

Australian Awards for University Teaching Changes to the Guidelines to apply in 2010

In addition to the recommendation of a new priority area for the Teaching Awards, some minor revisions have been made to the nomination requirements and operational policies of the AAUT for 2010. The documentation has also been reorganised to consolidate all policies and advice for institutions into one document. Requirements for supporting documentation have been standardised throughout the three Awards programs, in particular the provision of promotional material at the time of nomination.

Changes or additions are highlighted for information. Prospective nominees should consult the full text of the Guidelines.

4. CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

Section 4.4 Citations Nominations Lodgement

Paragraph 1: further elaboration of the role of the institutional ranking has been included:

A ranked list of nominations endorsed by the institutional selection committee must be lodged with the ALTC, postmarked no later than the date specified in the Information Sheet. Institutional rankings provide the Committee with normative assessments of nominations. Institutions must be satisfied that each nomination meets the criteria laid down in the guidelines, and includes explicit evidence to support claims made. The institutional ranking and the criterion-referenced assessment made by an assessment panel will be referred to the committee for decision making. The Committee will take into account the institutional ranking in selecting Citation recipients.

Paragraph 12, point 5 and throughout: all references supplied in support of nominations must be signed by the referee.

The references must be signed by the referee. Electronic signatures on references supplied by email are acceptable.

6. AWARDS FOR TEACHING EXCELLENCE

Section 6.2 Categories

A Priority Area for 2010 has been endorsed by the Committee:

The Priority Area for 2010 is internationalisation. Internationalisation should be interpreted broadly as the integration of an international and intercultural dimension into teaching and learning, for example, in curriculum design or learning support (including language support).

Section 6.3 Teaching Awards Operational Policy, item 7

The Early Career Award is open to staff with 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). The Committee will consider the career stage of nominees in this category when assessing criterion 5.

Section 6.4 Student Feedback Questionnaire



Information previously included in a separate document has been incorporated into the Guidelines:

The Student Feedback Questionnaire is designed so that the Committee may gauge student perspectives on the nominee's teaching. The Institutional Contact Officer (ICO) must coordinate and supervise this process to ensure that it is conducted with probity. The following advice is provided:

1. Comments must be collected using the questionnaire template provided
2. Nominations for Teaching Awards must include 30 completed questionnaires
 - a. If more than 30 questionnaires are received, select and forward only the first 30 submitted. It is the duty of the ICO to ensure the probity of this process; the method suggested by ALTC, or some other randomised selection process must be used.
 - b. If fewer than 30 questionnaires are received, some explanatory advice should be included with the nomination. It is at the discretion of the committee whether such explanations are deemed satisfactory.
3. The ICO is responsible for inserting the name(s) of nominee(s) prior to distribution to students.
4. Students are to be offered two documents:
 - a. Information for Students
 - b. Questionnaire (provided on a separate sheet, stapled to the Information for Students; copied single-sided to allow responses to be de-identified by ALTC)
5. Do not de-identify the responses – a signed declaration must be attached to each questionnaire when forwarded to the ALTC.
6. All efforts must be made to ensure representative sampling. This may be achieved by randomly sampling a single, large student group or may require the sampling of several classes or year cohorts.
7. Students may be surveyed in person (e.g. on campus) or at a distance (e.g. via post or email).
8. Email printouts can be substituted for hand signed declarations.
9. The students surveyed should be selected from classes taught by the nominee(s) in the previous three years.
10. For the purposes of this survey, 'students' may include recent graduates.
11. Students should be assured that the nominee(s) will not see their responses.
12. The nominee(s) should not be present when students are surveyed.

Completed questionnaires must not be made available to the nominee(s), or anyone other than the ICO, the Institutional Selection Committee and the ALTC.

Section 9.5 Submission of nominations

Courier: ALTC, Level 14, Centennial Plaza, Tower C, 300 Elizabeth St, Sydney