



UNIVERSITY OF

UC TEACHING AWARDS & CITATIONS

INSTRUCTIONS AND SUPPORTING INFORMATION FOR APPLICANTS

Closing date for applicants: on 29 September 2023

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ABOUT THE UC TEACHING AWARDS & CITATIONS

Overview of Awards and Citations

The University of Canberra Teaching Awards & Citations (UC Teaching Awards) recognise high quality teaching practices and outstanding contributions to student learning, by individuals and groups. They play an important role in demonstrating the University's commitment to scholarship in relation to learning and teaching, and continuous improvement in teaching practices.

Recipients are selected through the review of written applications to the Awards Selection Committee, and are acknowledged at the combined celebration of the UC Teaching Awards and UC Research Excellence Awards towards the end of each calendar year, by the awarding of:

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QUICK GUIDE TO AWARD AND CITATION TYPES

UC CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING (TEAMS AND INDIVIDUALS)

University of Canberra Citations for Outstanding Contributions to Student Learning recognise outstanding contributions to student learning made by either individuals or by teaching teams. Applications are encouraged from academic, general and sessional staff, and institutional associates who have made significant contributions to student learning in a specific area of responsibility over a sustained period of at least 2-3 years. Citations are open to both teams and individuals.

Closing date: Applications to be submitted by email, by 11:59 pm 29 September 2023

Number and value: Up to four Citations: \$1,500 each; one or more Commendation may be made at the discretion of the Awards Selection Committee with no prize money awarded.

Presentations: Made at the Awards Ceremony

UC AWARDS FOR PROGRAMS THAT ENHANCE LEARNING (TEAMS ONLY)

University of Canberra Awards for Programs that Enhance Learning recognise those team contributions to learning and teaching support programs and services which make an outstanding contribution to the quality of student learning, and to the quality of each student's experience of higher education. This award is open to teams only.

Closing date: Applications to be submitted by email, by 11:59 pm 29 September 2023

Number and value: Up to two awards: \$2,500 each; one or more Commendation may be made at the discretion of the Awards Selection Committee with no prize money awarded.

Presentations: Made at the Awards Ceremony

UC AWARDS FOR TEACHING EXCELLENCE (INDIVIDUAL ONLY)

The University of Canberra Awards for Teaching Excellence recognise the work of individuals who have excelled in their teaching and who have made outstanding contributions to learning and teaching at the University of Canberra. This award is open to individuals only.

Closing date: Applications to be submitted by email, by 11:59 pm 29 September 2023

Number and value: Up to two awards: \$2,000 each; one or more Commendation may be made at the discretion of the Awards Selection Committee with no prize money awarded.

Presentations: Made at the Awards Ceremony

Please note that the winner of the [UC Vice Chancellor's Educator of the Year Award](#) is selected from the winner/s of the UC Awards for Teaching Excellence. The UC Purpose & Values section included in the Cover Sheet assists in the selection processes for the UC Educator of the Year.

For further information on any category contact LT at: UCTeachingAwards@canberra.edu.au

Commi6tee may cpntact applicants and/pr referees fpr clarifich6rpn pr further infprma6rpn, whiop may

University of Canberra Awards for Programs that Enhance Learning (Teams only)

AWARDS OVERVIEW

Awards for Programs that Enhance Learning recognise a team's effort to implement learning and teaching support programs and services that make an ~~2021~~ ~~2021~~

- Positively impacted on student learning, student engagement or the overall student experience for a period of no less than two years
- Gained recognition from colleagues, the institution, and/or the broader community
- Shown creativity, imagination and/or innovation
- Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice

APPLICATION INSTRUCTIONS

Applications are only accepted by email to UCTeachingAwards@canberra.edu.au, and must be saved in PDF or Word format. Each application must include the following components preferably submitted in a single document. It is compulsory to use the 2023 Application Template and include the Cover Sheet.

1. A completed application form-cover sheet signed by the applicant and by the Executive Dean or equivalent and including a title, description, and a statement outlining how the activities supports the

ASSESSING EXCELLENCE— (B) CRITERIA AND EVIDENCE:

Applications should make an argument for the nature and significance of the enhancement they have made to learning and teaching, providing a wide range of supporting evidence in the form of both qualitative and quantitative data. The enhancing activity will be assessed on the extent to which it can be shown to have:

- Impacted on student learning, student engagement or the overall student experience for a significant period
- Gained recognition from colleagues, the institution, and/or the broader community
- Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments
- Drawn on the scholarly literature on learning and teaching to inform the development of initiatives, programs and/or practice.

APPLICATION INSTRUCTIONS

Applications are only accepted by email to UCTeachingAwards@canberra.edu.au

NOTIFICATION AND FEEDBACK PROCEDURES

APPLICATION ACKNOWLEDGEMENT

Receipt of all applications will be acknowledged by email. If the applicant does not receive an email within one week of the closing date for the applications, they should email

SELF-ASSESSMENT CHECKLIST

Before lodging an application for an award or citation you should ensure your application is complete, and that you have provided evidence to ensure it is competitive. This checklist covers the actions you will need to take, whether you are:

- considering an application;
- in the process of preparing an application; or
- about to submit an application.

Have you and your team members updated your CVs? This is often a more time-consuming task than it first appears, and one best not undertaken at the last minute. Get it as polished as you can, and make sure you use the length constraints of the application documentation to best effect. If the application is a group one, make sure everyone knows what is required well in advance of the submission date, and ask for drafts with time to spare before submission.

Have you collected the best evidence of your exemplary performance or innovative change? Is it the best evidence you can find or generate? Have a look at the expanded suggestions on collection and presentation of evidence in this document, below.

If your application relates to innovation, ensure you demonstrate why and how it is innovative in context. Ideas that are new to some disciplines or faculties may already be well established in other areas, and vice versa. Without explanation of academic context, your efforts, achievements, and innovative approach may not be appropriately assessed.

Have you used and referenced scholarly literature: to demonstrate how your activities are based on best practice pedagogy and research and/or their relationship to this? It is important to show that you are aware of the scholarship of pedagogy and learning and teaching, and are able to put your own teaching practice and learning design in conversation with this. Make sure to reference this appropriately, as you would for a research project or journal article using a convention appropriate to your discipline.

BEFORE SUBMITTING YOUR APPLICATION

Be aware of language that is in common use within your own discipline, but which may strike others (who may be assessing your application!) as "jargon."

Check spelling. Ensure people's names, and titles, and the names of business units, discipline areas, faculties, courses and units mentioned are correct, correctly spelled, and current (for the time in which you are using them as evidence).

Readability: have someone read your application in the role of peer reviewer or critical friend, to ensure that it makes sense, reads well and that the evidence is relevant to the category of award and the selection criteria.

Cover Sheet: Inclusion of the cover sheet and completion of all sections on it is compulsory for all applications. Make sure to leave yourself enough time to complete it carefully, especially the UC Purpose and Values section as this is used in decision making by the Awards Selection Committee.

