



## **UTS PRIZE CONDITIONS OF AWARD**

### **UTS VICE-CHANCELLOR'S LEARNING AND TEACHING CITATIONS**

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DIVISION OF THE DEPUTY VICE-CHANCELLOR (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 Student Experience Framework and the strategic priority to be a student-centred university. 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:** Usually up to ten (10) Recipients. These Recipients may be individuals or teams. In some years, more than ten (10) Recipients may be awarded.

**3.2 Benefit/s to Recipient:** \$1,000.

##### **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 may be used to further the Recipient's academic or professional 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 Citation is available to both academic and professional staff.
- **Individual applicants:** Individuals must have at least three years of service at UTS, with the exception of casual or sessional teachers. Casual academics with at least four sessions of teaching at UTS may apply for UTS Citations. It is not a requirement that these periods of employment be consecutive.
- **Team applications:** 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.
- 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 the prior year 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 *area(s) of achievement*, and the extent to which the contribution has been *sustained over time*. The areas of achievement and selection criteria for each year are described in the UTS Vice-Chancellor's Learning and Teaching Awards Guidelines for that year.

#### 6. SELECTION

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

Applications are judged by the selection committee based on evidence presented against the chosen *area(s) of achievement*, and the extent to which the contribution has been *sustained over time*. The areas of achievement and selection criteria for each year are described in the UTS Vice-Chancellor's Learning and Teaching Awards Guidelines for that year.

#### 7. OTHER CONDITIONS

N/A

#### 8. FUNDING

##### 8.1 Internal UTS funding:

Internal UTS funding has been budgeted by the Division of the Deputy Vice-Chancellor (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 the Deputy Vice-Chancellor (Education and Students)

**9.2 Managing Faculties/Units:** Division of the Deputy Vice-Chancellor (Education and Students)/Education Portfolio

## 10. DOCUMENT REVIEW

The formal review date for this document is by the end of 2030 (Conditions of Award must be reviewed by minimum every five years, unless otherwise specified).

## 11. 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: Associate Professor Jacqui McManus

Title: PVC Education (Acting)

Date: 1 July 2025



Approved: Professor Kylie Readman

Title: Deputy Vice-Chancellor (Education and Students)

Date: 07 July 2025