.edu.au
03 9925 3815 - AAUT Awards Manager, Ms Angeline Sim
03 9925 1834 - AAUT Awards Coordinator, Ms Daniele Patterson

Awards Portal Support
Monday to Friday, 9am to 5pm AEST
Nomination Period: 25 August to 10 September 2025

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1.   INTRODUCTION

Awards for Teaching Excellence recognise Australia's most outstanding university teachers who have demonstrated excellent leadership through sustained commitment to innovation, delivery of quality teaching and sustained dedication to improve the student experience and learning outcomes in higher education.
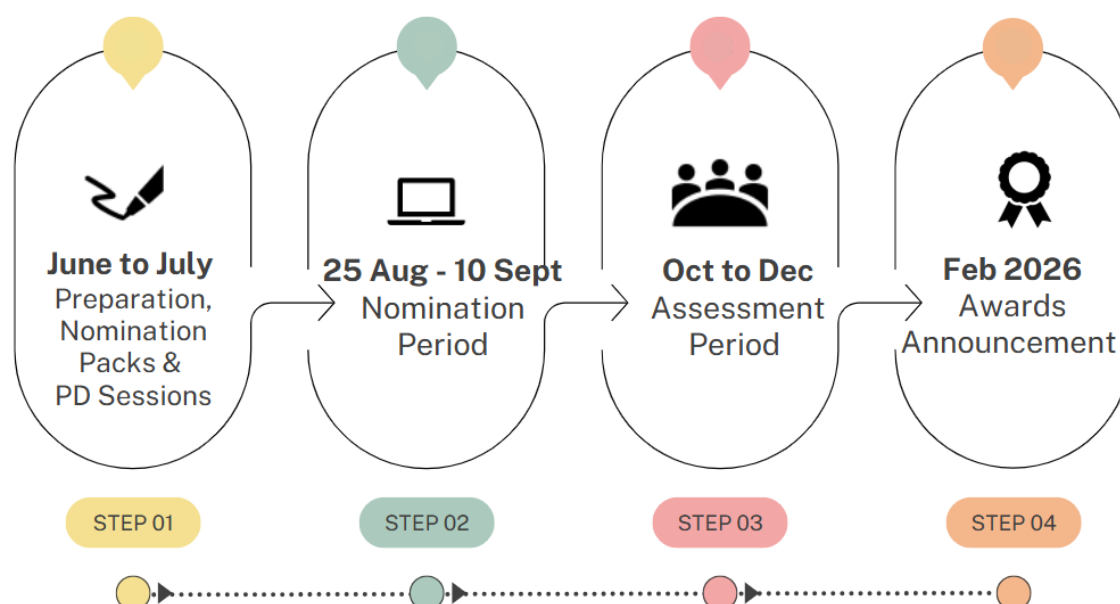
Award Type	Categories	No. of awards	*Max submissions per institution	Prize money
Awards for Teaching Excellence (Teaching Awards)	9	Up to 9	3	NIL

In 2025, up to nine Awards for Teaching Excellence will be awarded to educators who show a sustained commitment to improving student learning outcomes in higher education. One winner may be selected per category, depending on nomination volume and diversity. The Australian University Teacher of the Year will be chosen from the Teaching Excellence recipients.

Eligible institutions may submit up to three nominations (individual or team), with no more than two in any one category. A nominee can only be included in one nomination per year, unless they are a part of a team nomination and are not the lead nominee.

1.1 AAUT Key Dates

The 2025 AAUT key dates are listed below.

June to July Preparation, Nomination Packs & PD Sessions — STEP 01

25 Aug - 10 Sept Nomination Period — STEP 02

Oct to Dec Assessment Period — STEP 03

Feb 2026 Awards Announcement — STEP 04

ICOs must enter their nominees' details and submit their nominations through the AAUT Awards Portal, including uploading the required documentation and digital photograph.

Please note:

- Submissions received after the closing date will NOT be considered.
- Ensure all information is correct. For any changes to the nominee's category selection, please contact the AAUT Awards Team.

1.2 Eligibility

Nominations must focus on teaching activities within higher education and must be endorsed by the nominating institution. Elligibility is limited to educators from member universities of Universities Australia (UA).

Nominations are open to academic, general/professional and sessional staff who are currently employed (full-time or fractional, continuing or contract paid staff) by eligible institutions.

Staff from VET, TAFE or PAVE sectors, as well as adjunct staff and honorary or emeritus professors, are not eligible for nomination.

1.3 Team Nomination

Team nominations can only include members who contribute at least 10 percent to the team's work. The team can have a maximum of 10 members, either from the same institution or from collaborating institutions. All team members must be employed by an eligible institution.

1.4 Early Career

Nominees with no more than five years of teaching experience in higher education are eligible to apply for an Early Career Citation. The five-year period is defined as the time from the start of their teaching career to the submission date (e.g., August 2020 to August 2025).

Interruptions to teaching, such as unemployment, maternity/parental leave, or medical conditions, will be considered on a case-by-case basis. Please contact the AAUT Awards Team for further details.

Note: Peer tutoring as an undergraduate student does not count toward the five years of teaching experience required for the Early Career category.

Evidence: The nominee should demonstrate a positive impact on student learning, engagement, or the overall student experience for at least two years, excluding time spent developing or trialing any activities.

1.5 Neville Bonner Award For Indigenous Education

Since 2021, the Neville Bonner Award for Indigenous Education category has been open exclusively to Indigenous teaching staff.

1.6 Eligibility of Past Recipients of Awards or Citations

Past Teaching or Program Award recipients (including Carrick, ALTC or OLT Award) can only renominate as part of a team nomination and cannot be the team lead. Their new nomination must differ significantly from the original.

Early Career Teaching Award recipients can be renominated in a different category after five years.

Receiving or being nominated for a Citation does not affect eligibility for a Teaching Award.

2. CATEGORIES

Since 2021, the Teaching Award categories have been reclassified to better aligned with Australian Standard Classification of Education (ASCED).

Nominees are required to select the appropriate categories from the list below:

- ❑ Discipline category, or
- ❑ Nomination category

Next, address all four assessment criteria under each of the subcategories.

2.1 Discipline Categories

Discipline Categories	ASCED Field of Education
1 **Natural and Physical Sciences, Agriculture,Environmental and Related Studies**	**Natural and Physical Sciences** • Mathematical Sciences • Physics and Astronomy • Chemical Sciences • Earth Sciences • Biological Sciences • Other Natural and Physical Sciences **Agriculture, Environmental and Related Studies** • Agriculture • Horticulture and Viticulture • Forestry Studies • Fisheries Studies • Environmental Studies • Other Agriculture, Environmental and Related Studies
2 **Engineering, Information Technology, Architecture and Building**	**Engineering and Related Technology** • Manufacturing Engineering and Technology • Process and Resources Engineering • Automotive Engineering and Technology • Mechanical and Industrial Engineering and Technology • Civil Engineering • Geomatic Engineering • Electrical and Electronic Engineering and Technology • Aerospace Engineering and Technology • Maritime Engineering and Technology • Other Engineering and Related Technology **Information Technology** • Computer Science • Information Systems • Other Information Technology **Architecture and Building** • Architecture and Urban Environment • Building
3 **Health**	**Health** • Medical Studies • Nursing • Pharmacy • Dental Studies • Optical Science • Veterinary Studies • Public Health • Radiography • Rehabilitation Therapies • Complementary Therapies • Other Health

4 **Education**	**Education** • Teacher Education • Curriculum and Education Studies • Other Education
5 **Business, Management and Commerce**	**Management and Commerce** • Accounting • Business and Management • Sales and Marketing • Tourism • Office Studies • Banking, Finance and Related Fields • Other management and Commerce
6 **Society and Culture**	**Society and Culture** • Political Science and Policy Studies • Studies in Human Society • Human Welfare Studies and Services • Behavioural Science • Law • Justice and Law Enforcement • Librarianship, Information Management and Curatorial Studies • Language and Literature • Philosophy and Religious Studies • Economics and Econometrics • Sport and Recreation • Other Society and Culture
7 **Creative Arts**	**Creative Arts** • Performing Arts • Visual Arts and Crafts • Graphic and Design Studies • Communication and Media Studies • Other Creative Arts

2.2 Nomination Categories

Nomination Categories	ASCED Field of Education
8 **Early Career** (For nominees with less than five years' experience teaching in higher education institutions, minimum two years of evidence)	In any discipline.
9 **Neville Bonner Award for Indigenous Education** (For Indigenous teaching staff only)	In any discipline.

2.3 Subcategories (SC)

All nominations will be assessed based on the evidence provided in response to the following four categories, each of which will be given equal consideration by the assessors.

2.3.1. Approaches to teaching and/or the support of learning that influence, motivate, and inspire students to learn.

This may include:

- Fostering student development by stimulating curiosity and independence in learning.
- Participating in effective and empathetic guidance and advice for students.
- Assisting students from equity and other demographic subgroups to participate and achieve success in their courses.
- Encouraging student engagement through the enthusiasm shown for learning and teaching.
- Inspiring and motivating students through effective communication, presentation and interpersonal skills.
- Enabling others to enhance their approaches to learning and teaching.
- Developing and/or integrating assessment strategies to enhance student learning.
- Provision of support services or programs that improve the student experience and enable learning.
- Evaluating the quality of programs and activities, including consideration of past and current student feedback to support student learning.

2.3.2. Development of curricula, resources or services that reflect a command of the field.

This may include:

- Developing and presenting coherent and imaginative resources for student learning.
- Implementing research-led approaches to learning and teaching.
- Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning.
- Communicating clear objectives and expectations for student learning.
- Providing support to those involved in the development of curricula and resources.
- Contributing professional expertise to enhance curriculum or resources.
- Evaluating the quality of curriculum, resources or services.

2.3.3. Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change.

This may include:

- Showing advanced skills in assessment/alternative assessment practices.
- Using a variety of assessment strategies to bring about change.
- Adapting assessment methods to different contexts and diverse student needs and learning styles.
- Contributing professional expertise to the field of assessment in order to improve program design and delivery.
- Dissemination and embedding of good practice identified through assessment.
- Evaluating the quality of the assessment practices.

2.3.4. Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience.

This may include:

- Participating in and contributing to professional activities related to learning and teaching.

- Innovations in service and support for students; coordination, management and leadership of courses and student learning.

- Conducting and publishing research related to teaching.

- Demonstrating leadership through activities that have broad influence on the profession.

- Providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort.

- Influencing the overall academic, social and cultural experience of higher education.

- Evaluating the feasibility of the innovation or the quality of leadership that enhances learning and teaching and/or influence student experience.

3. ASSESSMENT CRITERIA

3.1 Teaching Award Assessment Criteria

Nominees must address <u>all</u> criteria within each subcategory.

A. Positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years (two years for Early Career), not including time taken for development or trial of any activity.

This should include evidence demonstrating the extent of positive impact on student learning, student engagement, and/or the overall student experience in higher education.

B. Gained recognition from colleages, the institution, and/or the broader community.

This should include evidence of the extent of recognition, aligned with the purpose of the Teaching Excellence Award.

For Neville Bonner Award for Indigenous Education, the recognition includes Indigenous communities and Elders where relevant.

C. Shown creativity, imagination and/or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.

This should include evidence of the extent to which the teaching approach demonstrates creativity.

D. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

This should include evidence of the extent to which the teaching is informed by, and, if applicable, contributes to scholarly literature.

For Neville Bonner Award for Indigenous Education, scholarly literature on teaching and learning, including Indigenous teaching and learning, should be considered.

3.1.1. Important: Evidencing Your Contribution

When addressing the above criteria, nominees must present a compelling case supported by a diverse range of evidence. It is recommended that the qualitative and quantitative data be drawn from an extensive range of formal and informal sources, including the nominee's self-reflection, student learning, student experience and evidence of institutional, peer and stakeholders' interactions.

- Student voices - through examples and direct quotations - can effectively convey a meaningful account of their experiences.
- Each criterion is weighted evenly.
- In assessing evidence for Early Career nominations, consideration will be given to the nominee's career stage.
- See the AAUT Assessment Matrix or the Neville Bonner Award Assessment Matrix.

3.2 Addressing Assessment Criteria and Subcategory (SC)

SC1: Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn

- **Criterion A:** How, and to what extent, have the approaches positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, have the approaches gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, have the approaches shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, have the approaches drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

SC2: Development of curricula, resources or services that reflect a command of the field

- **Criterion A:** How, and to what extent, has the development of curricula/resources/services positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, has the development of curricula/resources/services gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C**: How, and to what extent, has the development of curricula/resources/services shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, has the development of curricula/resources/services drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

SC3: Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change

- **Criterion A:** How, and to what extent, have the assessment practices positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, have the assessment practices gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, have the assessment practices shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, have the assessment practices drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

SC4: Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience

- **Criterion A:** How, and to what extent, has the innovation/leadership positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, has the innovation/leadership gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, has the innovation/leadership shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, has the innovation/leadership drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

4. PREPARATION FOR SUBMISSION

The first stage of the nomination process involves preparing a submission. Before submitting online, all documentation must meet the formatting requirements outlined in section 4.9. Submissions must include all of the elements listed in the checklist below.

Note: Individual nominations are not required to submit a Team Statement of Contribution. Incomplete nominations, with missing documents, will not be assessed.

Please ensure that all nomination documents meet the following requirements:

- Are of sufficient quality to be clearly legible (do not submit scanned documents)
- Do not contain hyperlinks within the body of the nomination
- Contain only active hyperlinks if included in the supplementary materials
- Adhere to the specified page limits.

Teaching Award Nomination Checklist

Documentation and files required for online submission	Max Pages
1. Teaching Award Online Nomination Form *(Completed in Awards Portal)*	-
2. Claims Against Assessment Criteria *(Synopsis/ Overview and context, statement addressing the assessment criteria, and reference list)*	8
3. Curriculum Vitae *(Individual: max 3 pages Team: Team Leader - max 3 pages; and team members - max 1 page each)*	3 to 12
4. Team Statement of Contribution *(For team nomination ONLY. Explains the role and percentage of contribution)*	1
5. Two Letters of Reference *(One A4 page per reference)*	2
6. Supporting Materials *(A website URL or a 10-page PDF)*	-
7. 2-3-minute Video of Publishable Quality *(.mp4 or .mov format. Video file submitted via Awards Portal)*	-
8. Digital photograph *(.jpg format submitted via Awards Portal)*	-

Ensure that all required documents (items 2-6) are complied into a single PDF file, in the specified order. It is strongly recommended proof reading nominations before submission.

Note: Submissions that do not comply with the requirements outlined in these instructions, including missing documents or unchecked boxes, will not be accepted. Any pages exceeding the specified limits will not be shared with the assessors.

4.1 Online Nomination Form

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

When completing the nomination form, please ensure the following :

- Check if the nominee/team leader has previously received an AAUT award (Citation, Program or Teaching Award).
- Ensure the correct discipline/nomination category is selection (refer to section 2 for details).
- Provide the team name for team nominations.

- Confirm that 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 online nomination form must have all required boxes ticked, including checkboxes confirming endorsement, from the following individuals:

- Nominee
- Head of School/ Faculty
- Deputy Vice-Chancellor (Academic) or their nominated delegate
- Institutional Contact Officer

4.2 Claims Against Assessment Criteria

This section must not exceed <u>eight A4 pages</u> and should detail the nominee's teaching activities and achievements. All four assessment criteria must be addressed, with supporting evidence provided for each. claim. The section should include the following elements, presented in the specified order:

- **Synopsis** (up to 200 words): Provide a description of the nominee's teaching area or discipline, teaching experience, focus, and methods. The synopsis must:
  - Be written in the third person
  - Avoid jargon and use plain English
  - Be understandable to a wide audience, offering insight into the nominee's teaching.

Note: Hyphenated words will count as a single word.

- **Overview** of the nominee's teaching and its context.
- **Statement addressing each of the assessment criteria**, supported by evidence, including the impact on student learning. Criterion headings must be included and presented in order.
- **Reference list**: Nominees should use their preferred recognised reference style consistently and include a reference list within the eight-page limit. Online links to reference lists will not be reviewed by assessors.

Important Notes:

- If the nomination is successful, the synopsis will be used in communications about the recipient's achievement, including on the UA and AAUTN websites in the program booklet, in the AAUT newsletter, and in archival information.
- Assessors should not be assumed to have detailed knowledge of the nominee's specific teaching area or discipline.

4.3 Curriculum Vitae (CV)

The CV should provide an overview of the nominee's educational background, employment history, teaching roles, and relevant teaching experience.

For **individual nominations**, the CV must be no more than **three A4 pages**.

For **team nominations**:

- The team leader's CV must not exceed **three A4 pages**.
- Each additional team member may submit a CV of up to **one A4 page**.
  For instance, a team of three may submit a total of five pages: three pages for the team leader and one page for each team member.

4.4 Team Statement of Contribution (For Team Nominations Only)

For team nominations, <u>one A4 page</u> must be submitted, including:

- The name and percentage contribution of each member (10% minimum per member, in order from highest to lowest).

- An explanation of each member's role.

- A maximum of ten team members, from the same or different institutions.

Additional requirements:

- A team lead must be identified.

- The team must have a team name as listed in the nomination form.

- Names and titles in the team statement must match those listed on the nomination form.

- If the team consists of members from different institutions, the representative institution must be specified, and the team lead's institution will submit the nomination.

4.5 Two Letters of Reference

Two referees must submit one-page letters of reference each, commenting on the nominee's contribution to student learning based on the selected criterion. The references should endorse the nominee's claims and provide evidence of their impact, context and merit. Where possible, one referee should be qualified to assess the broader impact of nominee's contribution, drawing on relevant professional or personal expertise.

References should:

- Must include one referee who is the head of the nominee's faculty, department, school or higher level, and a second referee who can be internal or external.

- For team nominations, the references apply to the team as a whole.

- Must include a statement confirming the referee's acceptance of the Privacy Notice (e.g. 'I accept the Privacy Notice provided by the nominee')

- Be signed (electronic signatures are accepted).

- Be on institutional letterhead.

- Body text must use Arial or Calibri regular 11 font, with narrow fonts not permitted.

4.6 Supporting Materials

Supporting materials are intended to illustrate and provide evidence for the claims made in the nomination. They should not include additional content or be used to exceed the specified page limits.

Nominees may choose one of the following options for their supporting materials:

- A website (URL) – the link must be included within the PDF submission.

- A PDF document of up to 10 pages, which may include relevant URL links.

All supporting materials must be clearly referenced in the written component to demonstrate their relevance. They should be clearly labeled and placed as the final section of the combined nomination file.

Please ensure that all supporting materials, including websites, remain accessible throughout the assessment process. Materials requiring a login or password will not be accepted.

4.7 Video Requirement

Nominees are required to submit:

- A **2–3 minute video** of publishable quality highlighting their educational practice, for instance, what they do, how and why they do it, and the impact of their work. Applicants are encouraged to share these insights personally, as this can help convey a more coherent narrative of their philosophy and practice.
- The video file (**.mp4** or **.mov** format) must be uploaded through the **Awards Portal**.

4.8 Photo Requirements

An up-to-date, formal digital photograph of the nominee or team (collage group photo) must be submitted with each nomination, meeting the following specifications:

- Colour image with a white background (preferred)
- Head and shoulders only
- High resolution image suitable for publication
- JPEG format
- File size between 1MB and 10MB

If the nomination is successful, the photo will be used in publications, including awards ceremony booklets, UA website and promotional materials. The photo should be of high quality, with all team members included in a single image, and no changes can be made after submission. A collage group photo is allowed. Low-quality photos will not be accepted.

4.9 Formatting Requirements

The document must be formatted as follows:

Page size	A4
Font	Arial or Calibri, 11 point **Bold for headings/sub-headings,** regular for body text (no narrow fonts)
Header	Nominee's full name or team name at the top right Arial or Calibri regular, 9 point
Footer	Document title at the bottom left UPPERCASE Arial or Calibri regular, 9 point e.g. 2025 TEACHING AWARD NOMINATION
Page number	At the bottom right in Arial or Calibri regular, 9 point
Margin	At least 2cm with clear paragraph spacing, no columns
Paragraph spacing	Single
File name	PDF and photo files should follow this format: <Institution acronym>_<Last name>.<First name initial>_2025<Award type acronym>.PDF and jpg. PDF/ Photo, and Video: ANU_KING.P_2025TCH