Deakin University
Learning Awards Guidelines
2015

Application instructions and supporting information

CONTENTS

INTRODUCTION ................................................................................................................. 2
1. Eligibility ......................................................................................................................... 2
2. Selection criteria ............................................................................................................. 3
3. Assessment ..................................................................................................................... 4
4. Application requirements .............................................................................................. 4
5. Application details ......................................................................................................... 4
6. Checklist ........................................................................................................................ 6
7. Further assistance .......................................................................................................... 6
INTRODUCTION

The Deakin University Learning Awards recognise and celebrate learning and teaching at Deakin University, and the elaboration and implementation of Deakin’s *LIVE the future* agenda. In addition, the awards assist the University to develop nominations for the Australian Awards for University Teaching.

The following Guidelines set out the application instructions and supporting information for the suite of ‘Learning’ awards. Please read thoroughly.

Awards

All applicants will apply for a *Deakin University Award for Teaching Excellence*. Up to twelve awards will be conferred as follows:

- The top ranked award winner will be awarded the **Vice-Chancellor’s Award for Teacher of the Year**. This award will consist of a framed certificate, a trophy and a $10,000 grant which may be used to further the recipient’s teaching (e.g. Advance the career of the award recipient, cover conference/s attendance costs, purchase of specific equipment, assist the individual or team to disseminate and embed good practice in teaching and learning etc.)

- The second ranked award winner will be awarded the **WJC Banks Award for Distinguished Contributions to Teaching and Learning**. This award will consist of a framed certificate, a trophy and an $8,000 grant which may be used to further the recipient’s teaching (e.g. Advance the career of the award recipient, cover conference/s attendance costs, purchase of specific equipment, assist the individual or team to disseminate and embed good practice in teaching and learning etc.)

- The third ranked award winner will be awarded the **Jim and Alison Leslie Award for Outstanding Achievement in Teaching and Learning**. This award will consist of a framed certificate, a trophy and a $7,000 grant which may be used to further the recipient’s teaching (e.g. Advance the career of the award recipient, cover conference/s attendance costs, purchase of specific equipment, assist the individual or team to disseminate and embed good practice in teaching and learning etc.)

- Up to nine winners will be awarded the **Deakin University Award for Teaching Excellence**. This award will consist of a framed certificate and a $5,000 grant which may be used to further the recipient’s teaching (e.g. Advance the career of the award recipient, cover conference/s attendance costs, purchase of specific equipment, assist the individual or team to disseminate and embed good practice in teaching and learning etc.)

1. **Eligibility**

All Deakin University academic and general staff are eligible to apply. Please note that only academic staff will proceed to the **Vice-Chancellor’s Award for Teacher of the Year**.

- Individual and team applications are welcome, teams may be of any size.
- Recipients of a Deakin Learning Award are ineligible to apply for the subsequent two years.
- Applications must be endorsed by the relevant Faculty Pro Vice-Chancellor (Please note - this is the Teaching Awards and Grants team responsibility)
2. Selection criteria

2.1 Applicants must use the current Application Form provided on the Teaching and learning awards webpage and the application must consist of:

- Application form with Sections 1, 2, 4 and 5 completed (Please note the Teaching Awards and Grants team will arrange completion of Section 6)
- One page Written Statement and Evidence: what you did and why, how it improved student learning/engagement, and evidence of that improvement
- One page evidence related to LIVE (see 2.2)
- One page evidence related to the OLT criteria (see 2.3)

2.2 One page evidence of achievement related to ONE of the following responses in Deakin’s Learning promise (LIVE the future), determined by the nature of the contribution:

1. Provide premium cloud and located learning
   - Which may include: The redesigning and transformation of programs/curriculum; creating an interactive student experience; cloud based submission, assessment and feedback; reimagining assessment; learning communities.

2. Deliver global and connected education
   - Which may include: Creating connected and responsive learning opportunities and experiences for all students; providing greater global mobility; education experiences that are relevant, engaging and innovative.

3. Welcome, support and retain committed and capable learners
   - Which may include: Undergraduate, first year and transition programs; Faculty initiatives and programs; engaging students throughout their university experience.

4. Empower learners for the jobs and skills of the future
   - Which may include: Workplace learning and placement initiatives and programs; professional and industry connections that support students; reimagining the learning/industry community.

AND

2.3 One page evidence of achievement related to ONE of the following as set by the Office for Learning and Teaching (OLT):

1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.
   This may include fostering student development by stimulating curiosity and independence in learning; participating in effective and empathetic guidance and advice for students; assisting students from equity and other demographic subgroups to participate and achieve success in their courses; encouraging student engagement through the enthusiasm shown for learning and teaching; inspiring and motivating students through effective communication, presentation and interpersonal skills; enabling others to enhance their approaches to learning and teaching; and developing and/or integrating assessment strategies to enhance student learning.

2. Development of curricula, resources or services 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;
providing support to those involved in the development of curricula and resources; and contributing professional expertise to enhance curriculum or resources.

3. **Evaluation practices that bring about improvements in teaching and learning.**
   Evaluation comprises making judgements about the quality of programs and activities that are part of the academic, cultural and social experience of higher education. This may include showing advanced skills in evaluation and reflective practice; using a variety of evaluation strategies to bring about change; adapting evaluation methods to different contexts and diverse student needs and learning styles; contributing professional expertise to the field of evaluation in order to improve program design and delivery; and the dissemination and embedding of good practice identified through evaluation.

4. **Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.**
   This may include participating in and contributing to professional activities related to learning and teaching; innovations in service and support for students; 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; providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort; and influencing the overall academic, social and cultural experience of higher education.

3. **Assessment**
   Applications will be judged against the selected *LIVE the future* responses, the OLT criteria and the degree to which the evidence in the written statement demonstrates the applicant has:
   - improved student learning, engagement and/or overall experience
   - provided clear and consistent evidence of that improvement, matched to the selected criterion
   - gained recognition from fellow staff, faculty/area/department, and/or the broader community.

4. **Application requirements**
   The applicant is required to submit the following:
   - Award application form (Section 6 left blank)
   - Written Statement and evidence (3 pages)
   - two references, see 5.3 *References* for details (One page each)
   - all documents saved and submitted as a single PDF.

5. **Application details**
   5.1 The Application must consist of the following:
   - the completed current Application Form
   - three page written statement and evidence
   - references.

   5.2 Formatting requirements
   The three page written statement and evidence must be formatted in the following manner:
   - no more than three (A4) pages (*any pages above three will be removed*)
   - clear definition between paragraphs
   - font type Arial or Calibri size 11 (no narrow fonts)
   - all margins are a minimum of 2cm
   - no columns.
5.3 References
- Provide two references of no more than one A4 page each that comment on the applicant’s contribution to/impact on student learning in the context of the application (any pages above one will be removed).
- One reference must be from a senior colleague/supervisor.
- One reference must be from a colleague not teaching in the same school, but who is able to comment on your/the team’s contribution to teaching at Deakin and your/the team’s performance in relation to the criteria set out above.
- If it is a team application the references must apply to the team.
- Please ensure the references are signed by the referee.

5.4 Faculty endorsed and compliance checked
Please ensure your application is endorsed, proofed, compliance checked and signed off by Faculty (See section 5 of the Application Form)
*Your Faculty Associate Dean (Teaching and Learning) or Head of School may be of assistance here.

6. Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled in sections 1, 2, 4 of the application</td>
<td></td>
</tr>
<tr>
<td>Maximum one page written statement of the contribution to student learning</td>
<td></td>
</tr>
<tr>
<td>Maximum one page evidence of achievement related to ONE Deakin Learning promise (<em>LIVE the future</em>)</td>
<td></td>
</tr>
<tr>
<td>Maximum one page evidence related to ONE of the OLT Selection Criteria</td>
<td></td>
</tr>
<tr>
<td>One reference from senior colleague/supervisor</td>
<td></td>
</tr>
<tr>
<td>One reference from a colleague not teaching in the same school</td>
<td></td>
</tr>
<tr>
<td>Faculty endorsement (Section 5, your faculty ADTL could help here)</td>
<td></td>
</tr>
</tbody>
</table>

7. Further assistance
If you require assistance in preparing your application, please consult with a previous award winner and/or your Faculty based academic developer or contact the Teaching Awards and Grants team, Learning Research and Evaluations, Deakin Learning Futures (learningresearch@deakin.edu.au)