

# UTS Learning and Teaching Awards and Citations Guidelines 2019

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# UTS Learning and Teaching Awards and Citations 2019

The UTS Learning and Teaching Awards and Citations recognise the importance of learning and teaching for undergraduate and postgraduate students within the framework of the [UTS Model of Learning](#) and the [learning.futures](#) strategy and the UTS 2027 commitment to transform to a lifetime of learning, including preparing and supporting our graduates to succeed in the future workforce and personalising the learning experience.

They are aligned with the current national Australian Awards for University Teaching. Many successful UTS applicants have gone on to win national Citations or Teaching Awards.



# Categories and eligibility

## Categories for UTS Learning and Teaching Citations

Learning and Teaching Citations, with an award of **\$1,000**, are awarded for significant and sustained contributions to student learning, student engagement and/or the student experience by individuals or teams. They are open to academic and professional staff members, including staff employed on a casual or sessional basis.

Citations recognise diverse contributions; therefore there are no specific categories.

Citations require an application of **two** pages maximum, plus two one-page references, and the summary Student Feedback Survey (SFS) report from the Planning and Quality Unit (PQU). A learning.futures stage 2 peer review summary should be included if available.

Citation applicants must address **one of the four** selection criteria.

Applicants may apply for both an Award and a Citation in the same year, but will not be eligible for a citation if they win an award.

Eligible Early Career and Casual Academics are encouraged to apply in the Citations category. The Citations category may also be appropriate for enabling and support teams. Citation winners are eligible to apply for a UTS Teaching Award in subsequent years.

It is anticipated that in 2019 a maximum of ten UTS Citations may be awarded.

## Categories for UTS Learning and Teaching Awards

Learning and Teaching awards are awarded for outstanding contributions to learning and teaching, curriculum and support initiatives in a number of specific categories.

Award applications require an application of **four** pages maximum, plus two one-page references, the summary SFS report from PQU, and a learning.futures peer review summary if available.

Award applicants must address at least **two of the four** selection criteria.

Applicants may apply for both an Award and a Citation in the same year, but will not be eligible for a citation if they win an award.

The Selection Committee will normally make one award in each category annually but may decide to make no award, or more than one award, in each category in a particular year. It may also recommend that a citation be given to an application that is seen as worthy of recognition but needing further development in one or more of the broader award categories.

Learning and Teaching Awards are awarded in specific categories, as follows:

### **Team Teaching (\$5,000)**

For an outstanding contribution to learning and teaching, or an exemplary and sustained innovation in learning and teaching and/or curriculum innovation, through a collaborative, team based approach. The team will comprise two or more staff. The application may be focused on team teaching in a single subject or on teaching or the support of learning by a collaborative team across a coherent group of subjects or program. Teams may include casual academics and professional staff.

### **Individual Teaching (\$3,000)**

For an outstanding contribution to learning and teaching, or an exemplary and sustained innovation in learning and teaching and/or curriculum innovation, or postgraduate supervision by an individual member of academic staff.

### **Early Career Teaching (\$3,000)**

For an excellent contribution to learning and teaching, or a very significant and sustained innovation in learning and teaching, by an individual academic staff member within her or his first five years as an academic.

### **Teaching by a Casual or Sessional Staff Member (\$3,000)**

For an excellent contribution to learning and teaching, or a very significant and sustained innovation in learning and teaching, by a casual or sessional staff member.

### **learning.futures (\$3,000 individuals; \$5,000 teams)**

For an outstanding contribution to teaching and learning or curriculum design that embodies the ethos of the UTS learning.futures strategy (see [learning.futures](#) webpages). Contributions need to have been implemented for at least two years. Evidence should include peer review in addition to the required Student Feedback Survey Summary Report. Further evaluation is strongly encouraged. This award is open to individuals or teams.

### **Strengthening the UTS Model of Learning (\$3,000 individuals; \$5,000 teams)**

For an outstanding contribution to teaching and learning or curriculum design that exemplifies the UTS Model of Learning in course and learning provision and renewal. This award is open to individuals or teams. Submissions should address at least two of the three features of the UTS Model of Learning.

### **A Contribution to Social Impact in Learning and Teaching (\$3,000 individuals; \$5,000 teams)**

For an outstanding and sustained contribution which has engaged UTS students in learning activities and capability building that contributes to social impact. The contribution should align with the [UTS Social Impact Framework](#) and with the Social Change initiative of the [UTS 2027 Strategy](#). This award is open to individuals and teams.

### **Integration of Indigenous Professional Capabilities into Curriculum (\$3,000 individuals; \$5,000 teams)**

This award is for initiatives which contribute to the development of students' Indigenous professional capabilities. This may include the development of an Indigenous Graduate Attribute and embedding into curriculum; the development of courses or subjects with a strong Indigenous focus; or other activities which develop Indigenous professional capabilities. It is expected that the initiative has been sustained for at least 2 years, which may include up to 1 year of curriculum development. This award is open to individuals and teams, and Indigenous and non-Indigenous staff.

### **Academic Support (\$3,000)**

For an outstanding contribution or an exemplary and sustained innovation in academic or student support services or the provision of resources to facilitate learning and enhance the student experience. This may include applications related to the support of a specific group of students, such as Indigenous students, students who have experienced educational disadvantage, or students from a low socio-economic background. This award is open to individuals and teams.

## **Eligibility for Learning and Teaching Awards and Citations**

**Individual applicants** may apply for any of the award categories, except for team teaching. Individuals must have at least three years of at UTS, with the exception of casual or sessional teachers, who must have at least four sessions of teaching at UTS (consecutively or non-consecutively).

**Team applications** may be made in any of the award categories, except for individual and early career teaching and teaching by a casual or sessional staff member. Team leaders must have at least three years

of service at UTS. Team leaders and team members, including academic, support, professional and casual staff must have been members of the team for at least two years.

The **Early Career Teaching Award** is available to continuing or fixed term academic staff members within their first five years of teaching. Applicants must have at least three years of teaching at UTS. This may include service as a casual teacher prior to their current appointment.

The **Learning and Teaching Award for Casual or Sessional Teaching** is available to casual or sessional academic staff members with at least four sessions of teaching at UTS.

Previous Award winners are not eligible for renomination in the same category, or for nomination for Citations, for a period of three years following receipt of an Award. Staff members who have indicated, prior to the closing date, an intention to resign or retire from the University will not be eligible for nomination. Staff members who were awarded a Citation or Commendation in 2018 or earlier may apply for a UTS Learning and Teaching Award in subsequent years. Award applicants may apply to be considered in more than one category, but may not win more than one Award or Citation.

Teams for both citations and awards may include academic and/or professional staff. It is required that each named team member on any application will have been a member of the team for at least 2 years and contributed in an important way to the teaching and learning practice or initiative.

# Selection criteria

The UTS Learning and Teaching Awards and Citations seek to recognise the breadth of activities that contribute to students' experiences within and outside their courses at UTS. In looking for significant, outstanding or exemplary contributions, the Selection Committee is seeking evidence of contributions that go beyond normal good practice to display sensitivity to students' needs and make well-informed, distinctive and sustained contributions to students' learning, student engagement and the student experience at UTS.

Applications are judged on the evidence presented against the chosen criteria, and the extent to which the contribution has been sustained over time.

In most cases it would be expected that the contributions which are the subject of a **UTS Citation** submission or an Early Career, Casual Teaching, learning.futures or Indigenous Professional Capability Award would be sustained over a period of **two to three years**. For other **UTS Teaching Awards** it would be expected that the contribution had been sustained over a period of **four to five years**.

In both cases this duration may include a year of preparation such as contribution to a related curriculum renewal project, or another relevant form of preparation.

Applicants for **Citations** must address **one** of the following four criteria, choosing the one most relevant to their contributions.

Applicants for **Awards** must address **at least two** of the following four criteria.

1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.
2. Development of curricula, resources or services that reflect a command of the field.
3. Evaluation practices that bring about improvements in teaching and learning.
4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience. This includes contribution to the development of good learning and teaching practices through leadership or mentoring.

In judging the citations and awards, the Selection Committee will consider the extent to which the evidence submitted confirms the nominee's achievement of the chosen criteria.

Applications must include **evidence**, from formal and informal evaluation, of significant and sustained contributions to students' learning, engagement and/or experience of university. Depending on the criteria chosen, evidence is likely to include some or most of:

- Evidence of a scholarly and reflective approach, framed by a conscious philosophy of teaching or student support.
- Clear descriptions of particular practices relevant to the contribution(s), with concrete examples, particularly of practices that illustrate excellence, innovation, creativity or imagination.
- Achievement of positive student outcomes relevant to the contribution. Examples could include: evidence about how student work demonstrates the development of graduate attributes such as independent learning, critical thinking, communication, professional dispositions; improvements in learning of particular subject matter; enhanced student engagement; improvements in success for particular groups of students; student achievements such as prizes or awards; feedback from project clients or employers.
- Positive student feedback, as shown in the Student Feedback Survey (SFS) Summary Report and/or other relevant indicators depending on the contribution.
- Evidence of how the applicant(s) have responded to feedback over time in order to refine/improve the contribution.
- Evaluation of the contribution, beyond SFS.
- Peer review or recognition of the contribution, including evidence of learning.futures stage 1 certification and stage 2 peer observation and any evidence of influence on peers' learning and teaching practices.

- Scholarly communication of the contributions, for example through Faculty or UTS seminars or Teaching and Learning forums, conference papers or publications.
- For leadership contributions, evidence of the impact on broader teaching or support practices in a course or program or across a faculty or the university.
- Evidence of internal recognition of the contribution within UTS and/or evidence of external recognition, for example by professional bodies, employers or other universities.

# Nominations for UTS Learning and Teaching Citations and Awards

Staff may self-nominate for both the Awards and Citations.

The nomination and supporting information should focus on evidence of learning and teaching activities undertaken at UTS. Nominations shall consist of the items detailed below.

- You must submit a **completed nomination form** [\[download PDF online\]](#) which includes:
  - a. A citation or award title of not more than 10 words and a brief description of not more than 30 words
  - b. The signatures of all nominee/s, including all team members for team nominations. Digital signatures are acceptable.
- 5. A written **statement addressing the relevant selection criteria** in a way that demonstrates the quality of the contributions. For **Citation** applications the written statement will be no more than **two** A4 pages. For **Award** applications, the written statement will be no more than **four** A4 pages, in Arial or Calibri 11 point, with minimum 2cm margins. Within the application statement and page limit, applicants may include brief supporting comments from students, staff, or others, in addition to the two required references.
- 6. **Two references** provided by people who are able to make informed comment on the applicant's contributions. These may be people within UTS, or outside of UTS if relevant. Each of the two references is to be a maximum of one A4 page, in Arial or Calibri 11 point, with minimum 2cm margins.
- 7. **Student Feedback Survey Summary Reports** for the last two years, for applications related to for teaching in coursework subjects. SFS Summary Reports are available from Planning and Quality Unit (ask for the summary report for promotion). Equivalent evaluation evidence should be provided for applications that relate to student support contributions. Postgraduate supervision applicants are advised to use the Research Supervision Feedback Survey (RSFS), also available from PQU.
- 8. **learning.futures peer review (observation)** summaries for the relevant subject(s) where available (strongly encouraged).

The Chair of the Selection Committee will seek confidential written comments on the nomination from the Dean or relevant Deputy Vice-Chancellor, who has the discretion to request comments from the Associate Dean (Teaching and Learning), Head of School, or Director of the relevant area). As such, applicants are strongly advised to contact their Dean and relevant Associate Dean or Head of School prior to submitting their application, and to choose different referees to provide the references submitted with the application.

The nomination and supporting information should focus on evidence of learning and teaching activities undertaken at UTS.

Shortlisted nominees may be interviewed at the discretion of the selection panel.

# Selection, notification and conditions of Awards and Citations

## Selection Committee

The Selection Committee is convened by Deputy Vice-Chancellor (Education and Students) and usually comprises:

- Deputy Vice-Chancellor (Education and Students) - Chair
- An undergraduate student
- A postgraduate coursework student
- A previous winner of a UTS Learning and Teaching Award
- A Professor or Associate Professor nominated by Academic Board
- A representative nominated by the Pro-Vice-Chancellor (Indigenous Leadership and Engagement)

Staff members from the Institute for Interactive Media and Learning and the Equity and Diversity Unit attend the Selection Committee meeting(s) as observers.

## Notification of award

Nominees will be notified of the results of the Committee's deliberations after these have been approved by the Vice-Chancellor.

## Conditions of award

The award monies will be paid into an account within the recipient's faculty/unit. The monies will be paid into an account set up on a "life to date" basis so that the funds will still be available to recipients for the following 3 years. The funds must be spent by December 2022

The funds may be used to further the recipient's academic career. It is suggested that funds may be used for conference attendance, attendance at seminars or workshops related to teaching and learning in the discipline, purchase of teaching and learning resources, teaching and learning research expenses such as transcriptions, teaching and research assistance, study trips, or other expenses which are related to teaching and learning. Monetary prizes awarded to a team are to be divided evenly for individual personal development or used together for team development.

The prize money will not be paid to the recipient/s in cash.

Applicants should refer to the separate documents:

- **UTS Conditions of Award – Citations** [[download PDF online](#)]
- **UTS Conditions of Award – Awards** [[download PDF online](#)]

for details on conditions of the award.

# Submission of applications

## Closing date

**10 am, Friday 18 October 2019.**

## Submission email address

Please email digital copies of your applications (pdf) to Philippa Scott ([philippa.scott@uts.edu.au](mailto:philippa.scott@uts.edu.au)), Manager of Strategic Programs, Deputy Vice Chancellor (Education and Students) by the closing date:

**Do not send hard copies.**

## Format of applications

Applications should be assembled into **one single pdf document**. This pdf document will include:

- The nomination form
- The written statements
- Two single A4 page references
- The summary SFS report from PQU.
- learning.futures peer review summaries where applicable

The document title should be in the format:

- FirstName\_LastName\_UTST&LAwards2019 for Award applications or
- FirstName\_LastName\_UTST&LCitations2019 for Citations applications.

For **team applications** use the name of the team leader.

Applications which are not received in this format may not be considered.

## Nomination for National and State Awards

Award winners and short listed nominees may be considered for nomination by UTS to the national awards schemes such as the National Citations and Awards for Australian University Teaching administered by Universities Australia.

## Further information

For further information and advice on developing your application, please contact the Institute for Interactive Media and Learning 02 9514 1669.