1. PURPOSE

The purpose of these awards is to promote, recognise and reward excellence in teaching at either undergraduate or postgraduate levels.

2. NATURE

The Award recognises teachers (individuals or groups) who can demonstrate that their teaching is outstanding and positively enhances students’ learning outcomes and experiences. Winners will receive a trophy to be presented during Learning and Teaching Week and an award of $1000.

3. AWARD CATEGORIES

Awards will be made on merit and there are three award categories:

1. Humanities and the Arts
2. Award for Indigenous Education
3. Service Learning or Work-Integrated Learning
   - This category should be interpreted broadly. It includes volunteer programs, situated learning, practicum, clinical education, work placement, cooperative education, etc.

4. ELIGIBILITY FOR NOMINATION

1. Nomination is open to individuals and teams. Teams can be of any size; however nominations may name no more than five members.
2. Nominees may be full time, part time, casual or adjunct members of Macquarie University’s academic staff.
3. Individual applicants must have completed a minimum of two years teaching-related employment within the University (this criterion will be waived for early career applicants). A group nomination may include one or more members who do not have the requisite number of years of teaching-related employment within the University.
4. Applicants for an early career award must have no more than seven years teaching experience.
5. Previously unsuccessful applicants are eligible and encouraged to apply.
5. SELECTION CRITERIA

Nominations will be assessed on the basis of the evidence that they provide to support their claims for excellence against the following five criteria:

1. Approaches to teaching that influence, motivate and inspire students to learn
   This may include:
   - fostering student development by stimulating intellectual 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
   This 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
   This 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
   This 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 students at the University.

5. Scholarly activities that have influenced and enhanced learning and teaching
   This 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 assessing nominations against the five selection criteria, the Selection Committee will take into account the:

- extent to which the claims for excellence are supported by formal and informal evaluation;
- extent of creativity, imagination and innovation, irrespective of whether the approach involves traditional learning environments or technology-based...
developments; and
- information contained in student questionnaires, references, and selected teaching materials submitted by the nominee.

6. SELECTION COMMITTEE

The Selection Committee will be appointed and chaired by the Associate Dean Learning and Teaching. Its membership will include a past winner of a Faculty and University Teaching Award, a representative from the Learning and Teaching Centre, a student representative, and a member of professional staff.

7. NOMINATIONS LODGEMENT

Nominations must contain:

- Completed and signed NOMINATION FORM
- WRITTEN STATEMENT (using 12pt font, Times New Roman, 6pt spacing between paragraphs, single line spacing)
  1) Synopsis of 150 – 200 words (written in 3rd person) in support of the nomination
     It is recommended that the Synopsis include:
     - the nominee’s educational philosophy and beliefs;
     - a description of the teaching context;
     - an integrated summary of the claims relating to the selection criteria;
     - teaching experience and responsibilities at all levels – undergraduate, postgraduate coursework, including continuing professional education and postgraduate research activities.
  2) One page responses to each of the five selection criteria (5 A4 pages)
  3) CURRICULUM VITAE (max 3 A4 pages) outlining the applicant’s educational qualifications, career history, teaching positions and teaching experience.
  4) TWO REFEREES’ REPORTS (1 A4 page each), in support of the nomination

Nomination may contain:

- OPTIONAL SUPPORTING MATERIALS - selected teaching materials supporting applicant's claims against the selection criteria.
  Optional supporting materials are limited to a maximum of two of: website (URL) CD-ROM or DVD, or 4 pages of printed material.

Complete nominations are to be scanned and sent via email to trudy.ambler@mq.edu.au by Friday 3rd June 2011.

Checklist for Applicants

1. Nomination form [ ]
2. Written statement relating to 5 criteria (6 A4 pages) [ ]
3. Curriculum Vitae (max 1 A4 pages) [ ]
4. Two Referees' Report (2 A4 pages) [ ]
5. Optional supporting materials [ ]