

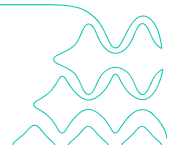


20.11.06

# CARRICK AWARDS FOR AUSTRALIAN UNIVERSITY TEACHING GUIDELINES, 2007

## Information, Guidelines and Nomination Instructions

An initiative of the Australian Government Department of  
Education, Science and Training



**Acknowledgements**

The initial draft of these guidelines was prepared by Dr Kerri-Lee Harris and Professor Richard James, Centre for the Study of Higher Education, The University of Melbourne, in February 2006, commissioned by the Carrick Institute for Learning and Teaching in Higher Education.

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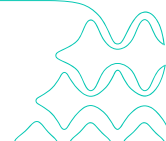
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THIS DOCUMENT PROVIDES INFORMATION ON THE CARRICK A SCHEME FOR INSTITUTIONS AND NOMINEES.

**The document is presented in five parts:**

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CARRICK INSTITUTE FOR LEARNING AND TEACHING IN HIGHER EDUCATION  
CARRICK AWARDS FOR AUSTRALIAN UNIVERSITY TEACHING

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## 1. CARRICK AWARDS INFORMATION SHEET FOR 2007

The Australian Awards for University Teaching (AAUT) were established in 1997 by the Australian Government to celebrate and reward excellence in university teaching. Each year, outstanding teaching, whether by individuals or teams, is recognised and the achievement celebrated through these awards. With expansion of the scheme and formation of the Carrick Institute for Learning and Teaching in Higher Education, from 2006 the awards will be referred to as the **Carrick Awards for Australian University Teaching (CAAUT)**.

In recognition of the changing nature of the higher education sector, and the mission of the Carrick Institute to advance learning and teaching throughout the sector, the range of institutions eligible to nominate for these awards has been broadened. All Table A and Table B providers are included, as are private providers receiving places under the Commonwealth Grants Scheme. All nominations must, however, relate to learning and teaching activities in higher education.

### Overview

In addition to core elements similar to those of the previous AAUT scheme, the expanded awards scheme includes two new elements: *Citations for Outstanding Contributions to Student Learning*; and *Career Achievement Awards*. The new elements allow recognition of a wider range of university staff and more diverse contributions to learning and teaching.

Detailed guidelines for nomination and for the preparation and submission of nominations for each of the awards are provided on the following pages. All information regarding the CAAUT scheme is available at [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au).

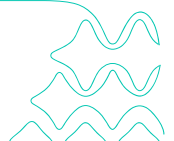
The following summary includes dates and specific information for 2007.

### Awards for Teaching Excellence and The Prime Minister's Award

Up to twenty-seven nominees, across the eight categories below, will be selected to attend the annual CAAUT presentation ceremony and will be presented with an *Award for Teaching Excellence* (\$25,000). In addition, one will receive the *Prime Minister's Award for the Australian University Teacher of the Year* (\$50,000).

### Categories

- Biological Sciences, Health and Related Studies (including Agriculture, Animal Husbandry, Medicine, Nursing etc);
- Early Career;
- Humanities and the Arts;



- Indigenous Education, for receipt of the Neville Bonner Award/s;
- Law, Economics, Business and Related Studies;
- Physical Sciences and Related Studies (including Architecture, Building and Planning, Engineering, Computing and Information Science);
- Social Sciences (including Education); and
- Team Teaching (Priority Area for 2006-7).

Nominations in the Team Teaching category must demonstrate highly collaborative teaching approaches and show evidence of the effectiveness of the collaboration against the selection criteria. Teams may be of any size.

### **Awards for Programs that Enhance Learning**

Up to fourteen nominees, across the seven categories below, will receive *Awards for Programs that Enhance Learning* (\$25,000) at the annual CAAUT presentation ceremony.

#### **Categories**

- Assessment and feedback
- Educational partnerships and collaborations with other organisations
- The first-year experience
- Flexible learning and teaching
- Innovation in curricula, learning and teaching
- Postgraduate education
- Services supporting student learning

### **Citations for Outstanding Contributions to Student Learning**

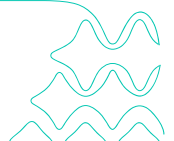
Up to 210 nominees will receive a *Citation for Outstanding Contributions to Student Learning* (\$10,000 each). The wording of the citation for each nominee is proposed as part of the nomination process. Citation winners will be recognised through media releases.

### **Career Achievement Award**

The Carrick Institute will periodically award a Career Achievement Award to an individual who has made an outstanding contribution to learning and teaching that is recognised throughout the higher education sector. Recipients of this award will receive a signed certificate from the Prime Minister. Nominations will be made by members of the Carrick Institute Board.

### **Payment of awards money**

All award money is paid in a lump sum to the home institutions to be used to advance the teaching career(s) of the winner(s), disseminate good practice in learning and teaching and/or provide additional resources to support their teaching or activities related to the award.



## Important dates for 2007

Nominations for **Citations for Outstanding Contributions to Student Learning** must be postmarked no later than **11 May 2007**.

Winners will be announced in July, and celebrated in August. Ceremonies will be held from 4.00-6.00 pm in the following regions:

Queensland	Monday 6 August
NSW & ACT	Tuesday 7 August
Victoria & Tasmania	Wednesday 8 August
South Australia & NT	Thursday 9 August
Western Australia	Friday 10 August

Nominations for **Awards for Teaching Excellence** and **Awards for Programs that Enhance Learning** must be postmarked no later than **13 July 2007**.

Winners will be notified in October, and celebrated at Parliament House, Canberra, Tuesday, 27 November 2007.

## Enquiries and Address Details

### The Carrick Institute for Learning and Teaching in Higher Education

Street Address: 4-12 Buckland Street, Chippendale NSW 2008 Australia

Postal Address: PO Box 2375 Strawberry Hills NSW 2012 Australia

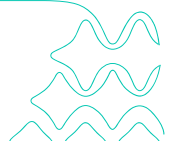
Direct Enquiries and Submissions to: Programme Administrator (CAAUT)

Email: [CAAUT@carrickinstute.edu.au](mailto:CAAUT@carrickinstute.edu.au)

Phone: (02) 8667 8513

Fax: (02) 8667 8515

The CAAUT nomination guidelines and forms are available on the Carrick Institute website: [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au)



## 2. AWARDS FOR TEACHING EXCELLENCE

The Carrick Institute will confer up to 27 **Awards for Teaching Excellence**. These awards celebrate a group of the nation's most outstanding university teachers in their fields. The awards give recognition to teachers (individuals and teams) renowned for the excellence of their teaching, who have outstanding presentation skills and who have made a broad and deep contribution to enhancing the quality of learning and teaching in higher education. The winners of *Awards for Teaching Excellence* each receive \$25,000.

The **Prime Minister's Award for Australian University Teacher of the Year** is the premier university teaching award. The recipient is selected from the winners of the *Awards for Teaching Excellence*. This award is given to an academic with an exceptional record of advancing student learning, educational leadership and scholarly contribution to teaching and learning. The winner receives \$50,000.

### Categories

There are eight categories of *Awards for Teaching Excellence*: five discipline categories; a category for Indigenous education; an early career category; and a priority area category.

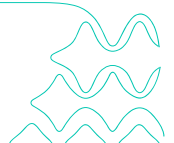
The eight award categories are:

1. Biological Sciences, Health and Related Studies (including Agriculture, Animal Husbandry, Medicine, Nursing etc);
2. Early Career;
3. Humanities and the Arts;
4. Indigenous Education, for receipt of the Neville Bonner Award/s;
5. Law, Economics, Business and Related Studies;
6. Physical Sciences and Related Studies (including Architecture, Building and Planning, Engineering, Computing and Information Science);
7. Social Sciences (including Education); and
8. Priority Area (see *Carrick Awards Information Sheet*).

People teaching in new discipline areas and multi-disciplinary fields are invited to identify which discipline category they consider most appropriate.

It is anticipated that awards will be distributed across the eight categories.. However the pattern of distribution will ultimately be determined by the quality of the nominations.

The CAAUT Selection Committee has the discretion to consider nominations under categories other than those nominated, but only after obtaining consent from the nominees.



## Guidelines for nomination and selection

### **Nomination process**

Individual institutions should determine their own internal mechanisms for identifying nominees. Linkages between internal award schemes and nomination for Carrick Awards are strongly encouraged.

### **Eligibility**

Nomination is open to all people with teaching or teaching/research appointments (full-time or fractional; continuing or contract) in eligible institutions.

Eligible institutions include all Table A and Table B providers; and private providers receiving places under the Commonwealth Grants Scheme. For team nominations, at least one member of the team must fulfil this criterion.

Each eligible institution may nominate up to eight individuals or teams for *Awards for Teaching Excellence* each year. Nominations from a single institution may include more than one nomination per category.

Both individual and team nominations are encouraged. Teams may be of any size. However, nominations may name no more than five members. A team name is strongly recommended for teams with more than five members.

All nominations must relate to teaching activities in higher education.

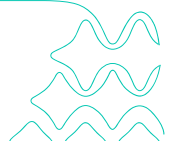
The *Indigenous Education* category is open to Indigenous and non-Indigenous academic staff. Nominees must demonstrate their contribution to Indigenous education.

The *Early Career* category 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.)

*Awards for Teaching Excellence* and *Citations for Outstanding Contributions to Student Learning* are distinct award types and therefore nomination for, or receipt of, one award type does not affect eligibility for nomination for the other.

Previously unsuccessful nominees (CAAUT and AAUT) are eligible for renomination.

Previous award winners (CAAUT and AAUT) are ineligible for renomination with the exception of Early Career winners or as members of a team. Early Career winners are eligible for renomination in a different category five years after their early Career Award. Previous winners of awards are eligible to renominate if they are a member of a team and not the lead applicant. The team nomination should be for teaching or programs that do not substantially replicate the original award or program.



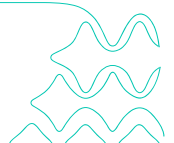
## Selection Criteria

All nominees for *Awards for Teaching Excellence* will be assessed on evidence they provide in relation to the following five 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 assessing nominations against the five selection criteria, the CAAUT Selection Committee will take into account:

- the extent to which the claims for excellence are supported by formal and informal evaluation;



- the extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments; and
- the information contained in student questionnaires, references and selected teaching materials submitted by the nominee. The Selection Committee may contact nominees and/or referees for clarification or further information.

The five selection criteria will be given equal consideration by the CAAUT Selection Committee.

Nominees in the *Indigenous Education* category (**Neville Bonner Award**) must demonstrate their contribution to Indigenous education.

In assessing nominations in the **Early Career** category against criterion 5 the CAAUT Selection Committee will take into consideration the career stage of the nominees.

For additional information regarding the **Priority Area**, see the Carrick Awards information sheet.

In selecting the winner of *The Prime Minister's Award for University Teacher of the Year*, particular attention will be given to the evidence provided for criterion 5, *Scholarly activities that have influenced and enhanced learning and teaching*.

## Nomination instructions

### Essential documentation

All nominees for Awards for Teaching Excellence must provide the following documents:

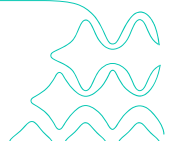
- a. Nomination form (proforma provided);
- b. Written statement, including an overview and an argument addressing each of the five selection criteria;
- c. Two references;
- d. Curriculum vitae; and
- e. Thirty completed student questionnaires.

#### a. Nomination form

The completed nomination must be signed by both the Head of Faculty and the Vice-Chancellor / Chief Executive Officer or delegate.

#### b. Written statement

The core element of a nomination for an Award for Teaching Excellence is a written statement in which nominees describe their teaching activities and achievements, and specifically address each of the five selection criteria. The written statement should be presented under the following six headings, in order.



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

The overview provides the opportunity for nominees to commence the written statement with a focus on the specific character of their teaching and achievements. It is recommended that the overview be no more than one page and that it include the nominees' educational philosophy and beliefs, a description of the teaching context and an integrated summary of the claims relating to the selection criteria. The majority of the written statement should be devoted to addressing each of the five criteria in turn. Nominees must provide evidence in support of their claims against these criteria.

The written statement is limited to eight A4 pages in total and should include all bibliographic information that might be referred to in the submission. The 8 page limit will be strictly administered with all pages in excess of the 8 pages removed before being sent to the assessors.

**c. References**

Two references, of no more than one A4 page each, must be 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 or Department or School. If the nomination is from a team, the references should apply to the team. References in excess of one page will be recopied with only the first page provided to the assessors.

**d. Curriculum vitae**

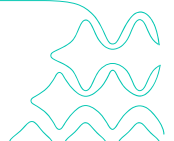
The curriculum vitae should outline the nominee's educational qualifications, career history, teaching positions and teaching experience.

The curriculum vitae is limited to three A4 pages for nominations from individuals. Teams may extend this 3 page limit, but with a limit of one additional page per team member, ie a team of three may have 5 pages (3+2). Pages in excess of this limit will be removed before being sent to the assessors.

**e. Student questionnaires**

The student questionnaires assist the CAAUT Selection Committee to gauge student perspectives on the teaching of nominees. The questionnaires may be downloaded from the Carrick Institute website: [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au)

Further advice regarding the requirements for the student survey using the questionnaire is published with the questionnaire form.



### **Optional supporting materials**

Selection is based primarily on the written statement addressing the selection criteria. However, nominees may include selected teaching materials supporting their claims against the selection criteria. The relevance of any such material must be made clear in the written statement.

Supporting materials are limited to a maximum of two of:

- website (URL)
- CD ROM\* or DVD\*
- video or audio tape
- 10 pages of printed material. (Additional pages will be removed)

\*Nominees are encouraged, where possible, to provide digital material via a single URL.

Only four copies of supporting materials should be sent.

Following submission of the nomination, applicants should prepare a 150-200 word biography (teams should submit one joint biography) with a high quality\* passport size photograph so that it can be provided immediately to the Carrick Institute for inclusion in the program for the awards ceremony. The names and details of Award winners will also be made public through the media and on the Carrick Institute website [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au) following the awards ceremony.

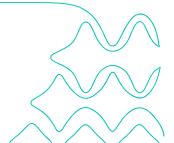
\*Digital photographs should be high resolution, as the photograph will be used in the program for the awards ceremony and on the Carrick website. Photograph specifications are as follows - Shoulder and head shot, white background, image resolution between 150 - 300 dpi, 10 x 10mm in size.

### **Presentation**

There is no advantage in elaborate presentation of nominations. The first page of the nomination form (provided) is adequate as a cover page. If institutions choose to 'brand' their nominations, the front cover must include the name of the institution, the category of award, year of submission, and the name of the nominee(s) and institutional Awards contact officer.

No template is provided for the submission but it must be clear and legible. Margins should be at least 2cm with clear paragraph definition and an 11 point font such as Times New Roman or Arial is strongly recommended. The minimum acceptable font size is 10 point.

Each of the ten copies should form a complete submission including nomination forms, written statement, two references and curriculum vitae. They should be unbound and corner stapled.



The student questionnaires should be separately packaged. The label should include the name of the institution, the year, the category of award and the name(s) of the nominee(s).

If optional supporting materials are included, these should be separately packaged and labelled as 'Supporting Teaching Material'. Each of the four copies should be labelled with the name of the institution, the year, the category of award and the name(s) of the nominee(s).

A copy of the submission should be provided on CD ROM or DVD and be clearly distinguished from the Supporting Materials.

### **Collection of student questionnaires**

Comments from students are collected using the student questionnaire. The Institutional contact officer (details in following section) at the nominee's institution coordinates and supervises this process to ensure that it is conducted with probity.

### **Lodgement and processing**

#### **Institutional contact officer (Awards ICO)**

One staff member from each nominating institution should be identified to coordinate the nomination process for both *Awards for Teaching Excellence* and *Awards for Programs that Enhance Learning* from that institution. The contact officer's details should be included on the relevant application forms. The contact officer is also required to supervise the collection of student questionnaires and to complete a declaration testifying to the probity of this process.

#### **Submission of applications**

Nominations should be marked CAAUT and posted or delivered to:  
Programme Administrator, CAAUT

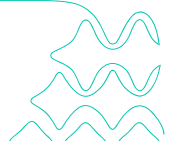
See the *Carrick Awards Information Sheet* for the address and closing date for nominations.

#### **Provision of digital copies of the submissions**

A copy of the submissions should be provided on CD ROM or DVD at the time of lodgement for Carrick Institute archiving purposes.

#### **Receipt of nominations**

Receipt of all nominations will be acknowledged by email to the Institutional contact officer. If the contact officer does not receive an email within a week after postage, the officer should contact the Programme Administrator (CAAUT) by email: CAAUT@carrickinstitute.edu.au



### CAAUT Selection Committee

The CAAUT Selection Committee will select winners and those decisions will be endorsed by the Carrick Institute Board Standing Committee responsible for CAAUT.

The CAAUT Selection Committee will include:

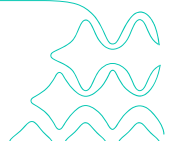
- Two members of the Carrick Institute Board (one as Chair of the Committee)
- One nominee from Minister (Education, Science and Training)
- One nominee from Australian Vice-Chancellor's Committee (AVCC)
- One nominee from PVC/DVC (academic)
- Two current university students
- One member of the Indigenous community

### Notification

Winners of *Awards for Teaching Excellence* will be notified in October, and asked to provide a 150-200 word biography (teams should submit one joint biography) accompanied by a high quality\* passport size photograph. The details and names of Award winners will also be made public through the media and on the Carrick Institute website [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au).

They will be invited to attend the CAAUT presentation ceremony to be held at Parliament House, Canberra. Teams may send up to three representatives.

\*Digital photographs should be high resolution, as the photograph will be used in the program for the awards ceremony and on the Carrick website. Photograph specifications are as follows - Shoulder and head shot, white background, image resolution between 150 - 300 dpi, 10 x 10mm in size.



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### 3. AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

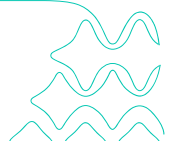
The Carrick Institute will confer up to 14 **Awards for Programs that Enhance Learning**. These awards recognise learning and teaching support programs and services that make an outstanding contribution to the quality of student learning and the quality of the student experience of higher education. The programs and services that receive these awards must have demonstrated their effectiveness through rigorous evaluation and will set benchmarks for similar activities in other institutions.

#### Categories

There are seven award 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 teaching and learning, postgraduate research supervision and research higher degree candidature, and postgraduate learning support
7. **Services supporting student learning**  
encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support

It is anticipated that awards will be distributed across the seven categories. However the pattern of distribution will ultimately be determined by the quality of the nominations.



## Guidelines for nomination and selection

### **Nomination process**

Individual institutions should determine their own internal mechanisms for identifying programs for nomination. Linkages between internal award schemes and nomination for Carrick Awards are strongly encouraged.

### **Eligibility**

Nomination is open to all programs and services that enhance student learning in eligible institutions. Programs are intended to be broader than one or two subjects or a limited service that involves only a few students. For example, programs may involve a service or program provided at the institutional, faculty or school level, a program of study across a year or number of years, a service or program directed at particular groups of students.

Eligible institutions include: all Table A and Table B providers; and private providers receiving places under the Commonwealth Grants Scheme.

Previous award-winning programs (CAAUT and AAUT) are ineligible for nomination.

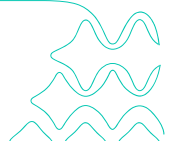
Each eligible institution may submit only one nomination under each category.

### **Selection Criteria**

All nominations for *Awards for Programs that Enhance Learning* will be assessed on evidence they provide in relation to the following four 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 led 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.

The four selection criteria will be given equal consideration by the CAAUT Selection Committee.



In assessing nominations against the four selection criteria, the CAAUT Selection Committee will take into account:

- demonstrated evidence of the effectiveness of the program in formal and informal evaluation;
- the degree of creativity, imagination or innovation; and
- evidence of the sustained effectiveness of the program.

## Nomination instructions

### Essential documentation

All nominations for *Awards for Programs that Enhance Learning* must include the following documents:

- a. Nomination form (proforma provided);
- b. Written statement, including an overview and an argument addressing each of the four selection criteria.

**a. Nomination form**

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or delegate.

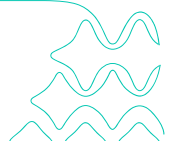
**b. Written statement**

The core element of a nomination for an *Award for Programs that Enhance Learning* is a written statement which describes the program, and specifically addresses each of the four selection criteria. The written statement should be presented under the following five headings, in order.

1. Overview
2. Distinctiveness, coherence and clarity of purpose
3. Influence on student learning
4. Breadth of impact
5. Concern for equity and diversity

The overview should describe the aims of the program, the institutional context and summarise the claims that follow relating to the selection criteria. The majority of the written statement should be devoted to addressing each of the four criteria in turn. Evidence in support of the claims against these criteria must be provided. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of the nominations.

The written statement is limited to twelve A4 pages in total and should include all bibliographic information that might be referred to in the submission. The 12 page limit will be strictly administered with all pages in excess of the 12 pages removed before being sent to the assessors.



### **Optional supporting materials**

Selection is based primarily on the written statement addressing the selection criteria. However, selected materials supporting claims against the selection criteria may be included. The relevance of any such material must be made clear in the written statement.

Supporting materials are limited to a maximum of two of:

- website (URL);
- CD ROM\* or DVD\*;
- video or audio tape; or
- 10 pages of printed material. (Additional pages will be removed)

\*Where possible, provide digital material via a single URL.

Only four copies of supporting materials should be sent.

Following submission of the nomination, applicants should prepare a 350-400 word synopsis of their program with a single high quality\* passport size photograph so that it can be provided immediately to the Carrick Institute for inclusion in the award ceremony program. The names and details of the Program will also be made public through the media and on the Carrick Institute website [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au) following the awards ceremony.

\*Digital photographs should be high resolution, as the photograph will be used in the program for the award ceremony and on the Carrick website. Photograph specifications are as follows - Shoulder and head shot of the team members, white background preferred, Image resolution between 150 - 300 dpi, 10 x 10mm in size

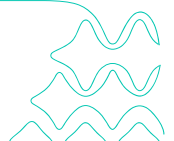
### **Presentation**

There is no advantage in elaborate presentation of nominations. The first page of the nomination form (provided) is adequate as a cover page. If institutions choose to 'brand' their nominations, the front cover must include the name of the institution, the category of award and the name(s) of the program's representative(s).

No template is provided for the submission but it must be clear and legible. Margins should be at least 2cm with clear paragraph definition and an 11 point font such as Times New Roman or Arial is strongly recommended. The minimum acceptable font size is 10 point.

Each of the ten copies should form a complete submission including nomination forms and written statement. Each submission should be unbound and corner stapled.

If optional Supporting Materials are included, these should be separately packaged and labelled as 'Supporting Material'. Each copy should be labelled with the name of the



institution, the category of award, the name of the program, the year, and the name(s) of the program's representative(s).

An electronic copy of the submission should be provided on CD ROM or DVD and be clearly distinguished from the Supporting Materials

## **Lodgement and processing**

### **Institutional contact officer (Awards ICO)**

One staff member from each nominating institution should be identified to coordinate the nomination process for both *Awards for Programs that Enhance Learning* and *Awards for Teaching Excellence* from that institution. The Awards contact officer's details should be included on the relevant nomination forms.

### **Submission of nominations**

Nominations should be marked CAAUT and posted or delivered to:

Programme Administrator, CAAUT

See the *CAAUT Information Sheet* for the address and closing date for nominations.

### **Provision of digital copies of the submissions**

A copy of the submissions should be provided on CD ROM or DVD at the time of lodgement for Carrick Institute archiving purposes.

Permission will be sought from the institutions of the successful Program awards to lodge these in the Carrick Institute repository so they can be made available through the Carrick website.

### **Receipt of nominations**

Receipt of all nominations will be acknowledged by email to the Awards contact officer. If the contact officer does not receive an email within a week after postage, the officer should contact the Programme Administrator by email:

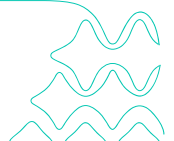
[CAAUT@carrickinstitute.edu.au](mailto:CAAUT@carrickinstitute.edu.au)

### **CAAUT Selection Committee**

The CAAUT Selection Committee will select winners and those decisions will be endorsed by the Carrick Institute Board Standing Committee responsible for CAAUT.

The CAAUT Selection Committee will include:

- Two members of the Carrick Institute Board (one as Chair of the Committee)
- One nominee from Minister (Education, Science and Training)
- One nominee from Australian Vice-Chancellor's Committee (AVCC)



- One nominee from PVC/DVC (academic)
- Two current university students
- One member of the Indigenous community

### **Notification**

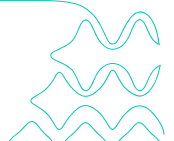
Winners of *Awards for Programs that Enhance Learning* will be notified in October, and asked to provide a 350-400 word synopsis\* of the program, accompanied by a single high quality digital photo\*\* of the program's nominated representatives. The names and details of winning programs and their representatives will also be made public through the media and on the Carrick Institute website [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au).

Three representatives of the Program will be invited to attend the CAAUT presentation ceremony to be held at Parliament House, Canberra.

\*The synopsis may follow any of the following formats

1. Synopsis only: 400 words
2. Synopsis and 2-3 bios: 200 words for the synopsis and 30-50 words per bio.
3. Synopsis and 4-5 bios: 200 words for the synopsis and 15 words per bio focusing on their area of specialisation.

\*\*Digital photographs should be high resolution, as the photograph will be used in the program for the award ceremony and on the Carrick website. Photograph specifications are as follows - Shoulder and head shot of the team members, white background, image resolution between 150 - 300 dpi, 10 x 10mm in size.



## 4. CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

The Carrick Institute will award up to 210 **Citations for Outstanding Contributions to Student Learning**. These awards recognise and reward the diverse contributions that individuals and teams make to the quality of student learning. Citations are awarded to people who have made a significant contribution to student learning in a specific area of responsibility, over a sustained period, who are widely recognised for their achievements within the nominating institution, and who have received strong institutional endorsement. Nominations are encouraged from academic staff, general staff, sessional staff and institutional associates. Each winner or winning team receives \$10,000.

### Potential areas of contribution

*Citations for Outstanding Contributions to Student Learning* provide an opportunity for distinctive institutional missions, values and priorities in learning and teaching to be recognised. Citations will be awarded for a wide range of contributions to student learning, both direct and indirect. There are no specified categories for Citations, and awards will be made for both general and more specific contributions. A concise citation will describe the distinctive contribution of the nominee(s). The individual citations are unique and reflect the diversity of ways in which university staff and associates contribute to excellent learning and teaching in higher education. Listed below (for illustrative purposes only) are examples of possible citations:

For excellence in the leadership of a faculty-wide transition program for first year students.

For novel and effective approaches to engaging first-year students in collaborative learning and peer review in a large class setting.

For sustained commitment to personalised administrative support for undergraduate students that has enhanced the overall student experience.

For the creation of innovative and imaginative resources that engage science students in current disciplinary issues and develop critical thinking skills.

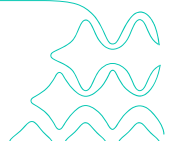
For specialist expertise in the design and implementation of practical classes leading to enhanced student engagement.

For the provision of state-of-the-art programs in learning support for international students over a five year period.

For a decade of exemplary supervision and support of postgraduate research students in the field of social science.

For institutional leadership in the design and implementation of a department-based program of peer feedback for academic staff to enhance teaching skills.

For the strategic promotion of information literacy programs tailored to specific disciplines and the needs of specific student groups.



For the introduction of original assessment approaches that recognise the different learning styles within a diverse student cohort.

For the development of new strategies to ensure effective coordination of teaching in a cross-faculty undergraduate program.

For the rigorous planning and evaluation of innovative teaching resources for health studies that are culturally-appropriate and raise awareness of cultural diversity among students.

## Guidelines for nomination and selection

### **Nomination process**

Individual institutions should determine their own internal mechanisms for identifying nominees. Guidance to institutions on the criteria for selection and ranking at the institutional level are provided in a later section ('Institutional selection and ranking').

### **Eligibility**

Both team and individual nominations are encouraged. Teams may be of any size. However, nominations may name no more than five members. A team name is strongly recommended for teams with more than five members.

Nomination is open to academic staff, general staff, sessional staff and institutional associates in eligible institutions. Eligible institutions include: all Table A and Table B providers; and private providers receiving places under the Commonwealth Grants Scheme.

All nominations must relate to contributions to student learning in higher education.

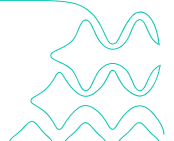
Each eligible institution may nominate up to ten\* individuals or teams for *Citations for Outstanding Contributions to Student Learning* each year. \*For institutions with fewer than 500 EFTSU, the maximum number of nominations is five.

Winners of Citations are only eligible for renomination for Citations if they can demonstrate significantly different achievements in later years.

Unsuccessful nominees for Citations are eligible for renomination for Citations in subsequent years.

*Citations for Outstanding Contributions to Student Learning* and *Awards for Teaching Excellence* are distinct award types and therefore nomination for, or receipt of, one award type does not affect eligibility for nomination for the other.

Previously unsuccessful CAAUT or AAUT nominees are eligible to apply.

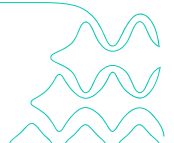


## **Selection Criteria**

Nominees for *Citations for Outstanding Contributions to Student Learning* are invited to select one or more of the following criteria for assessment, as appropriate for their particular contribution. Nominations will be assessed on evidence provided in relation to the selected criterion/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.

The criterion/criteria chosen by nominees should be determined by the nature of the nominee's contribution to student learning. The number of criteria nominated does not affect the Selection Committee's assessment of a nomination.



The selection of winners of Citations will be based on the extent to which nominees show evidence that their contribution has:

- influenced student learning, student engagement or the overall student experience;
- been sustained over time; and
- gained recognition from fellow staff, the institution, and/or the broader community.

### **Institutional selection and ranking**

The nominee's institution will form an Institutional Selection Committee, and review and rank all local nominations against the selection criteria described above. In addition, the Institutional Selection Committee will assess the extent to which the claims for contribution to student learning are evident in formal and informal evaluation. See the following section for lodgement details.

## Nomination instructions

### **Essential documentation**

All nominees for *Citations for Outstanding Contributions to Student Learning* must provide the following documents:

- a. Nomination form (proforma provided);
- b. Written statement, including the proposed citation and an argument addressing one or more of the five selection criteria; and
- c. Two references.

#### **a. Nomination form**

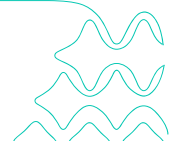
The nomination form reports administrative information, the chosen selection criterion/criteria, and proposed Citation wording (the latter limited to 25 words).

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or delegate.

#### **b. Written statement**

The core element of a nomination for a *Citation for Outstanding Contributions to Student Learning* is a written statement in which the nominees describe their contribution to student learning. It is vital that nominees specifically address one (or more) of the selection criteria, and provide evidence to support their claims against this criterion/criteria.

The written statement is limited to four A4 pages in total and should include all bibliographic information that might be referred to in the submission. The 4 page limit will be strictly administered with all pages in excess of the 4 pages removed before being sent to the assessors.



It should have four components, presented in this order:

1. The proposed citation (maximum of twenty-five words) describing the distinctive contribution of the nominee.
2. An overview, summarising the particular contribution and describing the specific context for this contribution.
3. A statement addressing the chosen criterion/criteria (one or more) from among the following:
  - Approaches to teaching that influence, motivate and inspire students to learn
  - Development of curricula and resources that reflect a command of the field
  - Approaches to assessment and feedback that foster independent learning
  - Respect and support for the development of students as individuals
  - Scholarly activities that have influenced and enhanced learning and teaching
4. A statement identifying 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.

**c. References**

Two references of no more than one A4 page each, to be provided by people who are able to comment on the nominee's contribution to student learning against the nominated selection criterion. One of the referees **MUST** be the Head of the nominee's faculty, department, school or administration unit. If the nomination is from a team, the references should apply to the team. References in excess of one page will be recopied and only the first page provided to the assessors.

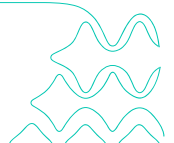
**Optional supporting materials**

Nominees may choose to include additional materials supporting claims against the selection criteria. However, these will only be considered by the Institutional Selection Committee, and will not be included with the nomination materials sent to the CAAUT Selection Committee. Details of the institutional selection process are described in the following section ('Institutional Selection Committee').

Selection by both the Institutional Selection Committee and the CAAUT Selection Committee is based primarily on the written statement. Any additional materials should be selected to validate, but not repeat, claims made in the written statement.

**Presentation**

There is no advantage in elaborate presentation of nominations. The first page of the nomination form (provided) is adequate as a cover page. If institutions choose to 'brand' their nominations, the front cover must include the name of the institution, the category of award, year of submission, and the name of the nominee(s) and institutional Awards contact officer.



No template is provided for the submission but it must be clear and legible. Margins should be at least 2cm with clear paragraph definition and an 11 point font such as Times New Roman or Arial is strongly recommended. The minimum acceptable font size is 10 point.

Institutions should submit ten identical bundles each forming a complete institutional submission. Each bundle should include the *Citation Nomination Summary* and the ranked nominations in order (1-10). Nominations should be corner stapled and unbound.

Supporting materials should not be sent to the Carrick Institute.

## **Lodgement**

### **Institutional Selection Committee**

The nominee's institution will form an Institutional Selection Committee and review and rank all local nominations against the selection criteria described. In addition, the Institutional Selection Committee will assess the extent to which the claims for support of student learning are evident in formal and informal evaluation.

A ranked list of nominations endorsed by the Institutional Selection Committee will be forwarded to the Carrick Institute. Documents provided to the Carrick Institute by the Institutional Selection Committees should include:

1. a completed Citations Nominations Summary (proforma provided). This form details: the proposed citation wording for each nomination; the ranking of nominations; each nomination's selected criterion/criteria for selection.
2. for each endorsed nomination, an original and nine copies of the nomination form, written statement and references. Note: additional or supporting materials are not to be included.

### **Institutional contact officer (Citations contact officer)**

One staff member from each nominating institution should be identified to coordinate the process of local selection and submission for Citation nominations. The Citations contact officer's details should be included on the Citations Nominations Summary.

### **Submission of nominations**

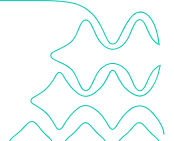
Nominations should be marked CAAUT and posted or delivered to:

Programme Administrator, CAAUT

See the Carrick Awards information sheet for the address and closing date for nominations.

### **Receipt of nominations**

Receipt of all nominations will be acknowledged by email to the Citations contact officer. If the contact officer does not receive an email within a week after postage, the officer should contact the Programme Administrator through the email address at [CAAUT@carrickinstitute.edu.au](mailto:CAAUT@carrickinstitute.edu.au)

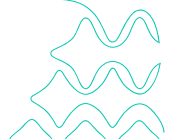


### **CAAUT Selection**

The Carrick Institute Board Standing Committee will select the winners.

### **Notification**

Winners will be notified in July and will be invited to celebratory regional events in August. A list of all Citations will be published in the print media and on the Carrick Institute website [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au).



## 5. NOMINATION FORMS AND STUDENT QUESTIONNAIRE

The following Carrick Awards Forms are to be used in the preparation of nominations. These forms are presented in four parts:

### Nomination forms

1. Awards for Teaching Excellence Nomination Form
2. Awards for Programs that Enhance Learning Nomination Form
3. Citations for Outstanding Contributions to Student Learning
  - a. Nomination Form
  - b. Nominations Summary Form

### Student Questionnaire

4. Awards for Teaching Excellence Student Feedback Questionnaire
  - a. Guidelines for Institutional Contact Officer
  - b. Information for students
  - c. Questionnaire suitable for both individual and team nominations

### Privacy Information

The information on these forms is collected by The Carrick Institute for Learning and Teaching in Higher Education and will be used only for the purpose of assisting the CAAUT Selection Committee identify the winners of the *Carrick Awards for Australian University Teaching*. The information will be used in the administration of the CAAUT Programme and could be used for publicity in relation to the CAAUT. The Carrick Institute may disclose any of the information collected to the Minister for Education, Science and Training for relevant lawful purposes and in accordance with the *Privacy Act 1988* and the Information Privacy Principles.

All documents created or held by the Carrick Institute with regard to the CAAUT Programme are subject to the *Freedom of Information Act 1982* ("FOI Act"). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

Decisions regarding *request* for access will be made by the authorised FOI decision-maker in accordance with the requirements of the FOI Act.



