VICE-CHANCELLOR’S AWARDS

for

TEACHING EXCELLENCE.

OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

and

PROGRAMS THAT ENHANCE LEARNING

2014 Guidelines
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Overview of Awards 2014

Overview of Awards

UNSW Australia recognises outstanding contributions to student learning through three highly prestigious awards:

1. Vice-Chancellor’s Awards for Teaching Excellence
2. Vice Chancellor’s Awards for Outstanding Contributions to Student Learning
3. Vice-Chancellor’s Awards for Programs that Enhance Learning

All three awards are designed to:

- highlight the fundamental importance of teaching to UNSW Australia
- reinforce UNSW Australia’s values, as defined in B2B Blueprint to Beyond: UNSW Strategic Intent, and in relation to learning and teaching, as outlined in UNSW Australia’s Beliefs About Learning
- reflect UNSW Australia’s priorities for strategic development of learning and teaching as outlined from time-to-time
- showcase outstanding examples of practice that enhance student learning
- build institutional capacity and individual capability for the development of competitive nominations for national OLT Awards for Teaching Excellence.

1. Vice-Chancellor’s Awards for Teaching Excellence

Vice Chancellor’s Awards for Teaching Excellence recognise outstanding individuals.

There are two categories of Vice Chancellor’s Awards for Teaching Excellence:

a. Awards for Teaching Excellence (General), are open to individual academic and conjoint staff of UNSW, either full time or part time, with at least three years of service in the university. These awards recognise sustained excellence (over a period of at least five years) in: approaches to teaching that influence, motivate and inspire students to learn; the development of curricula and resources that reflect a command of the field; approaches to assessment and feedback that foster independent learning; respect and support for the development of students as individuals; and scholarly activities that have influenced and enhanced learning and teaching.

b. Awards for Teaching Excellence (Early Career), are open to individual academic and conjoint staff of UNSW, either full time or part time, with no more than five years cumulative teaching experience in a higher education setting including all tutoring, demonstrating, and teaching at other higher education institutions. These awards recognise excellence (over a period of at least two) years in: approaches to teaching that influence, motivate and inspire students to learn; the development of curricula and resources that reflect a command of the field; approaches to assessment and feedback that foster independent
learning; and respect and support for the development of students as individuals.

2. **Vice-Chancellor’s Awards for Outstanding Contributions to Student Learning**

The Vice-Chancellor’s Awards for Outstanding Contributions to Student Learning recognise individuals or groups of staff who have made outstanding contributions to student learning in a specific area of responsibility over a period of at least two sessions.

They are awarded to academic and/or professional staff, whether full-time, part-time or sessional staff, and institutional associates (including tutors, casual lecturers, demonstrators, clinical tutors and people external to the University from the professions or industry, whether paid or unpaid) and recognise excellence in any one of the following: approaches to teaching that influence, motivate and inspire students to learn; the development of curricula and resources that reflect a command of the field; approaches to assessment and feedback that foster independent learning; or respect and support for the development of students as individuals.

3. **Vice-Chancellor’s Awards for Programs that Enhance Learning**

The Vice-Chancellor’s Awards for Programs that Enhance Learning recognise programs and services that make an outstanding contribution to the quality of student learning and of student learning experience at UNSW.

There are eight categories of Vice Chancellor’s Award for Programs that Enhance Learning. Programs that target:

1. **Widening participation**, encompassing programs that enhance access, widen participation, and support progression of students with high potential irrespective of their background.

2. **Innovation in curricula, learning and teaching**, encompassing innovations in curricula (program/course design) that: encourage novel approaches to learning and teaching; support the development of graduates who exemplify UNSW’s graduate capabilities; enable efficient and effective assessment and feedback to support learning; enable and support research-integrated learning and teaching approaches; and/or utilise the potential of new and/or emerging technologies.

3. **Educational partnerships and collaborations with other organisations**, that leverage UNSW’s strong national and international linkages with schools, other universities, professional bodies, businesses and industries to develop and deliver curricula and learning opportunities that are rigorous, engaging and
Overview of Awards 2014

ensure UNSW graduates are appropriately prepared for their careers or future studies.

4. **The first-year experience**, encompassing programs aimed at smoothing the academic and social transition to higher education, learning and teaching within large student groups, and the quality of the first-year student experience.

5. **Flexible learning and teaching**, encompassing approaches to learning and teaching that afford students flexibility in time, place and/or mode of learning.

6. **Postgraduate education**, encompassing programs that focus on enhancing: postgraduate curricula in coursework and/or research degrees; postgraduate research supervision; postgraduate learning support; and/or postgraduate student experience.

7. **Services supporting student learning**, encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support.

8. **Global citizenship and internationalisation**, including programs focussing on the development of curricula, student exchange, student experience, international recruitment, and transition programs for international students.

In 2014, nominations are welcome in any of these three major categories of award. However, in accord with the University’s 2014 -2018 strategic priority on improving assessment and feedback practices through the introduction of standards and rubric based assessment, grading and feedback, nominations in any of these categories which have a focus on improving **assessment and feedback practices** would be particularly welcome.

**The Heinz Harant Award for Teaching Innovation**

In addition to the above awards, each year, at the discretion of the Central Selection Committee, ONE winner of a **Vice Chancellor’s Award for Teaching Excellence, regardless of category of nomination**, may be awarded the Heinz Harant Award for Teaching Innovation.

This special award is made in memory of the late Heinz Harant, one of the University’s earliest alumni and dedicated supporters, who after graduating with a degree in Electrical Engineering devoted many years of service to student life on campus and was instrumental in founding the University’s Alumni Association.

In recognition of Heinz Harant’s personal commitment to innovation and change, the Award recognises individuals whose innovation has fundamentally challenged orthodoxy in teaching in their disciplinary context.
VICE-CHANCELLOR’S AWARDS for Teaching Excellence

1. Introduction

The Vice-Chancellor’s Awards for Teaching Excellence recognise individuals for sustained, outstanding teaching at UNSW. They serve to:

- **highlight the fundamental importance of teaching** to UNSW

- **reinforce UNSW’s values, as defined in the B2B Blueprint to Beyond:** UNSW Strategic Intent document. These are:
  1. Academic Freedom
  2. Leadership
  3. Innovation, initiative and creativity
  4. Recognition of merit and excellence
  5. Integrity and high ethical standards
  6. Equity, opportunity and diversity
  7. Mutual respect, collegiality and teamwork
  8. Professionalism, accountability, and transparency
  9. Safety
  10. Sustainability
  11. High service standards

- **reinforce UNSW’s values in relation to learning and teaching**, as outlined in UNSW’s Beliefs About Learning. These are, that learning should:
  1. be engaging
  2. be active
  3. be situated and authentic
  4. build connections
  5. be guided by clear expectations and academic standards
  6. be challenging and supported
  7. be inclusive of diversity

- **reflect UNSW’s priorities** for strategic development of learning and teaching as outlined from time-to-time

- **showcase outstanding examples of practice** that enhance student learning

- **build institutional capacity and individual capability** for the development of competitive nominations for national OLT Awards for Teaching Excellence.
Vice-Chancellor’s Awards for Teaching Excellence 2014

The criteria used to determine excellence in teaching recognise the diverse contributions of a wide range of staff. They are aligned with the Office for Learning and Teaching (OLT) Awards for Australian University Teaching.

2. Awards

The Vice-Chancellor’s Awards for Teaching Excellence recognise individuals for sustained, outstanding teaching and contributions to students’ learning at UNSW. In particular, they recognise the diverse contribution that UNSW staff make to the quality of student learning.

Categories of Awards

Awards are allocated each year in two categories:

1. Awards for Teaching Excellence (General).
   These awards recognise sustained excellence (over a period of at least five years) in: approaches to teaching that influence, motivate and inspire students to learn; the development of curricula and resources that reflect a command of the field; approaches to assessment and feedback that foster independent learning; respect and support for the development of students as individuals; and scholarly activities that have influenced and enhanced learning and teaching.

   These awards recognise excellence (over a period of at least two years) in: approaches to teaching that influence, motivate and inspire students to learn; the development of curricula and resources that reflect a command of the field; approaches to assessment and feedback that foster independent learning; and respect and support for the development of students as individuals.

Nature of the Awards

Each Award for Teaching Excellence (General) consists of the presentation of an engraved UNSW medallion and the payment of a sum of $7,000.

Each Award for Teaching Excellence (Early Career) consists of the presentation of an engraved UNSW medallion and the payment of a sum of $3,000.

The winner of a Heinz Harant Award will receive an additional sum of $3,000.

The monetary component of each Award is subject to taxation.
Number of Awards

1. **Awards for Teaching Excellence (General)** (up to six awards).
2. **Awards for Teaching Excellence (Early Career)** (up to two awards).

3. Selection Criteria

Nominees for **Awards for Teaching Excellence (General)** will be assessed on written evidence they provide in relation to Criteria 1-5 below.

Nominees for **Awards for Teaching Excellence (Early Career)** will be assessed on written evidence they provide in relation to Criteria 1-4 below.

Nominees in both aforementioned categories are not expected to provide evidence of excellence in all areas, but should build a profile that best highlights their achievements. The Awards focus on sustained involvement in high quality teaching. Claims for research-enhanced learning and teaching may be made under any of the criteria as appropriate.

In addressing the following criteria, nominees should not feel limited to the illustrative examples provided.

1. **Approaches to teaching that influence, motivate and inspire students to learn**
   For example:
   - fostering student development by stimulating curiosity and independence in learning
   - contributing to the development of students’ critical thinking skills, analytical skills and scholarly values
   - encouraging student engagement through the enthusiasm shown for learning and teaching
   - inspiring and motivating students through the use of authentic profession/discipline specific problems, cases and/or examples.

2. **Development of curriculum and resources that reflect a command of the field**
   For example:
   - communicating clear objectives and expectations for student learning that reflect a command of the field
   - demonstrating up-to-date knowledge of the discipline(s) and professional practices associated with the field in the design of resources, learning activities and assessment tasks
Vice-Chancellor’s Awards for Teaching Excellence 2014

- developing learning environments and utilising technologies to support learning that align with those graduates will be expected to utilise in their workplace(s)
- developing and implementing research/enquiry/problem-based approaches to learning and teaching

3. **Approaches to assessment and feedback that foster independent learning**
For example:
- aligning assessment strategies with the specific aims and outcomes for student learning
- implementing both formative and summative assessment
- providing timely, useful feedback to students on their learning
- using a variety of standards based assessment and feedback tasks and strategies.

4. **Respect and support for the development of students as individuals**
For example:
- participating in the effective and empathetic guidance and advising of students
- encouraging students from equity, disability and other demographic subgroups to participate and achieve success in their courses
- responsiveness to diversity among students and support for international students in learning and teaching practice
- influencing the overall academic, social and cultural experience of higher education.

5. **Scholarly activities that have influenced and enhanced learning and teaching**
For example:
- showing advanced skills in evaluation and reflective practice
- participating in and contributing to professional activities related to learning and teaching
- 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.

These five criteria (and examples) are based on those used in the OLT Awards for Australian University Teaching. The criteria also reflect current UNSW priorities for learning and teaching.

Nominees for a VC Award for Teaching Excellence in either the General or Early Career category who are deemed by the Central Selection Committee as worthy of an award, will also be considered for the Heinz Harant Award via assessment of their application against the additional criterion outlined below:
6. **Approaches to teaching that challenge orthodoxy in the applicant’s discipline**

   For example:
   - introducing an approach to teaching that is not typically found in their discipline
   - innovations that encourage or support cross-disciplinary approaches to learning and teaching
   - innovations that utilise the potential of new and/or emerging technologies.

   Note that the innovation may be in regard to any aspect of teaching, such as curriculum design, assessment and feedback practices, use of technology to support learning and teaching, and so on.

**Assessing Nominations**

Nominations will be judged against the criteria and the extent to which they show evidence in the written statement:

1. that their contribution has **influenced student learning**, student engagement or the overall student experience;
2. that their contribution has **gained recognition** from fellow staff and/or UNSW;
3. that their contribution has **been sustained** over time;
4. of the **extent to which the claims for excellence are supported** by a range of evidence including formal and informal evaluation;
5. of the **extent of creativity, imagination or innovation**, irrespective of whether the approach involves traditional learning environments or technology-based developments;
6. of **references and supporting statements from nominators/referees**; and
7. of the **contribution that the applicant’s teaching has made to UNSW learning and teaching priority goals** (as set out in the current UNSW Learning and Teaching Enhancement Plan).

The nomination will be assessed solely on the basis of the documentation submitted.
Vice-Chancellor’s Awards for Teaching Excellence 2014

4. Nomination Process and Administration

Details on administrative aspects of the nomination process are outlined below. Requirements for the Nominee’s documentation are set out in Section 5.

(a) Eligibility

Awards for Teaching Excellence (General), are open to individual academic and conjoint staff of UNSW, either full time or part time, with at least three years of service at UNSW.

Awards for Teaching Excellence (Early Career), are open to individual academic and conjoint staff of UNSW, either full time or part time, with no more than five years cumulative teaching experience in a higher education setting including all tutoring, demonstrating, and teaching at other higher education institutions.

Members of staff who have already received a Vice Chancellor’s Award for Teaching Excellence are not eligible for re-nomination for a VCATE Award for two years.
Vice-Chancellor’s Awards for Teaching Excellence 2014

However, recipients are strongly encouraged to redevelop their application for submission for one of the Office of Learning and Teaching’s, Australian Awards for University Teaching.

(b) Nominations

Nominations for a Vice-Chancellor’s Award for Teaching Excellence can be made in two ways. EITHER by:

1. Three people, whether staff members or students and former students taught or supervised by the nominee.

   Each nomination must be made on the nomination form and be accompanied by at least a half page from each nominator outlining the reasons for making the nomination. One form only will be accepted from any group of nominators and one individual will need to take responsibility for obtaining the signatures and testimonials from the others and for giving the completed nomination form and accompanying documents to the nominee;

   OR by:

2. A relevant School Committee.
   The nomination form must contain the signatures of at least three committee members and a statement outlining the reasons for making the nomination.

Self-nominations will not be accepted.

The nomination form (HR102) is available at: [http://www.hr.unsw.edu.au/employee/acad/vcate.html](http://www.hr.unsw.edu.au/employee/acad/vcate.html).

(c) Completion of nominee’s documentation

The nominee is required to document the basis of their nomination by addressing the selection criteria, supported by evidence. Details of the documentation requirements for nominations for Vice-Chancellor’s Awards for Teaching Excellence are set out in Section 5 of this document.

Information on how to present a case for this Award can be found on the Learning and Teaching @ UNSW website, particularly in the section on teaching portfolios [http://teaching.unsw.edu.au/writing-your-unsw-teaching-portfolio](http://teaching.unsw.edu.au/writing-your-unsw-teaching-portfolio).

For further information and assistance please contact Learning and Teaching Unit (x55989; ltu@unsw.edu.au).
(d) References
Two references of no more than 1 A4 page each must be provided by people who are able to comment on the nominee’s teaching; a nominating staff member is not eligible to be a referee.

(e) Head of School Report
Applications should include a report from the Head of School on the nominee’s teaching in relation to the criteria. If the Head of School is a nominator, this report is not required.

(f) Submission of Draft Nomination
The purpose of submitting a draft nomination is to provide an opportunity for the Head of School to provide formative feedback to the nominee before a completed nomination is submitted to Human Resources by the official deadline.

Draft nominations should be submitted to the nominee’s Head of School by Monday 1 September 2014.

(g) Revise and Resubmit Nomination to HR
Revised nominations should be submitted to HR by Monday 22 September 2014
Nominations should be presented in 1.5 line spacing in at least 12 point type and in the order set out below.
   a. Synopsis
   b. Nomination form(s)
   c. Written statement
   d. Curriculum vitae(s)
   e. Head of School report
   f. Two references
   g. Student evaluation summary
   h. Supporting material (optional)

Page limits must be strictly adhered to. Submissions should not be bound but should be clearly paginated and held together by a fold back clip or paper binder. Supporting material should be packaged and appropriately labelled.

After being registered, nominations will be sent from HR to Faculty VCATE Committees for assessment and ranking

LATE NOMINATIONS WILL NOT BE ACCEPTED
(h) Faculty VCATE Committee assessment and ranking

The Faculty VCATE Committee will consider nominations, and where it is agreed the nominee has met the criteria (refer Section 3), they will be endorsed. The Faculty VCATE Committee may also indicate whether it supports a nominee for consideration for the Heinz Harant Award. Where multiple nominations are endorsed for the same category, the Faculty VCATE Committee will rank them.

The Faculty VCATE Committee will comprise:

- Dean or Senior Associate Dean (Chair)
- Associate Dean (Education) or nominee
- Senior Faculty member
- Previous Award recipient (either from within the Faculty or another Faculty)
- Student representative – either undergraduate or postgraduate

(i) Faculty submission of endorsed and ranked nominations

All nominations whether endorsed and ranked by Faculty VCATE committees or not must be forwarded, along with the Faculty VCATE Endorsement summary sheet, nomination form and all accompanying documentation and materials, to Human Resources, First Floor, the Chancellery by a date arranged with the Manager of Academic Promotions.

(j) UNSW Teaching Excellence Committee assessment and decision

All nominations endorsed by a Faculty VCATE Committee will be considered by the UNSW Teaching Excellence Committee. This Committee will comprise:

- Vice-Chancellor or nominee (Chair)
- President, Academic Board or nominee
- Director, Learning and Teaching @ UNSW or nominee
- Previous Teaching Award recipients x 2 (including Vice-Chancellor Teaching Award recipients)
- Postgraduate member of the Academic Board or a Faculty Board
- Undergraduate member of the Academic Board or a Faculty Board

Nominations must be of a suitable standard to merit an Award. Where such a standard is not met an Award will not be conferred.

The degree of success of previous nominations will not be taken into account, although previous nominations might be prima facie evidence of sustained excellence in teaching. The frequency of distribution of Awards to particular Schools/Faculties will not be taken into account.
The recommendations of the UNSW Teaching Excellence Committee shall be approved by the Vice-Chancellor or by the Deputy Vice-Chancellor (Academic) and in doing so they will ensure that any nominee recommended for an Award will have adhered to what the University values, as defined in the B2B Blueprint to Beyond: UNSW Strategic Intent document.

(k) Notification of decision and award presentations
Nominees will be notified of the Committee’s decisions in December, and Awards will be presented at the recipients’ Faculty graduation ceremony.

5. Nominee’s documentation
Nominees are required to prepare the following documentation to support their nomination.

a. Synopsis (maximum 100 words)
b. Written statement (refer below for page limit for each category of Award)
c. Abridged curriculum vitae (maximum 2 A4 pages)
d. Supporting material (optional)

(a) Synopsis
Nominations should include a synopsis that provides a succinct summary of the case they have put forward in their nomination for the Award (100 word limit).

Should the nomination be successful, the synopsis will be used in communications regarding the recipient’s success.

(b) Written statement
The core element of a nomination is the written statement in which nominees describe their teaching experience and achievements in relation to the selection criteria (Refer Section 3).

The page limits for the written statement for each category of Award are as follows:

Vice Chancellor’s Awards for Teaching Excellence (General) – 8 A4 pages
Vice Chancellor’s Awards for Teaching Excellence (Early Career) – 7 A4 pages

The written statement should be presented under the following headings:

i. Overview
ii. Selection criteria
a. **Overview**

The overview provides the opportunity for nominees to commence the written statement with a focus on the specific character of their teaching and achievements. It should be no more than one page, including discussion of:

- teaching experience and responsibilities at all levels
- the rationale behind the nominee’s approach to learning and teaching
- reflections on feedback collected and the changes made to teaching practices in response to this feedback
- an integrated summary of the claims of innovation relating to the selection criteria.

b. **Written Statement on Selection Criteria**

The selection criteria are outlined in Section 3.

In this part of the written statement, Nominees for a:

- **Vice Chancellor’s Award for Teaching Excellence (General)** are required to address the first five selection criteria in no more than 7 A4 pages.

- **Vice Chancellor’s Award for Teaching Excellence (Early Career)** are required to address the first four selection criteria in no more than 6 A4 pages.

It is essential that nominees describe their contribution to student learning with regard to all required selection criteria and provide evidence to support their claims.

Evidence may include:

- Demonstrable impact on student learning (academic results, retention rates etc.)
- Student feedback, including CATEI results and informal unsolicited comments
- Feedback from peers
- Evidence of participation in the scholarship of learning and teaching
- Evidence of participation in/contribution to staff development activities related to learning and teaching
- Contributions to a program/course development group, teaching committee, or other body involved planning or implementing innovations to enhance learning or teaching.

(c) **Curriculum vitae**

The curriculum vitae should outline the nominee’s educational qualifications, career history, teaching positions and teaching experience. The curriculum vitae must be no more than 2 A4 pages.
(d) **Supporting material (optional)**

The Award will be based on the written statement addressing the selection criteria. However, nominees may include select teaching materials that support/demonstrate claims of teaching innovation and excellence against the criteria.

For example, audio-visual material, CD ROMs, study guides, course outlines or contributions to curriculum design.

Since these materials will need to be evaluated by committee members, they necessarily must be restricted to essential items only.

References to the materials must be included in the written statement.
VICE-CHANCELLOR’S AWARDS for Outstanding Contributions to Student Learning

1. Introduction

The Vice-Chancellor’s Awards for Outstanding Contributions to Student Learning recognise individuals and teams for sustained, outstanding teaching at UNSW. They serve to:

- highlight the fundamental importance of teaching to UNSW

- reinforce UNSW’s values, as defined in the B2B Blueprint to Beyond: UNSW Strategic Intent document. These are:
  1. Academic Freedom
  2. Leadership
  3. Innovation, initiative and creativity
  4. Recognition of merit and excellence
  5. Integrity and high ethical standards
  6. Equity, opportunity and diversity
  7. Mutual respect, collegiality and teamwork
  8. Professionalism, accountability, and transparency
  9. Safety
  10. Sustainability
  11. High service standards

- reinforce UNSW’s values in relation to learning and teaching, as outlined in UNSW’s Beliefs About Learning. These are, that learning should:
  1. be engaging
  2. be active
  3. be situated and authentic
  4. build connections
  5. be guided by clear expectations and academic standards
  6. be challenging and supported
  7. be inclusive of diversity

- reflect UNSW’s priorities for strategic development of learning and teaching as outlined from time-to-time

- showcase outstanding examples of practice that enhance student learning

- build institutional capacity and individual capability for the development of competitive nominations for national OLT Citations for Outstanding Contributions to Student Learning.
Vice Chancellor’s Awards for Outstanding Contribution to Student Learning 2014

The criteria used to determine outstanding contribution to student learning recognise the diverse contributions of a wide range of staff. They are aligned with the Office for Learning and Teaching (OLT) Awards for Australian University Teaching.

2. Awards

The Vice-Chancellor’s Awards for Outstanding Contribution to Student Learning recognise individuals and groups who have made outstanding contributions to student learning at UNSW in a specific area of responsibility over a period of at least two sessions. In particular, these Awards recognise the diverse contributions, both direct and indirect, that UNSW staff make to the quality of student learning.

Categories of Awards

There are no specified categories for Vice-Chancellor’s Awards for Outstanding Contributions to Student Learning.

Nature of the Award

Each Vice-Chancellor’s Award for Outstanding Contribution to Student Learning, consists of the presentation of an engraved UNSW medallion and the payment of a sum of $1,000.

The monetary component of each Award is subject to taxation.

Number of Awards

Up to 10 Vice-Chancellor’s Awards for Outstanding Contribution to Student Learning will be made each year.

3. Selection Criteria

Nominees for Awards for Outstanding Contributions to Student Learning, will be assessed on evidence they provide in a written statement in relation to ONE of criteria 1 – 4 below.

In addressing the following criteria, nominees should not feel limited to the illustrative examples provided.
1. **Approaches to teaching that influence, motivate and inspire students to learn**

For example:
- fostering student development by stimulating curiosity and independence in learning
- contributing to the development of students’ critical thinking skills, analytical skills and scholarly values
- encouraging student engagement through the enthusiasm shown for learning and teaching
- inspiring and motivating students through the use of authentic profession/discipline specific problems, cases and/or examples.

2. **Development of curriculum and resources that reflect a command of the field**

For example:
- communicating clear objectives and expectations for student learning that reflect a command of the field
- demonstrating up-to-date knowledge of the discipline(s) and professional practices associated with the field in the design of resources, learning activities and assessment tasks
- developing learning environments and utilising technologies to support learning that align with those graduates will be expected to utilise in their workplace(s)
- developing and implementing research/enquiry/problem-based approaches to learning and teaching

3. **Approaches to assessment and feedback that foster independent learning**

For example:
- aligning assessment strategies with the specific aims and outcomes for student learning
- implementing both formative and summative assessment
- providing timely, useful feedback to students on their learning
- using a variety of standards based assessment and feedback tasks and strategies.

4. **Respect and support for the development of students as individuals**

For example:
- participating in the effective and empathetic guidance and advising of students
- encouraging students from equity, disability and other demographic subgroups to participate and achieve success in their courses
- responsiveness to diversity among students and support for international students in learning and teaching practice
Vice Chancellor’s Awards for Outstanding Contribution to Student Learning 2014

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

These four criteria (and examples) are based on those used in the OLT Awards for Australian University Teaching. The criteria also reflect current UNSW priorities for learning and teaching.

Assessing Nominations

Nominations will be judged against the criteria and the extent to which they show evidence in the written statement:

1. that their contribution has influenced student learning, student engagement or the overall student experience;
2. that their contribution has gained recognition from fellow staff, UNSW, and/or the broader community;
3. that their contribution has been sustained over at least two sessions;
4. of the extent to which the claims for excellence are supported by a range of evidence including formal and informal evaluation;
5. of the extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments;
6. of references and supporting statements from nominators/referees; and
7. of the contribution that the applicant’s teaching has made to UNSW learning and teaching priority goals (as set out in the current UNSW Learning and Teaching Enhancement Plan).

The application will be assessed solely on the basis of the documentation submitted.
4. Nomination Process and Administration

Details on administrative aspects of the nomination process are outlined below. Requirements for the Nominee’s documentation are set out in Section 5.

(a) Eligibility

Awards for Outstanding Contributions to Student Learning, are awarded to academic, professional and sessional staff, and institutional associates (including tutors, casual lecturers, demonstrators, clinical tutors and people external to the University from the professions or industry, whether paid or unpaid) who have made outstanding contributions, direct or indirect, to student learning in a specific area of responsibility over a period of at least two sessions.

These awards recognise individuals and teams.
Teams comprising two or more members with complementary skills, collaboratively supporting learning in a particular course or set of courses for at least two sessions are eligible to apply.

Members of staff who have previously received a Vice Chancellor’s Award for Outstanding Contribution to Student Learning (whether nominated individually or as part of a team) are not eligible for re-nomination for a Vice Chancellor’s Award for Outstanding Contribution to Student Learning for two years. However, recipients are strongly encouraged to redevelop their application for submission for one of the Office of Learning and Teaching’s Australian Awards for University Teaching – in particular an OLT Citation for Outstanding Contribution to Student Learning.

(b) Nominations

Nominations for Vice-Chancellor’s Awards for Outstanding Contributions to Student Learning can be made in two ways.

EITHER by:

1. Three people, whether staff members or students and former students taught or supervised by the nominee(s).

   Each nomination must be made on the nomination form and be accompanied by at least a half page from each nominator outlining the reasons for making the nomination. One form only will be accepted from any group of nominators and one individual will need to take responsibility for obtaining the signatures and testimonials from the others and for giving the completed nomination form and accompanying documents to the nominee;

OR by:

2. A relevant School Committee.

   The nomination form must contain the signatures of at least three committee members and a statement outlining the reasons for making the nomination.

Self-nominations will not be accepted.

The nomination form (HR102) is available at: [http://www.hr.unsw.edu.au/employee/acad/vcate.html](http://www.hr.unsw.edu.au/employee/acad/vcate.html).

(c) Completion of nominee’s documentation

The nominee is required to document the basis of their nomination by addressing the selection criteria, supported by evidence. Details of the documentation requirements
Vice Chancellor’s Awards for Outstanding Contribution to Student Learning 2014

for a **Vice Chancellor’s Award for Outstanding Contribution to Student Learning** are set out in Section 5.

Information on how to present a case for this Award can be found on the Learning and Teaching @ UNSW website, particularly in the section on teaching portfolios (http://teaching.unsw.edu.au/writing-your-unsw-teaching-portfolio).

For further information and assistance please contact Learning and Teaching Unit (x55989; ltu@unsw.edu.au).

(d) **References**

Two references of no more than 1 A4 page each must be provided by people who are able to comment on the nominee’s teaching; a nominating staff member is not eligible to be a referee.

(e) **Head of School Report**

Nominations should include a report from the Head of School on the nominee’s teaching in relation to the criteria. If the Head of School is a nominator, this report is not required.

(f) **Submission of Draft Nominations**

The purpose of submitting a draft nomination is to provide an opportunity for the Head of School to provide formative feedback to the nominee before a completed nomination is submitted to Human Resources by the official deadline.

Draft nominations should be submitted to the nominee’s Head of School by Monday 1 September 2014.

(g) **Revise and Resubmit Nomination to HR**

Revised nominations should be submitted to HR by Monday 22 September 2014.

Nominations should be presented in 1.5 line spacing in at least 12 point type and in the order set out below.

1. Synopsis
2. Nomination form(s)
3. Written statement
4. Curriculum vitae(s)
5. Head of School report
6. Two references
7. Student evaluation summary
8. Supporting material (optional)
Page limits must be strictly adhered to. Submissions should not be bound but should be clearly paginated and held together by a fold back clip or paper binder. Supporting material should be packaged and appropriately labelled.

After being registered, nominations will be sent from HR to Faculty VCATE Committees for assessment and ranking.

**LATE NOMINATIONS WILL NOT BE ACCEPTED**

(h) **Faculty VCATE Committee assessment and ranking**

The Faculty VCATE Committee will consider nominations, and where it is agreed the nominee has met the criteria (refer Section 3), they will be endorsed. Where multiple nominations are endorsed, the Faculty VCATE Committee will rank them.

The Faculty VCATE Committee will comprise:

- Dean or Senior Associate Dean (Chair)
- Associate Dean (Education) or nominee
- Senior Faculty member
- Previous Award recipient (either from within the Faculty or another Faculty)
- Student representative – either undergraduate or postgraduate

(i) **Faculty submission of endorsed and ranked nominations**

All nominations whether endorsed and ranked by Faculty VCATE committees or not must be forwarded, along with the Faculty VCATE Endorsement summary sheet, nomination form and all accompanying documentation and materials, to Human Resources, First Floor, the Chancellery by a date arranged with the Manager of Academic Promotions.

(j) **UNSW Teaching Excellence Committee assessment and decision**

All nominations endorsed by a Faculty VCATE Committee will be considered by the UNSW Teaching Excellence Committee. This Committee will comprise:

- Vice-Chancellor or nominee (Chair)
- President, Academic Board or nominee
- Director, Learning and Teaching or nominee
- Previous Teaching Award recipients x 2 (including Vice-Chancellor Teaching Award recipients)
- Postgraduate member of the Academic Board or a Faculty Board
Vice Chancellor’s Awards for Outstanding Contribution to Student Learning 2014

- Undergraduate member of the Academic Board or a Faculty Board

Nominations must be of a suitable standard to merit an Award. Where such a standard is not met an Award will not be conferred.

The degree of success of previous nominations will not be taken into account, although previous nominations might be *prima facie* evidence of sustained outstanding contribution to student learning. The frequency of distribution of Awards to particular Schools/Faculties will not be taken into account.

The recommendations of the UNSW Teaching Excellence Committee shall be approved by the Vice-Chancellor or by the Deputy Vice-Chancellor (Academic) and in doing so they will ensure that any nominee recommended for an Award will have adhered to what the University values, as defined in the *B2B Blueprint to Beyond: UNSW Strategic Intent* document.

(k) Notification of decision and award presentations

Nominees will be notified of the Committee’s decisions in December, and Awards will be presented at the recipients’ Faculty graduation ceremony.

5. Nominee’s documentation

Nominees are required to prepare the following documentation to support their nomination.

a. Synopsis (maximum 100 words)
b. Written Statement (maximum 4 A4 pages)
c. Curriculum Vitae (maximum 2 A4 pages)
d. Summary of Student Evaluations relevant to the contribution that is the focus of the nomination (maximum 1 A4 page)
e. Supporting material (optional)

(a) Synopsis

Nominations should include a synopsis of no more that 100 words that provides a succinct summary of the particular contribution and its specific context, for which they have been nominated for the Award (100 word limit).

Should the nomination be successful, the synopsis will be used in communications regarding the recipient’s success.
(b) **Written statement**
The core element of a nomination is the written statement (maximum of 4 A4 pages) in which nominee(s) describe their contribution to student learning in relation to ONE of the selection criteria outlined in Section 3.

The written statement should provide evidence:

1. that the nominee(s) have **influenced student learning**, **student engagement** or the **overall student experience**;
2. that the nominee(s) have **gained recognition** for their nominated contribution from fellow staff, the university, and/or the broader community;
3. that the nominee(s) contribution has **been sustained** over at least two sessions.

(c) **Curriculum vitae**
The curriculum vitae should outline the nominee’s educational qualifications, career history, teaching positions and teaching experience. The curriculum vitae must be no more than 2 A4 pages for nominations from individuals. In the case of team nominations, a limit of 1 A4 page per team member must be followed.

(d) **Summary of Student Evaluations**
Since these Awards are in recognition of a nominee’s contribution to student learning, student feedback related to their learning outcomes, engagement and/or overall learning experience is a critical element of the evidence that must be provided to support any nomination. Nominees must provide a summary of student feedback relevant to the contribution that is the focus of the nomination in no more that 1 A4 page as part of their nomination.

(e) **Supporting material (optional)**
The Award will be based on the written statement addressing the selection criteria. However, nominees may include select teaching or other materials that support/demonstrate claims of significant contribution to student learning against the chosen selection criterion.

For example, audio-visual material, CD ROMs, study guides, course outlines or contributions to curriculum design.

Since these materials will need to be evaluated by committee members, they necessarily must be restricted to essential items only.

References to the materials must be included in the written statement.
VICE-CHANCELLOR’S AWARDS for Programs That Enhance Learning

1. Introduction

The Vice-Chancellor’s Awards for Programs that Enhance Learning recognise programs and services that make an outstanding contribution to the quality of student learning and of student learning experience at UNSW. The Awards serve to:

- **highlight** the fundamental importance to UNSW of programs and services aimed at enabling and supporting high quality student learning and student learning experience

- **reinforce** UNSW’s values as defined in **B2B Blueprint to Beyond: UNSW Strategic Intent 2014**. These are:
  1. Academic Freedom
  2. Leadership
  3. Innovation, initiative and creativity
  4. Recognition of merit and excellence
  5. Integrity and high ethical standards
  6. Equity, opportunity and diversity
  7. Mutual respect, collegiality and teamwork
  8. Professionalism, accountability, and transparency
  9. Safety
  10. Sustainability
  11. High service standards

- **reinforce UNSW’s values in relation to learning and teaching**, as outlined in **UNSW’s Beliefs About Learning**. These are, that learning should:
  1. be engaging
  2. be active
  3. be situated and authentic
  4. build connections
  5. be guided by clear expectations and academic standards
  6. be challenging and supported
  7. be inclusive of diversity

- **reflect UNSW’s priorities** for strategic development of learning and teaching and the enhancement of student learning experience as outlined from time-to-time
• showcase outstanding examples of programs and services that enhance student learning

• build institutional capacity and individual capability for the development of competitive nominations for national OLT Awards for Programs that Enhance Learning.

2. The Award

Categories of Vice-Chancellor’s Awards for Programs that Enhance Learning

There are eight categories of Vice Chancellor’s Awards for Programs that Enhance Learning. Awards may be granted to programs that target:

1. Widening participation, encompassing programs that enhance access, widen participation, and support progression of students with high potential irrespective of their background.

2. Innovation in curricula, learning and teaching, encompassing innovations in curricula (program/course design) that: encourage novel approaches to learning and teaching; support the development of graduates who exemplify UNSW’s graduate capabilities; enable efficient and effective assessment and feedback to support learning; enable and support research-integrated learning and teaching approaches; and/or utilise the potential of new and/or emerging technologies.

3. Educational partnerships and collaborations with other organisations, that leverage UNSW’s strong national and international linkages with schools, other universities, professional bodies, businesses and industries to develop and deliver curricula and learning opportunities that are rigorous, engaging and ensure UNSW graduates are appropriately prepared for their careers or future studies.

4. The first-year experience, encompassing programs aimed at smoothing the academic and social transition to higher education, learning and teaching within large student groups, and the quality of the first-year student experience.

5. Flexible learning and teaching, encompassing approaches to learning and teaching that afford students flexibility in time, place and/or mode of learning.

6. Postgraduate education, encompassing programs that focus on enhancing: postgraduate curricula in coursework and/or research degrees; postgraduate research supervision; postgraduate learning support; and/or postgraduate student experience.
7. **Services supporting student learning**, encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support.

8. **Global citizenship and internationalisation**, including programs focussing on the development of curricula, student exchange, student experience, international recruitment, and transition programs for international students.

**Nature of the Awards**

Each Vice Chancellor’s Award for Programs that Enhance Learning consists of the presentation of an engraved UNSW medallion and a payment of a sum of $2,500.

The monetary component of each Award is subject to taxation.

**Number of Awards**

Up to 2 *Vice- Chancellor’s Awards for Programs that Enhance Learning* will be made each year.

**3. Selection Criteria**

Nominations for *Vice Chancellor’s Awards for Programs that Enhance Learning* will be assessed on evidence provided in relation to the following four criteria:

1. **Distinctiveness, coherence and clarity of purpose**
   Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation.

2. **Influence on student learning and student engagement**
   Extent to which the program targets identified needs and directly or indirectly enhances student learning, student engagement and/or the overall student experience of higher education.

3. **Breadth of impact**
   Extent to which the program has led to widespread benefits for students and their learning beyond the original context in which the program was implemented.
4. Concern for equity and diversity

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

The selection criteria are based on those used in the OLT Awards for Programs that Enhance Learning. The criteria also reflect current learning and teaching policies and initiatives at UNSW.

Assessing nominations

Nominations will be judged on the quality of the nomination against the above criteria, taking into account:

1. evidence of the effectiveness of the program in formal and informal evaluation;

2. the degree of creativity, imagination and innovation;

3. the extent to which the program has gained recognition and/or adoption within and beyond the context within which it was initially developed and implemented (e.g., the extent to which the initiative has become embedded in routine practice within the school, faculty, university OR received on-going support for its maintenance and further development from School/Faculty/UNSW resources)

4. evidence of the sustained effectiveness of the program.; and

5. the contribution that the program has made to realising UNSW learning and teaching goals and priorities (as set out from time to time in UNSW’s Learning and Teaching Strategy).

The nomination will be assessed solely on the basis of the documentation submitted (refer Section 5).
4. Nomination Process and Administration

Details on administrative aspects of the nomination process are outlined below. Requirements for the nominee’s documentation are set out in Section 5.

(a) Eligibility

Nominations for Vice Chancellor’s Awards for Programs that Enhance Learning are open to groups (comprising two or more academic, conjoint, professional and technical staff, either full time or part time), who have worked collaboratively on particular programs that have resulted in sustained, enhanced student learning experiences.

(b) Nominations

Nominations for Vice Chancellor’s Awards for Programs that Enhance Learning can be made in two ways. Either by:

1. Check Eligibility
2. Secure Nomination & Nomination Documents and Obtain References
3. Submit draft application to Head of School for feedback by 1 September 2014
4. Obtain HOS Report and submit completed application to HR by 22 September 2014
5. Faculty VCATE Committee assesses and submits ranked & endorsed applications to HR
6. UNSW VCATE Selection Committee Assesses Applications, Recommends Award Recipients
7. Award Recipients Endorsed by VC and Notified of their Award – December 2014
1. **Three people, whether staff members, students or former students** who have knowledge and/or experience of the nominated program.

   Each nomination must be made on the appropriate nomination form and be accompanied by a half page statement from each nominator outlining the reasons for making the nomination. One form only will be accepted from any group of nominators and one individual will need to take responsibility for obtaining the signatures and testimonials from the others and for giving the completed nomination form and accompanying documents to the nominee;

   **OR**

2. **A relevant School Committee**.

   The nomination form must contain the signatures of at least three committee members and a half page statement outlining the reasons for making the nomination.

   **Self-nominations will not be accepted.**

   The nomination form is available at: [http://www.hr.unsw.edu.au/employee/acad/vcate.html](http://www.hr.unsw.edu.au/employee/acad/vcate.html).

   **(c) Completion of Nominations**

   Nominations should be **based on the Selection Criteria** and **clearly indicate** (a) the **category or categories under which the nomination is made** (refer to Section 3), and (b) the **name of the Lead Nominee** or the person who will take responsibility on behalf of the group for the nomination.

   Details of the documentation required in the nomination are set out in Section 5.

   Information on how to present a case for this Award can be found on the Learning and Teaching @ UNSW website, particularly in the section on teaching portfolios [http://teaching.unsw.edu.au/writing-your-unsw-teaching-portfolio](http://teaching.unsw.edu.au/writing-your-unsw-teaching-portfolio).

   For further information and assistance please contact the Learning and Teaching Unit (x55989; ltu@unsw.edu.au).

   **(d) References**

   Two references of no more than 1 A4 page each must be provided by people who are able to comment on the nominated program; a nominating staff member is not eligible to be a referee.
(e) **Head of School Report**

Nominations should include a report from the Head of School on the nominated program in relation to the Selection Criteria. If the Head of School is a nominator, this report is not required.

(f) **Submission of Draft Nominations**

Draft nominations (including all relevant documentation) should be submitted to the relevant Head of School by Monday 1 September 2014.

The purpose of submitting a draft nomination is to provide an opportunity for the Head of School to provide formative feedback to the nominee before a completed application is submitted to Human Resources by the official deadline.

(g) **Submission of Revised Nominations to Head of School**

Revised nominations should be submitted to the Head of School by Monday 15 September 2014.

(h) **Completed Nominations to Human Resources**

Completed nominations should be submitted to HR by the deadline date of Monday 22 September 2014.

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

Nominations should be presented in 1.5 line spacing in at least 12 point type and in the order set out below.

i. Synopsis  
ii. Nomination form(s)  
iii. Written statement  
iv. Head of School report  
v. Two references  
vi. Supporting material (optional)

**Page limits must be strictly adhered to.** Submissions should not be bound but should be clearly paginated and held together by a fold back clip or paper binder. Supporting material should be packaged and appropriately labelled.

After being registered, nominations will be sent from HR to Faculty VCATE Committees to for assessment and ranking.
(i) Faculty VCATE Committee assessment and ranking

The Faculty VCATE Committee will consider nominations, and where it is agreed the nominee has met the criteria (refer Section 3), they will be endorsed. Where multiple nominations are endorsed for the same category, the Faculty VCATE Committee will rank them.

The Faculty VCATE Committee will comprise of:
Dean or Senior Associate Dean (Chair)
Associate Dean (Education) or nominee
Senior Faculty member
Previous teaching award recipient (either from within the Faculty or another Faculty)
Student representative – either undergraduate or postgraduate

(j) Faculty Submission of Endorsed and Ranked Nominations

All nominations whether endorsed and ranked by Faculty VCATE committees or not must be forwarded, along with the Faculty VCATE Endorsement summary sheet, nomination form and all accompanying documentation and materials, to Human Resources, First Floor, the Chancellery by a date arranged with the Manager of Academic Promotions

(k) UNSW Teaching Excellence Committee assessment and decision

All nominations endorsed by a Faculty VCATE Committee will be considered by the UNSW Teaching Excellence Committee. This Committee will comprise:

Vice-Chancellor or nominee (Chair)
President, Academic Board or nominee
Director, Learning and Teaching Unit or nominee
Previous Teaching Award recipients x 2 (including Vice-Chancellor Teaching Award recipients)
Postgraduate member of the Academic Board or a Faculty Board
Undergraduate member of the Academic Board or a Faculty Board

Nominations must be of a suitable standard to merit an Award. Where such a standard is not met an Award will not be conferred.
The degree of success of previous nominations will not be taken into account, although previous nominations might be *prima facie* evidence of sustained excellence in the development and implementation of programs that enhance learning.

The frequency of distribution of Awards to particular Schools/Faculties will not be taken into account.

The recommendations of the UNSW Teaching Excellence Committee shall be approved by the Vice-Chancellor or by the Deputy Vice-Chancellor (Academic) and in doing so they will ensure that any program recommended for an Award is aligned with the strategic priorities of the University, as defined in the *B2B Blueprint to Beyond: UNSW Strategic Intent* document.

(l) Notification of decision and award presentations

Nominees will be notified of the Committee’s decisions in December, and Awards will be presented at a graduation ceremony reflecting the faculty/faculties in which the program has had impact.

5. Nomination details

Nominations should be presented in 1.5 line spacing in at least 12 point type and in the order set out below.

a. Synopsis (maximum 100 words)
b. Written statement (maximum 5 A4 pages)
c. Supporting material (optional)

Page limits must be strictly adhered to. Submissions should not be bound but should be clearly paginated and held together by a fold back clip or paper binder. Supporting material should be packaged and appropriately labelled.

(a) Synopsis

Nominees should include a synopsis that provides a succinct summary of the case they have put forward in their nomination for the Award (100 word limit), clearly indicating the category of award the program falls under.

Should the nomination be successful, the synopsis will be used in communications regarding the recipient’s success.

(b) Written statement

The core element of a nomination is the Written Statement in which nominees describe their program in relation to the Selection Criteria.
Written Statements should explain how the four criteria (refer Section 3) are addressed in the category of award in which the program falls, and refer to evidence to support those claims.

The Written Statement should not exceed 5 A4 pages in total and should be presented under the following headings in the order indicated below.

1. **Overview**
   
   The overview provides the opportunity for nominees to commence the Written Statement with a focus on the specific character of their program. The word limit is strictly 350-400 words. It should indicate the category of award under which the program falls and include:

   - a description of the program and the contexts in which it has been implemented;
   - the key aspects of the program’s contribution to student learning experience; and
   - its impact on student learning.

2. **Selection criteria**

   In this part of the Written Statement, nominees must describe the contribution of the nominated program to student learning with regard to the Selection Criteria (refer Section 3) and provide evidence to support their claims. Indicators could include:

   - student experience feedback;
   - demonstrable impact on student learning (academic results, retention rates etc.); and
   - peer review and feedback.

(c) **Supporting material (optional)**

The Award will be based primarily on the Written Statement. In exceptional circumstances, nominees may include select materials that support the criteria.

For example, audio-visual material, CD ROMs, study guides, documentation relating to the program.

Since these materials will need to be evaluated by committee members, they necessarily must be restricted to essential items only.

References to the relevant parts/aspects of these materials MUST be included in the Written Statement.