



Faculty Excellence in Teaching Award Guidelines

- **TEACHING EXCELLENCE**
- **TEACHING EXCELLENCE (EARLY CAREER)**
- **PROGRAMS THAT ENHANCE LEARNING**

1 POLICY

On the recommendation of the Faculty Excellence in Teaching Award Selection Panel through the Associate Dean (Learning & Teaching), the Dean may award annually the following -

- **Faculty Award for Teaching Excellence** to members of the Faculty who have extensive teaching careers and who have demonstrated excellence in teaching – these awards give recognition to teachers for excellence in their teaching who have made a deep contribution to enhancing the quality of teaching at USQ
- **Faculty Award for Teaching Excellence (Early Career)** to members of the Faculty who are ‘early career’ teachers and who have demonstrated excellence in teaching – these awards give recognition to teachers for excellence in their teaching who are beginning to make a deep contribution to enhancing the quality of teaching at USQ
- **Faculty Award for Programs that Enhance Learning** to individuals or teams engaged in learning and teaching support programs and services that make an outstanding contribution to the quality of student learning and the quality of the student experience in higher education

Individual faculties will use discretion as to how many may be awarded in any given year. Some or all need not be awarded each year.

In addition to the Faculty Awards, the Panel may recommend that the Dean award up to three Commendations for Achievement in Learning and Teaching from the pool of unsuccessful applicants. These Commendations would include a letter of recognition from the Dean and a certificate. They would be announced at the same time as the Awards. Commendations are made at the discretion of the Panel and may not always be awarded.

2 DEFINITIONS

- 2.1 For the purpose of these Awards, ‘teaching’ is defined as an integral part of a process which draws upon personal research or scholarship, by which an academic, either alone or as a member of a team, facilitates and guides students towards achieving educational objectives as defined in course specifications. Teaching includes the design, implementation and evaluation of curriculum material and within the context of the University of Southern Queensland includes the creation of learning packages.

- 2.2 For the purpose of these Awards, ‘teaching excellence’ is defined as demonstrating a high capacity to create **innovative** and **sustainable** pedagogy relevant to the context/s within which the teaching occurs.
- 2.3 For the purpose of these Awards, an ‘early career’ teacher will have undertaken no more than seven years experience teaching in a higher education setting (this should be interpreted as seven consecutive calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions).
- 2.4 For the purpose of these Awards, ‘team’ is defined as the group of staff (and, possibly students) with prime responsibility for the activities undertaken. For the purposes of these regulations, nominations cannot include staff or students from faculties or sections of the University outside of the Faculty in which the award is being submitted. Cross-faculty collaborators are encouraged to apply for USQ Award nomination.
- 2.5 For the purpose of these Awards, ‘the Panel’ is defined as the Faculty Teaching Excellence Review Panel as outlined in 4.2.

3 REGULATIONS

- 3.1 The Award will consist of:
- (a) a certificate/plaque to be presented to the recipient or each team member at a Faculty ceremony; and,
 - (b) a grant of financial support of \$2,000 per individual recipient or \$4,000 per team, available for purposes appropriate to the Award as set out in section 8.
- 3.2 Any member/s of the Faculty staff who has been employed with USQ for more than two (2) semesters may nominate for an Award therefore, full-time, fractional, sessional and casual staff are eligible to apply, also refer 3.3 and 3.4.
- 3.3 Previous Award recipients (at the Faculty, USQ, and/or Australian Learning & Teaching Council level) are ineligible to nominate for a Faculty Award if their current nomination substantially replicates their earlier Award nomination. However, Early Career recipients are eligible for renomination in a different category three years after receipt of their Early Career Award. If prospective nominees are in doubt about their eligibility, they are encouraged to seek advice from their Associate Dean (Learning & Teaching).
- 3.4 Nominees may only nominate for one (1) award per year for activities that substantially replicate one another.
- 3.5 Recipients of Awards will be encouraged to progress their nominations to the USQ Awards for Teaching Excellence, USQ Citations for Outstanding Contributions to Student Learning, or USQ Awards for Programs that Enhance Learning, as appropriate. They will also be encouraged to showcase their work at appropriate faculty and USQ events.

4 PROCEDURES

- 4.1 Nominations will be assessed by the Faculty Teaching Excellence Review Panel chaired by the Associate Dean (Learning & Teaching) of each faculty and forwarded to the Dean of each faculty for final endorsement.
- 4.2 The Faculty Teaching Excellence Review Panel shall consist of a minimum of five members including the Faculty Associate Dean (Learning & Teaching) as Chair, a member of the Faculty Learning and Teaching Committee, a previous USQ/faculty award recipient, a representative from the University LTSU, and, where possible, a student representative. All members must not be nominated in the current round of nominations and if a student representative is not possible, the Panel Chair may nominate one additional Faculty Learning and Teaching Committee member or USQ/faculty award recipient or LTSU representative to ensure the membership equals five.
- 4.3 The Faculty Teaching Excellence Review Panel shall consider evidence of a nominee's excellence as provided by the nominee and the referee. It may also inspect materials used and developed by the nominee and seek relevant information from other sources.

5 AWARDS

- 5.1 **Teaching Excellence** – nominees must address each of the five selection criteria
- 1 Approaches to teaching that influence, motivate and inspire students to learn**
- Which may include: 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 high-level communication, presentation and interpersonal skills.
- 2 Development of curricula and resources that reflect an emerging command of, or innovation in, the field**
- Which may include: developing and presenting coherent and imaginative resources for student learning; implementing research-led approaches to learning and teaching; demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning; communicating clear objectives and expectations for student learning.
- 3 Approaches to assessment and feedback that foster independent learning**
- Which may include: integrating assessment strategies with the specific aims and objectives for student learning; providing timely, worthwhile feedback to students on their learning; using a variety of assessment and feedback strategies; implementing both formative and summative assessment; adapting assessment methods to different contexts and diverse student needs.
- 4 Respect and support for the development of students as individuals.**

Which may include: participating in the effective and empathetic guidance and advising of students; assisting students from equity and other demographic subgroups to participate and achieve success in their courses; influencing the overall academic, social and cultural experience of higher education.

5 Scholarly activities that have influenced and enhanced learning and teaching

Which may include: 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.

SELECTION CRITERIA

Nominees are expected to demonstrate excellence in teaching whereby they demonstrate a high capacity to create innovative and sustainable pedagogy relevant to the context/s within which the teaching occurs. Nominees are to demonstrate the influence on student learning, student engagement or the overall student experience and how this differentiates from business-as-usual quality teaching.

In assessing nominations against the five criteria, the Review Panel will take into account the:

- (a) extent to which the claims for excellence and effectiveness are supported by formal and informal evaluation
- (b) extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments; and
- (c) Information contained in Student Evaluation Surveys, references and selected teaching materials submitted by the nominee.

The five criteria will be given equal consideration by the Review Panel.

5.2 Programs that Enhance Learning - nominees may only address one of the following categories:

- 1 **The first year experience** - encompassing the academic and social transition to higher education, teaching and learning within large student groups, and the quality of the first year student experience
- 2 **Postgraduate education** - encompassing programs that focus on postgraduate students, postgraduate coursework teaching and learning, postgraduate research supervision and research higher degree candidature, and postgraduate learning support
- 3 **Assessment and feedback** - encompassing assessment initiatives that encourage students to develop and demonstrate higher-order skills and attitudes such as academic independence, ethical practices and values, and critical thinking

- 4 **Innovation in curricula, learning and teaching** - encompassing innovations that encourage novel approaches to learning and teaching, innovations that encourage or support multidisciplinary, research-based learning and teaching approaches, innovations that utilise the potential of new and/or emerging technologies
- 5 **Flexible learning and teaching** - encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning
- 6 **Services supporting student learning** - encompassing services related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support
- 7 **Educational partnerships and collaborations with other organisations** - encompassing partnerships between universities, and universities and other organisations - such as schools, professional bodies businesses and industries - in collaborative approaches to learning and teaching

SELECTION CRITERIA

For Program Awards, each nomination must address the following four selection 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 lead to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program.
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.

In assessing nominations against the four selection criteria, the Review Panel will take into account:

- (a) evidence of the effectiveness of the program in formal and informal evaluations
- (b) the degree of creativity, imagination or innovation; (c) evidences of the sustained effectiveness of the program.

7 LODGEMENT

- 7.1 Nominations for an Award shall be submitted to the Project Coordinator (Teaching Excellence Project) within the Learning & Teaching Support Unit (LTSU) at teachexcel@usq.edu.au **not later than 31 July each year**. Note: Where the closing date for nominations falls on a weekend, the date will be amended to indicate the closing date for nominations will be the following Monday at midday. Five hard copies of the written nomination are to be provided, stapled in the top left corner to the Project Coordinator (Teaching Excellence Project) within the Learning & Teaching Support Unit (LTSU) within 2 working days of electronic submissions.
- 7.2 Each nomination shall consist of:
- nomination cover sheet (1 page);
 - a brief and scholarly overview of the nominee's teaching philosophy/rationale (1 page);
 - written statement (maximum 8 pages) including:
 - A clear statement by the candidate or team, no more than 200 words, summarising the basis for the nomination, written in third person (for promotional purposes if successful); and,
 - Statement addressing the selection criteria
 - one written reference provided by the BUILD supervisor, normally the Head of Department or School (1 page);
 - a curriculum vitae, which should outline the nominee's educational qualifications, career history, teaching positions, teaching experience and scholarship of teaching and learning (SOTL) publications. The curriculum vitae is limited to three A4 pages for nominations from individuals. Teams may extend this limit, but a limit of one extra page per team member only; and,
 - SELT data for relevant course/s for at least two semesters , but not more than six semesters
 - a maximum of *two* of any of the following OPTIONAL supporting materials which are substantiating evidence for content within the written statement:
 - (i) website (URL)
 - (ii) CD ROM or DVD
 - (iv) 10 pages of printed material
- 7.3 Formatting specifications
- A4 page size
 - minimum font size is 11 point, Arial Narrow is recommend
 - Minimum 2cm margins
 - Pages to be numbered (Pages over the respective page limits will be removed)

8 FINANCIAL ARRANGEMENTS

- 8.1 The grant of financial support is to be used for the professional development of the recipient(s).
- 8.2 The grant will be kept in a separate project fund within the Faculty and will not be paid directly to the recipient/team members.

- 8.3 The Dean of the Faculty will take advice from the recipient/team members about proposed expenditure. All expenditure will be in accordance with USQ financial delegations and policies.
- 8.4 If a recipient leaves the faculty before the grant is fully expended or does not expend the full grant within the period stipulated in 8.7, the unexpended portion will revert to the Faculty and will be used to support learning and teaching initiatives.
- 8.5 In the event that further team work cannot proceed or that individual professional development is unwarranted, as advised by members of the team, then all unexpended funds will revert to the Faculty and will be used to support learning and teaching initiatives.
- 8.6 The following categories of expenditure are acceptable:
- (i) Employment of an assistant to help a recipient in his or her teaching and research;
 - (ii) Travel, accommodation and related costs for professional purposes (e.g., to attend conferences or confer with persons working in fields related to the recipient's research or teaching areas);
 - (iii) Administrative matters relating to professional development in the recipient's teaching and research areas (e.g., advertising to attract assistants or secretarial support);
 - (iv) Journal or membership subscriptions, where related to USQ duties, for a period no longer than three years, with continuation of subscription beyond that time being the personal obligation of the recipient;
 - (v) Purchase of books, materials, office and research equipment, and payment for the installation of such items. All such purchases remain the property of USQ but it is expected that priority use of them will be afforded to the recipient.
- 8.7 Grants will normally be expended or committed within 12 months of receipt, but an extension of a further 12 month period may be granted by the Dean.

9 CHECKLIST

Checklist (for nominee's use only – not to be submitted)	tick box (✓)
Completed and signed Nomination Coversheet (1 page)	
Overview of teaching philosophy/rationale (1 page)	
Written statement including summary and response to criteria (maximum 8 pages)	
Reference provided by BUILD supervisor, normally the HoD/HoS (1 page)	
Curriculum Vitae (3 pages + 1 for each additional team member)	
SELT data	
Optional supporting material	
Formatting specifications: <ul style="list-style-type: none"> ▪ A4 ▪ minimum font size is 11 point, Arial Narrow is recommend ▪ Minimum 2cm margins ▪ Pages are numbered 	

**University of Southern Queensland
Faculty Awards for Teaching Excellence
Nomination Coversheet**

FACULTY:
tick (✓) one box FoA FoB FoE FoES FoSc

Individual nomination Team nomination

TEACHING EXCELLENCE

Award TEACHING EXCELLENCE (EARLY CAREER)

Category:
tick (✓) one box

PROGRAMS THAT ENHANCE LEARNING

Contact details (for nominee or one representative of a team)	
Title	
First name	
Last name	
School/Department	
Team name (if applicable)	

Please list names of other team members (if more than five members, only use team name):

Title	First Name	Last Name

Nominee's Declaration:

I, _____, accept my/my team's nomination for a Faculty of _____ Award. I have not received another teaching or learning award from the faculty, USQ, or Australian Learning & Teaching Council for the activities presented in this nomination (exception: Early Career).

Signature

Date

Head of Department/School:

I support this nomination on the basis of the attached application.

Signature

Date

