

Learning & Teaching Awards & Recognition Guidelines

(To be read in conjunction with the Learning & Teaching Awards & Recognition Policy as outlined in the University Policy Library <http://policy.usq.edu.au/portal/custom/detail/learning-and-teaching-awards-and-recognition/>)

1. Key Dates

Scheme	Closing date for nominations*
USQ Learning and Teaching Fellowships	30 June
USQ Awards for Teaching Excellence	31 October
USQ Awards for Programs and Services that Enhance Learning	31 October
USQ Citations for Outstanding Contributions to Student Learning	31 October

*Note: Where the closing date for nominations falls on a weekend, the date will be amended to indicate that the closing date for nominations will be the following Monday at midday.

2. USQ Learning & Teaching Fellowships

2.1 About USQ Learning & Teaching Fellowships

Fellows will be expected to undertake activities that:

- explore and address educational issues significant to the University;
- stimulate strategic change within the University;
- raise the profile of learning and teaching in higher education and the prestige associated with the pursuit of excellence in teaching at USQ; and,
- develop their personal skills, leadership capacity and profile.

Fellowship activities will be focused on a learning and teaching issue and may include, but are not limited to:

- curriculum revitalisation;
- examining a broad education question or issue affecting the University, a Faculty or a discipline area;
- the development of innovative learning resources;
- the development of curricula and innovative approaches to teaching and learning;
- the development of innovative approaches to assessment and evaluation;
- the development and implementation of professional development programs and resources for staff working in the area of learning and teaching.

Senior Fellows are individuals who undertake a full-time University-level specified strategic project over one semester. The maximum funding available for each Senior Fellowship is **\$50,000**.

Associate Fellows will undertake a part-time specified activity that addresses an identified learning and teaching issue within their faculty, department or discipline over a one semester period. Nominees for Associate Fellowships who wish to undertake collaborative activities may choose to nominate as a partnership. The maximum funding available for each Associate Fellowship is **\$20,000**.

The official Fellowship activities commence on the first day of the chosen semester and cease on the last day of exams for that semester.

Senior Fellows will be presented with a certificate at an award ceremony at an appropriate USQ event as determined by the Vice-Chancellor while Associate Fellows will be presented with a certificate at a Learning & Teaching Event.

Recipients of Fellowships will be expected to disseminate the findings of their activities through presentations and publications, and through producing resources and embedding the outcomes of their activities within the faculty/section/campus and the University.

2.2 *Nomination process*

- In writing using the appropriate nomination form to the Pro Vice-Chancellor (Learning Teaching & Quality) no later than the due date, submitted electronically via the Teaching Excellence email teachexcel@usq.edu.au
- The Fellowship to be undertaken in either Semester 1 or Semester 2 of the following year – nominee to identify intention in application
- Nominations must include a description of proposed fellowship activities, which is limited to six (6) A4 pages in length for Senior and four (4) A4 pages for Associate and must address the following criteria:
 1. Brief summary of proposed project including relationship to USQ strategic directions (150 words maximum)
 2. Educational issue/s to be addressed
 3. Activities to be undertaken
 4. Intended outcomes
 5. Strategy for dissemination
 6. Evaluation method
 7. Timeline
 8. Budget
 9. Nominee's leadership experience/capacity
- Each nomination must also include:
 - A curriculum vitae of no more than three (3) A4 pages for lead applicant and one (1) additional page for each team member.
 - A letter of support from the Dean or Director/Group Manager (from each Faculty/Section represented), indicating support for, and agreement with, the terms of the proposed fellowship stated in the application, including the budget.
 - Nominees may wish to consider including letters of support from other stakeholders to demonstrate support for the project and/or the proposed Fellow.
- In considering a nomination, the selection panel will take into account:
 - the standing and academic record of the nominee, including the influence on theory and practice in learning and teaching within the University and externally through publications in recognised journals or refereed materials;
 - the nominee's record of leadership and evidence of positively influencing the University community;
 - the originality and viability of the proposed fellowship activities;
 - the likely impact of the outcomes and the likely sustainability of the change created as a result of the fellowship; and
 - the overall value of the fellowship proposal in meeting the University's strategic objectives.

2.3 *Nomination Formatting*

- Nominations should be provided in electronic format (Word or PDF files) where possible.
- Note the word and/or page limits will be strictly enforced.

- Margins must be at least 2cm with clear definition between paragraphs.
- Pages must be numbered.
- Minimum acceptable font size is 11 point, Arial Narrow is recommended.

Submissions that do not meet these requirements will not be accepted.

2.4 *Financial support*

The support will take the form of funding to release staff from some or all (depending on the level of Fellow) of their substantive work commitments during a given semester with the remainder of funding to be allocated to support the activities of the Fellowship.

2.5 *Reporting process*

- **Interim Report** to be submitted half way through the Fellowship – an informal written communication detailing milestones achieved and any challenges/issues
- **Final Report** to be submitted at the completion of the official Fellowship activities no later than twelve months following commencement of Fellowship – template available which includes full report and financial acquittal. This report will be tabled at the USQ Learning and Teaching Committee.

3. USQ Awards for Teaching Excellence

3.1 *About USQ Awards for Teaching Excellence*

USQ Awards for Teaching Excellence recognise and celebrate innovative and sustainable activities that enhance learning and teaching.

USQ Award recipients will be presented with a certificate at an award ceremony at an appropriate USQ event as determined by the Vice-Chancellor.

The Awards will consist of a grant of financial support of \$5,000 per individual recipient or \$10,000 per team, available for purposes appropriate to the award as set out in the Policy.

Recipients will be expected to showcase their achievements through faculty or LTS Learning and Teaching Professional Development Program in the twelve months following receipt.

3.2 *Nomination process*

- In writing using the appropriate nomination form to the Pro Vice-Chancellor (Learning Teaching & Quality) no later than the due date, submitted electronically via the Teaching Excellence email teachexcel@usq.edu.au
- Each nominee must:
 - Provide brief and scholarly overview of the nominee's teaching philosophy/rationale
 - Address all of the five selection criteria
- Each nomination must be limited to eight (8) A4 pages in total
- The overview of the nominee's teaching philosophy/rationale should constitute no more than one (1) A4 page
- The nominee should provide the following supporting material (which is considered in addition to the eight pages):
 1. Two references, of no more than one (1) A4 page each, provided by people who are able to comment on the nominee's teaching against the selection criteria. One of the referees must be the Head of the nominee's Faculty/Department.
 2. A curriculum vitae, which should outline the nominee's educational qualifications, career history, teaching positions and teaching experience. The curriculum vitae is limited to three (3) A4 pages for nominations from individuals. Teams may extend this limit, but a limit of one (1) extra page per team member is recommended.
 3. A maximum of two of any of the following optional supporting materials may also be included at the discretion of the nominee:
 - a) website (URL)
 - b) CD ROM or DVD
 - c) video or audio tape
 - d) 10 pages of printed material
 - e) SELT data for relevant course/s for at least two semesters, but no more than six semesters, within the previous three years

3.3 *Nomination Formatting*

- Nominations should be provided in electronic format (Word or PDF files) where possible. If CD ROM or DVD is used as supporting material, a single hard copy should be provided to the Office of the Pro Vice-Chancellor (Learning, Teaching & Quality).
- Note the word and/or page limits will be strictly enforced.
- Margins must be at least 2cm with clear definition between paragraphs.
- Pages must be numbered.

- Minimum acceptable font size is 11 point, Arial Narrow is recommended.

Submissions that do not meet these requirements will not be accepted.

3.4 *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 a command of 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.

In considering a nomination, the selection panel will take into account:

- the extent to which the claims for excellence are supported by formal and informal evaluation;
- the contextual distinctiveness demonstrated in the nominee's teaching, and how this aligns with the vision, mission and/or strategic directions of the University;
- the extent of creativity, imagination or innovation, demonstrated by the nominee; and
- the information contained in references and supporting materials submitted by the nominee. The Selection Committee may contact nominees and/or referees for clarification or further information.

4. USQ Awards for Programs and Services that Enhance Learning

4.1 *About USQ Awards for Programs and Services that Enhance Learning*

USQ Awards for Programs and Services that Enhance Learning recognise learning and teaching support programs and services that make an outstanding contribution to the quality of student learning and quality of the student experience of higher education.

USQ Award recipients will be presented with a certificate at an award ceremony at an appropriate USQ event as determined by the Vice-Chancellor.

The Awards will consist of a grant of financial support of \$5,000 per individual recipient or \$10,000 per team, available for purposes appropriate to the award as set out in section 7.

Recipients will be expected to showcase their achievements through faculty or LTS Learning and Teaching Professional Development Program in the twelve months following receipt.

4.2 *Nomination process*

- In writing using the appropriate nomination form to the Pro Vice-Chancellor (Learning Teaching & Quality) no later than the due date, submitted electronically via the Teaching Excellence email teachexcel@usq.edu.au
- Each nomination must be limited to twelve A4 pages
- Each nomination may also include a maximum of two (2) of the following optional supporting material (which is considered in addition to the twelve pages):
 - a) website (URL)
 - b) CD ROM or DVD
 - c) video or audio tape
 - d) 10 pages of printed material

4.3 *Nomination Formatting*

- Nominations should be provided in electronic format (Word or PDF files) where possible. If CD ROM or DVD is used as supporting material, a single hard copy should be provided to the Office of the Pro Vice-Chancellor (Learning, Teaching & Quality).
- Note the word and/or page limits will be strictly enforced.
- Margins must be at least 2cm with clear definition between paragraphs.
- Pages must be numbered.
- Minimum acceptable font size is 11 point, Arial Narrow is recommended.

Submissions that do not meet these requirements will not be accepted.

4.4 *Categories*

There are seven possible award categories. As only a maximum of three Awards will be made annually, the pattern of distribution across these categories will ultimately be determined by the quality of the nominations.

Each nominee must select one (1) of the following categories:

1. **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 and feedback that is timely and supports students' learning development

2. **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
3. **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
4. **Flexible learning and teaching** - encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning
5. **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
6. **Postgraduate education** - encompassing programs that focus on postgraduate students, postgraduate coursework learning and teaching, postgraduate research supervision and research higher degree candidature, and postgraduate learning support
7. **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

4.5 *Selection criteria*

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 considering a nomination, the selection panel will take into account:

- demonstrated evidence of the effectiveness of the program in formal and informal evaluation;
- the contextual distinctiveness demonstrated by the program/service, and its alignment with the vision, mission and/or strategic directions of the University;
- the degree of creativity, imagination or innovation; and
- evidence of the sustained effectiveness of the program.

5. USQ Citations for Outstanding Contributions to Student Learning

5.1 About USQ Citations

USQ Citations recognise and reward the diverse contribution that individuals and teams make to the quality of student learning.

USQ Citation recipients will be presented with a certificate at a Learning and Teaching Event.

The Citations will consist of a grant of financial support of \$2,000 per individual recipient or \$5,000 per team, available for purposes appropriate to the award as set out in Section 7.

Recipients will be expected to showcase their achievements through faculty or LTS Learning and Teaching Professional Development Program in the twelve months following receipt.

5.2 Nomination process

- In writing using the appropriate nomination form to the Pro Vice-Chancellor (Learning Teaching & Quality) no later than the due date, submitted electronically via the Teaching Excellence email teachexcel@usq.edu.au
- The written statement for each nomination must be limited to four A4 pages. It should have four components, presented in this order:
 - Proposed citation (maximum twenty-five words) describing the distinctive contribution of the nominee - for example: *'For the creation of innovative and imaginative resources that engage science students in current disciplinary issues and develop critical thinking skills'*
 - Summary of particular contribution and specific context for this
 - Statement addressing chosen criterion (one or two)
 - Statement providing evidence for the ways in which the contribution has influenced student learning, engagement and/or the overall student experience, been sustained over time, and been recognised by fellow staff, the institution, and/or the broader community

5.3 Nomination Formatting

- Nominations should be provided in electronic format (Word or PDF files) where possible.
- Note the word and/or page limits will be strictly enforced.
- Margins must be at least 2cm with clear definition between paragraphs.
- Pages must be numbered.
- Minimum acceptable font size is 11 point, Arial Narrow is recommended.

Submissions that do not meet these requirements will not be accepted

5.4 Selection criteria

Nominees are required to select one or two selection criteria, determined by the nature of their contribution to student learning. The nomination will be judged on the quality of the nomination against that criteria and the extent to which they show evidence that their contribution has:

1. Influenced student learning, student engagement or the overall student experience;
2. Gained recognition from fellow staff, the institution, and/or the broader community; and,

3. Been sustained over time (no less than six semesters' duration)

Selection criteria (select no more than two):

1. **Approaches to the support of learning and 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; enabling others to enhance their approaches to learning and teaching.
2. **Development of curricula, resources and services that reflect a command of 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; providing support to those involved in the development of curricula and resources; contributing professional expertise to enhance curriculum or resources.
3. **Approaches to assessment, feedback and learning support 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; contributing professional expertise to enhance assessment and/or feedback.
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 and service innovations 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.

6. Eligibility for Learning and Teaching Awards

6.1 Fellowships

- Any member of the University staff (full-time or fractional, continuing or contract) may nominate or be nominated
- Senior Fellowships are for individual nominees only, Associate Fellowships can nominate as a small team (≤ 3)
- An individual or member of a team cannot hold a Senior and Associate Fellowship at the same time
- Previously unsuccessful nominees are eligible to reapply
- Fellows are unable to undertake Academic Development Leave or Professional Development Leave in the semester subsequent to or preceding the Fellowship

6.2 Awards

- Any member of the University staff, or team of staff, (full-time or fractional, continuing or contract) may nominate or be nominated, however, nominations for Awards for Teaching Excellence must be for staff employed for teaching or teaching research purposes
- Receipt of a Citation does not affect eligibility for nomination for a USQ Teaching Award however one cannot nominate for both in the same year
- USQ Award recipients are not eligible for renomination within three years of receiving a USQ Award, contents of subsequent nominations cannot be for same or similar activities identified in previous successful nomination/s
- With the exception of Early Career recipients, previous recipients of USQ Awards for Teaching Excellence are eligible to renominate *only* if they are a member of a team and not the lead applicant in their subsequent nomination
- Early Career recipients are eligible to renominate in a different category three years after their Early Career award
- Previously unsuccessful nominees are eligible to reapply

6.3 Citations

- Any member of the University staff, or team of staff, (full-time or fractional, continuing or contract) may nominate or be nominated
- Recipients of a USQ Award are not eligible to apply for a USQ Citation for same or similar activities identified in previous successful nomination/s
- USQ Citation recipients are not eligible for renomination within three years of receiving a USQ Citation
- Previously unsuccessful nominees are eligible to reapply

7. Financial considerations

- 7.1 All expenditure will be in accordance with USQ financial delegations and policies
- 7.2 The funds will be kept in a separate project fund within the appropriate Faculty or Division quarantined for the specific purposes of the grant, and will not be paid directly to the recipient/team members
- 7.3 Funds 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 Pro Vice-Chancellor (Learning, Teaching & Quality)
- 7.4 If a recipient leaves the service of USQ before the funds are fully expended or does not expend the full grant within twelve months of receipt, the unexpended portion (when exceeding \$300) will revert to the issuing cost centre unless otherwise approved by the Pro Vice-Chancellor (Learning, Teaching & Quality)
- 7.5 A financial acquittal report will be required at the end of the twelve month period
- 7.6 Awards and Fellowships and their associated financial grants are non-transferable
- 7.7 Fellowships**
 - 7.7.1 The grant of financial support is to be used as per the budget outlined in the application – deviation from this budget must gain prior consent from the Pro Vice-Chancellor (Learning, Teaching & Quality)
 - 7.7.2 In the event that further activities cannot proceed then all unexpended funds will revert to the issuing cost centre
 - 7.7.3 Eligible and non-eligible expenditure

ELIGIBLE EXPENDITURE ITEMS	NON-ELIGIBLE EXPENDITURE ITEMS
Salary to fund relief staff to enable Fellow to undertake activities (COMPULSORY)	Equipment expenses
Salary for project staff or administration support	Activities or items that do not have a direct impact on the achievement of Fellowship outcomes
Administration costs	
Dissemination expenses including travel expenses	
Production of resources	
Conferences, seminars and workshops (maximum of \$1000 for a domestic conference and maximum of \$1500 for an international conference) related to learning and teaching in higher education and associated expenses such as travel and accommodation	

* All budgeted items must be identified in detail with relevant justifications

7.8 Awards and Citations

- 7.8.1 The grant of financial support is to be used for the professional development of the recipient(s) and/or the further development of the service/program
- 7.8.2 In the event that professional development is unwarranted, as advised by members of the team, then all unexpended funds will revert to the issuing cost centre

7.8.3 Eligible and non-eligible expenditure

ELIGIBLE EXPENDITURE ITEMS	NON-ELIGIBLE EXPENDITURE ITEMS
Activities that would enhance the program/service/teaching	Research activities (e.g. research assistant) not related to the enhancement of learning and teaching in higher education
Employment of project staff/assistant used to enhance the program/service or help with teaching or teaching research	Professional development activities not related to learning and teaching in higher education or improving the program/service
Professional development activities	
USQ supported technologies and books or materials to aid learning and teaching – all purchases remain the property of USQ but it is expected that priority use of them will be afforded to the recipient	
Conferences, seminars and workshops related to learning and teaching in higher education and associated expenses such as travel and accommodation	
Journal or membership subscriptions, where related to USQ learning and teaching, for a period no longer than three years, with continuation of subscription beyond that time being the personal obligation of the recipient	

8. Selection panels

The selection committee, appointed by the Chair, will consist of five (5) members incorporating:

- Pro Vice-Chancellor (Learning, Teaching & Quality) or representative, as Chair
- Faculty Dean/non-academic section head
- Associate Dean (Learning & Teaching)
- 2 x past recipients for that scheme

In determining the selection panel annually, consideration will be given to cross-faculty/division representation with rotational spread as well as gender balance.

9. Correspondence, nominations/applications and enquiries

Teaching Excellence
Pro Vice-Chancellor (Learning, Teaching & Quality) Office

Mrs Colleen Wilson
Executive Officer to the Pro Vice-Chancellor (Learning, Teaching and Quality)
(07) 4631 1660
Email: teachexcel@usq.edu.au
<https://intranet.usq.edu.au/ltsu/teachexcel/public/default.aspx>
<http://www.usq.edu.au/learnteach/>

10. Forms

- USQ Learning and Teaching Fellowship Nomination Form
- USQ Learning and Teaching Fellowship Final Report
- USQ Awards for Teaching Excellence Nomination Form
- USQ Awards for Programs and Services that Enhance Learning Nomination Form
- USQ Citations for Outstanding Contributions to Student Learning Nomination Form
- Guidelines for using award funds from the ALTC or USQ and acquittal report form

USQ LEARNING AND TEACHING FELLOWSHIP NOMINATION

Category for nomination

Tick box (✓)			
	Senior Fellowship		Associate Fellowship

Applicant	
Title	
First name	
Last name	
Faculty/Dept	
Email address	
Telephone	

For Associate Fellowship applications only Please list names of other team members, if applicable.			
Title	First name	Last name	Faculty/Dept

Declaration: I agree to represent this application for a <i>USQ Learning & Teaching Fellowship</i> .	
Signature:	Date:

Checklist	tick box (✓)
The nomination must include the following:	
Completed and signed Nomination Form	<input type="checkbox"/>
Written statement including budget (Associates 4 pages, Senior 6 pages maximum)	<input type="checkbox"/>
Curriculum Vitae (3 pages for project lead, 1 additional page per team member)	<input type="checkbox"/>

Relevant letter/s of support from each Dean/Section Head represented by applicant/s	
Written statement	
Brief summary of project including relationship to USQ strategic directions (150 words maximum)	
Educational issue(s) to be addressed	
Activities	
Intended outcomes	
Strategy for profile-building and dissemination	
Evaluation method	
Timeline	
Leadership experience/capacity	

BUDGET	
STAFF RELIEF	\$
<i>Sub total</i>	
PROJECT SUPPORT	
<i>Sub total</i>	
PROJECT ACTIVITIES (e.g. dissemination)	
<i>Sub total</i>	
TOTAL \$ REQUESTED	
IN-KIND CONTRIBUTIONS	
<i>Sub Total</i>	
Totals	

Curriculum vitae of the nominee (3 pages maximum)

Please attach the CV to this nomination form. The CV requirement from project leaders is three (3) pages, with additional members to submit only a one (1) page CV. The CV should document the nominee/s career achievements, including research, but with a particular emphasis on achievements in higher education learning and teaching, participation in academic professional development and teaching qualifications

Letter of support from Dean/Head of Section/Campus

Please attach the letter/s of support to this nomination form. Letter of support is required from all nominees Deans/Section Heads.



USQ Learning & Teaching Fellowship Final Report

Senior Fellowship

Associate Fellowship

Fellow/s:

Date:

Signed: _____

1. Brief summary of project

2. Financial Acquittal

All costs should be ex GST. All costs to be in whole dollars.

	Budget \$	Actual \$	Balance \$
PERSONNEL			
<i>Sub total</i>			
PROJECT SUPPORT			
<i>Sub total</i>			
PROJECT ACTIVITIES (e.g. dissemination, evaluation)			
<i>Sub total</i>			
TOTAL OF FELLOWSHIP FUNDING			
FACULTY IN-KIND CONTRIBUTIONS			
<i>Sub Total</i>			
Totals			

NB: unexpended funding above \$300 must be returned to the Pro Vice-Chancellor (Learning, Teaching & Quality)

3. MILESTONES ACHIEVED

- a. What activities have been undertaken?
- b. What significant events/activities have taken place?

4. DISSEMINATION STRATEGY AND DELIVERABLES

- a. Materials or outcomes made available to the University/faculty/campus or groups of stakeholders
- b. Ways in which the project outcomes have been shared across the University/faculty/campus or groups of stakeholders
- c. Information on how the project material can be accessed

5. EVALUATION

- a. Description of formative and summative evaluation processes used
- b. Evaluation outcomes including evidence of the impact of the project and value to the students/discipline/faculty/University/sector
- c. Factors critical to the success of the approach
- d. Factors that impeded its success
- e. General lessons learnt, including a reflection on the challenges and unexpected successes

University of Southern Queensland

Awards for Teaching Excellence

Nomination Form

Individual nomination

Team nomination

Contact details (for nominee, or representative of a team)	
Title	
First name	
Last name	
Email address	
Telephone	

Please list names of other team members, if applicable			
Title	First name	Last name	Faculty/Dept

Declaration: I agree to represent this nomination for a <i>USQ Award for Teaching Excellence</i> .	
Signature:	Date:

Dean's Support for Nomination and Authorisation

I support this nomination on the basis of the attached application. I confirm that the nominee/s referred to on this form is/are currently a member(s) of this Faculty/Department's teaching staff. (Note. Signatures required from all Deans represented by team members)	
Name	
Signature	Date

Checklist	tick box (✓)
The nomination must include the following:	
Completed and signed Nomination Form	
Written statement - including an overview of teaching philosophy/rationale and statement addressing each of the five selection criteria	
Two references (1 page each maximum)	
Curriculum Vitae (3 pages for individuals and 1 page for each team member)	
Optional supporting materials (maximum of 2 items)	

University of Southern Queensland

Awards for Programs and Services that Enhance Learning - Nomination Form

Program/Service Title

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Category for nomination [Please nominate ONE category by ticking box (✓)]

	The First-Year Experience		Innovation in Curricula, Learning and Teaching
	Postgraduate Education		Flexible Learning and Teaching
	Assessment and Feedback		Services Supporting Student Learning
	Educational Partnerships and Collaborations with other Organisations		

Contact details (representative of the program)

Title	
First name	
Last name	
Faculty/Dept	
Email address	
Telephone	

Please list names of other nominees, if applicable.

Title	First name	Last name	Faculty/Dept

Declaration: I agree to represent this program/service in nomination for a *USQ Award for Programs and Services that Enhance Learning*.

Signature:	Date:
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Checklist - The nomination must include the following:	Tick box (✓)
Completed and signed Nomination Form	
Written statement addressing each of the four selection criteria in context of the chosen category (max 12 pages)	
Optional supporting material (maximum of 2 items)	

University of Southern Queensland
Citations for Outstanding Contributions to Student Learning
Nomination Form

Proposed Citation (25 words or less)

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Criteria for nomination

Please nominate no more than TWO criteria.

Tick box (✓)	
	1. Approaches to the support of learning and teaching that influence, motivate and inspire students to learn
	2. Development of curricula, resources and services that reflect a command of the field
	3. Approaches to assessment, feedback and learning support that foster independent learning
	4. Respect and support for the development of students as individuals
	5. Scholarly activities and service innovations that have influenced and enhanced learning and teaching

Contact details (for teams, please list the primary representative)

Title	
First name	
Last name	
Faculty/Dept	
Email address	
Telephone	

Please list names of other team representatives, if applicable.

Title	First name	Last name	Faculty/Dept

Declaration: I agree to represent this nomination for a *USQ Citation for Outstanding Contributions to Student Learning*

Signature:	Date:
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Checklist

The nomination must include the following:

Completed and signed Nomination Form	tick box (✓)
Written statement (maximum 4 pages)	

GUIDELINES FOR USING AWARD FUNDS

FROM AUSTRALIAN LEARNING & TEACHING COUNCIL
OR UNIVERSITY OF SOUTHERN QUEENSLAND

- Award monies are awarded and disbursed to the recipient's institution/cost centre to be used to:
 1. advance the career/s of the recipient/s
 2. provide additional resources to support their teaching or activities related to the award
 3. to assist the individual/team to disseminate good practice in learning and teaching
- To be expended and/or committed within 12 months of receipt unless carry-over approval sought
- To be kept and managed in a quarantined project within originating cost centre
- Any items purchased remain the property of USQ upon departure of staff member

ELIGIBLE EXPENDITURE ITEMS	NON-ELIGIBLE EXPENDITURE ITEMS
Activities that would enhance the program/service/teaching	Research activities (e.g. research assistant) not related to the enhancement of learning and teaching in higher education
Employment of project staff/assistant used to enhance the program/service or help with teaching or teaching research	Professional development activities not related to learning and teaching in higher education or improving the program/service
Professional development activities	
USQ supported technologies and books or materials to aid learning and teaching – all purchases remain the property of USQ but it is expected that priority use of them will be afforded to the recipient	
Conferences, seminars and workshops related to learning and teaching in higher education and associated expenses such as travel and accommodation	
Journal or membership subscriptions, where related to USQ learning and teaching, for a period no longer than three years, with continuation of subscription beyond that time being the personal obligation of the recipient	

ACQUITTAL REPORT

(Copy of PeopleSoft Financials record to be attached)

RECIPIENT/S:	FACULTY/SECTION:	
AWARD:		
AMOUNT AWARDED:	DATE OF RECEIPT:	
COST CENTRE/DEPT ID:	PROJECT NUMBER:	
EXPENSES	Description	AMOUNT
TOTAL		
Provide a statement on the impact that these activities have had on learning and teaching in higher education for yourself, your faculty, your discipline, USQ or the students.		
Signature (recipient/lead team member):	Name (head of cost centre):	
Date:	Signature (head of cost centre):	
	Date:	

