



## UTS PRIZE CONDITIONS OF AWARD

### UTS LEARNING AND TEACHING AWARDS

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DIVISION OF EDUCATION AND STUDENTS

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This document sets out the conditions of award for the below prize ('Prize') and the obligations of Recipients ('Recipient') and UTS in regards to this Prize. The administrative processes to support awarding this Prize will be managed, and may be amended, in accordance with UTS Rules, Policy and Procedures.

#### **1. UTS LEARNING AND TEACHING AWARDS**

##### **2. PURPOSE**

The UTS Learning and Teaching Awards and Citations recognise the importance of learning and teaching for both undergraduate and postgraduate students within the framework of the UTS model of global practice-oriented education. The Prizes are awarded to academic and professional staff who have made significant contributions to university learning and teaching.

##### **3. VALUE AND BENEFIT**

**3.1 Number of Recipients:** Up to nine (9) Recipients. These Recipients may be individuals or teams.

**3.2 Benefit/s to Recipient:** \$5,000 for Team Awards; \$3,000 for Individual Awards. Some awards may be awarded to either an individual or a team, as specified in the UTS Learning and Teaching Awards and Citations Guidelines.

##### **3.3 Payment of benefit/s:**

- 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 three years. The funds must be spent by December 2023.
- 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.
- The Prize money will not be paid to the Recipient/s in cash.
- A certificate of award will be presented to the Recipient/s at a University Learning and Teaching event.

#### 4. ELIGIBILITY CRITERIA

- The award is available to both academic and professional staff, and teams which comprise both academic and professional staff.
- **Individual applicants** may apply for any of the award categories, except for team teaching. Individuals must have at least three years of service at UTS, with the exception of casual or sessional teachers. Casual academics and sessional staff with at least four sessions of teaching at UTS may apply for the UTS Learning and Teaching Awards. For casual academics and sessional staff, it is not a requirement that these periods of employment be consecutive.
- **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 members, including academic, support, professional and casual, staff must have at least two years of service of at UTS.
- **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 service at UTS. Service 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 service at UTS.
- For **UTS Teaching Awards - unless specified in the guidelines for a specific category** - it would be expected that the contribution had been sustained over a period of **four to five years**. This duration may include a year of preparation such as contribution to a related curriculum renewal project, or another relevant form of preparation.
- 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 2019 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.

#### 5. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER

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

For **UTS Teaching Awards - unless specified in the guidelines for a specific category** - it would be expected that the contribution had been sustained over a period of **four to five years**. This duration may include a year of preparation such as contribution to a related curriculum renewal project, or another relevant form of preparation.

#### 6. SELECTION

A selection committee comprising both staff and students will be convened by the office of the Deputy Vice-Chancellor (Education and Students).

The 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 by a selection panel on the evidence presented against the chosen criteria, and the extent to which the contribution has been sustained over time.

Applicants for UTS Learning and Teaching Awards must address a number of the following four criteria, choosing the one most relevant to their contributions. Applicants for UTS Teaching Awards in the Team or Individual Categories must address at least three of the following four criteria. Applicants for other Award categories must select at least two of the 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.

## **7. OTHER CONDITIONS**

N/A

## **8. FUNDING**

### **8.1 Internal UTS funding:**

Internal UTS funding has been budgeted by the Division for Education and Students. Annual funding is calculated at \$40,000 to cover the Prize money for the UTS Learning and Teaching Awards and Citations.

### **8.2 External Funding:**

N/A

## **9. ROLES AND RESPONSIBILITIES**

**9.1 Owning Faculties/Units:** Division of Education and Students

**9.2 Managing Faculties/Units:** Division of Education and Students

## **10. PUBLICATION OF CONDITIONS OF AWARD**

- Scholarships Office must be notified of these Conditions of Award prior to approval.

- On approval, the Conditions of Award must be forwarded to the Scholarships Office for publication of clauses 1 to 7 on the UTS website. (As this is a staff award, the details are not published on the student-facing scholarships website.)

## 11. DOCUMENT REVIEW

The formal review date for this document is by the end of 2020 (Conditions of Award must be reviewed by minimum every five years, unless otherwise specified).

## 12. APPROVAL

Endorsement from all stakeholders listed at clause 9 must be sought before final approval.

Approval must be in accordance with the Scholarships and Prizes Policy and UTS Standing Delegations of Authority.

Endorsed N/A  
 Title: Faculty Manager  
 Date:

Endorsed N/A  
 Title: Scholarships Manager  
 Date:

Endorsed N/A  
 Title: Development Manager  
 Date:

Approved by: Professor Shirley Alexander  
 Title: Deputy Vice-Chancellor (Education and Students)  
 Date:

\*Signatures not necessary if approval/endorsement is documented in writing.