EAIT Teaching and Learning Awards 2023
– Information for Applicants –

EAIT T&L Award Principles

Excellence: the awards should reflect the high level of teaching undertaken and expected in EAIT.

Inclusivity: EAIT has a very diverse range of people who are excellent T&L contributors and who should be recognised and celebrated.

Low participation cost: many award processes feel immense with prohibitive workload requirements so in EAIT we want the nomination process to be as easy as possible.

Connectivity: EAIT T&L awards should be connected to School, UQ and external awards programs to support our staff to be recognised at all levels and enhance our outcomes in future competitive awards

Supportive: applicants or nominees should feel supported through the process and view it as a valuable experience.

Transparency: the criteria and standards for receiving an award should be clear and the process for selecting award recipients must be unambiguous and seen to be without conflict of interest.

High value: EAIT should receive value from its investment in the awards and the process should facilitate raising the profile of teaching in the faculty and the dissemination of excellent practices.

Acknowledgment: In keeping with the 'Connectivity' principle above, much of the following has been adapted from the information contained in the documentation detailing the application processes for UQ and national T&L awards.

EAIT T&L Awards – Categories for Nomination

The Faculty of EAIT has established the following awards for Teaching and Learning

- o EAIT Citation for Excellence in Student Learning (CEiSL)
- o EAIT Teaching & Learning Excellence Award (TaLEA)

Nominations can be made by any EAIT staff member but applications should be completed by the individual/team being nominated, and must be supported by the School's Director of Teaching and Learning and Head of School. EAIT staff members who would like to nominate a colleague for an award should send them a one-page nomination letter and encourage them to complete an application. EAIT staff members may also self-nominate for an EAIT Teaching and Learning Award.

The selection panel may also award a "Special Teaching Excellence Award" to an individual who has:

- o made a contribution to teaching and learning in EAIT over a substantial period of time, and
- o displayed considerable achievements in the area of teaching and learning.

EAIT T&L Awards – Selection Panel

The selection panel will consist of

- o AD(A) or nominee
- o Two academic members of the EAIT TLC
- o One student member of the EAIT TLC
- o One UQ T&L award or national award winner from a faculty other than EAIT
- o One additional member nominated by the EAIT TLC
- o One ITaLI representative

Note: Any selection panel member who has a conflict of interest with any of the applicants they are asked to evaluate must declare this to the AD(A) prior to any selection panel discussion.

EAIT T&L Awards – Award Details

Successful applicants* for an EAIT Citation for Excellence in Student Learning (CEiSL) will receive a certificate and grant of $1,000.

Successful applicants* for an EAIT Teaching & Learning Excellence Award (TaLEA) will receive a certificate and grant of $5,000.

No grant will be awarded for Special Teaching Excellence Awards.

* Where successful applicant is a team, one grant is awarded to the team to share

EAIT Citation for Excellence in Student Learning (CEiSL)

General Eligibility

Applications are open to

- Individual (Academic)
- Individual (Academic – Early Career)
- Individual (Tutor)
- Individual (Professional support staff)
- Team (Academic and/or Professional support staff)

Both individual and team applications are encouraged (teams may be of any size).

Applicants are not eligible to be included in more than one *EAIT Citation for Excellence in Student Learning (CEiSL)* application in any year (as an individual and as a member of a team).

Cross School/Unit or cross-discipline applications will be considered. All applications must relate to contributions to student learning in the Faculty of EAIT at The University of Queensland that have been sustained for a period of at least three years (two years for an Academic – Early Career and three semesters for a tutor).

An academic applicant with no more than five years' of experience teaching in a higher education institution, including tutoring and part time teaching, may apply for an Early Career Citation. The five years can be non-sequential and must be counted on a semester basis. Previously unsuccessful applicants are eligible to reapply.

EAIT Teaching & Learning Excellence Award applicants whose application is considered to be more closely aligned with the criteria for an *EAIT Citation for Excellence in Student Learning (CEiSL)* will be considered by the selection committee in the same year.

A winner of an *EAIT Teaching & Learning Excellence Award (TaLEA)* may not be the recipient of an *EAIT Citation for Excellence in Student Learning (CEiSL)* in the same year unless they form part of a team application and are not the lead applicant.

Assessment Criteria

Applications for an *EAIT Citation for Excellence in Student Learning (CEiSL)* will be assessed against the chosen assessment criterion and the extent to which the written statement in the application demonstrates evidence of evaluation, innovation, leadership and scholarship that the applicant's contribution has:

- Influenced student learning, student engagement or the overall student experience;

- Been sustained for a period of no less than three years (two years for an Academic – Early Career and three semesters for a Tutor); and,

- Gained recognition from students, fellow staff, the University, and/or the broader community.

EAIT Citation for Excellence in Student Learning (CEiSL) applicants are invited to **select one** of the following criteria, determined by the nature of their contribution to student learning. Further details, and illustrative examples of how each criterion might be demonstrated are provided in an appendix.

Criterion one: *Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.*

Criterion two: *Development of curricula, resources and services that reflect a command of the field.*

Criterion three: *Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change.*

Criterion four: *Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.*

Application Process

Applications will be called for via an email to all EAIT staff in September, with applications due by 5pm on Thursday 26th October 2023.

An application template will be available from https://www.eait.uq.edu.au/teaching-learning/awards, and will require the following information:

A. **Nomination details**
B. **Applicant details – Individual** *(if applicable)* or **Team** *(If applicable - the extent and details of individual contributions must be included)*
C. **Chosen criterion**
D. **Written statement**
E. **Endorsement of Head of School and Director, Teaching and Learning** *(or Associate Dean Academic if Faculty appointment)*
F. **Supporting Material** – if you are being nominated by someone else, please attach their nomination letter (maximum 1 page) – no other supporting material should be provided.

In providing the relevant documentation, applicants should note:

(i) Your proposed citation *(maximum 25 words)* should avoid jargon and include the discipline or field of work and the distinctive contribution of the applicant or team; the citation should inform the broadest possible audience about the work of the applicant. The citation and statement should be suitable for public release on the EAIT website and newsletters.

(ii) Your written statement addressing the chosen criterion providing evidence of your contribution (1 page A4). In writing the statement you should consider the following:

- Significance of contribution (to student learning, engagement, outcomes or overall experience);

- Assurance of scholarship/teaching philosophy (indicating a critical and reflective approach to teaching practice);

- The creative, imaginative or innovative nature of the submission (irrespective of whether the approach involves traditional learning environments or technology-based developments); and,

- Narrative cohesion and persuasiveness (author's voice distinctive and authentic, conclusion draws narrative together).

(iii) You should ensure the evidence listed clearly demonstrates the ways in which your contribution has:

- Influenced student learning, engagement, outcomes and/or the overall student experience;

- Been recognised by students, fellow staff, the institution, and/or the broader community; and,

- Been sustained over time for a period of no less than three years (two years for Academic Early Career applications and three semesters for Tutors).

EAIT Teaching and Learning Excellence Award (TaLEA)

General Eligibility

Application is open to

- Individual (Academic)
- Individual (Academic – Early Career)
- Team (Academic, including Professional support staff)

Both individual and team applications are encouraged (teams may be of any size). Cross School/Unit or cross-discipline applications will be considered. All applications must relate to contributions to student learning in the EAIT Faculty that have been sustained for a period of at least three years.

An applicant with no more than five years' of experience teaching in a higher education institution, including tutoring and part-time teaching, may apply for an Early Career Award. The five years can be non-sequential and must be counted on a semester basis. Previously unsuccessful applicants are eligible to reapply.

EAIT Teaching & Learning Excellence Award applicants whose application is considered to be more closely aligned with the criteria for a Citation will be considered by the selection committee in the same year.

A winner of an *EAIT Teaching & Learning Excellence Award (TaLEA)* may not be the recipient of an *EAIT Citation for Excellence in Student Learning (CEiSL)* in the same year unless they form part of a team application and are not the lead applicant.

Eligibility of Previous Recipients

Winners of the *EAIT Teaching & Learning Excellence Award* are not eligible to re-apply within a five-year period, with the exception of:

- If the person forms part of a team application and is not the lead applicant; and the team application does not substantially replicate the original award.

- Members of teams that have received awards are eligible to re-apply but the application should not substantially replicate the original award.

Previous *EAIT Citation for Excellence in Student Learning (CEiSL)* and The University of Queensland Citation winners are eligible to apply for an *EAIT Teaching & Learning Excellence Award*.

Assessment Criteria

EAIT Teaching & Learning Excellence Award applications will be assessed against the four assessment criteria and the extent to which the written statement and supporting documentation in the application demonstrate evidence of evaluation, innovation, leadership and scholarship that the applicant's contribution has made.

Criterion one: *Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.*

Criterion two: *Development of curricula, resources and services that reflect a command of the field.*

Criterion three: *Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change.*

Criterion four: *Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.*

Application Process

Applications will be called for via an email to all EAIT staff in September, with applications due by 5pm on 26th October 2023.

An application template will be available from https://www.eait.uq.edu.au/teaching-learning/awards, and will require the following information

- **A. Nomination details**
- **B. Applicant details – Individual** *(if applicable)* or **Team** *(If applicable - the extent and details of individual contributions must be included)*
- **C. Written statement**

    In providing the relevant documentation, applicants should note:

    (i) Your overview of your teaching and its context *(no more than 250 words)* – provides the opportunity for you to focus on the specific character of your teaching and achievements. The statement should be suitable for public release on the EAIT T&L website. It is recommended that the overview includes:

    - o Your educational philosophy and beliefs;

    - o A description of the teaching context;

    - o An integrated summary of the claims relating to the assessment criteria; and

    - o Teaching experience and responsibilities at all levels – undergraduate, postgraduate coursework, including continuing professional education and postgraduate research activities.

    (ii) Your statement addressing the assessment criteria *(2 pages A4)* and the provided supporting evidence – should address the category of award and each of the four criteria in turn. Applicants should consider the following:

    - o Significance of contribution (to student learning, engagement or overall experience);

    - o Assurance of scholarship/teaching philosophy (indicates a critical and reflective approach to teaching practice);

    - o The creative, imaginative or innovative nature of the submission (irrespective of whether the approach involves traditional learning environments or technology-based developments); and

    - o Breadth of evidence (diverse evidence from multiple sources).

- **D. Endorsement of Head of School and Director of Teaching and Learning** *(or Associate Dean Academic if Faculty appointment)*
- **E. Supporting material** – while assessment is based primarily on the written statement, applicants can choose to submit the following supporting material:

    - o 5 pages of printed teaching material in PDF format; and/or

    - o Written reference testimonials (2 max) from Head of School, teaching colleagues or students.

    The relevance of all material must be made clear in your written statement.

Submission process

The application must be submitted as a PDF document to the Selection Committee via email to f.mearns@uq.edu.au.

Selection Process

EAIT Citation for Excellence in Student Learning (CEiSL)

Applications for an *EAIT Citation for Excellence in Student Learning (CEiSL*) will be assessed by the Selection panel on evidence provided against the nominated criterion only.

EAIT Teaching & Learning Excellence Award (TaLEA)

In assessing *EAIT Teaching & Learning Excellence Award (TaLEA)* applications against the four criteria, the Selection Panel will take into consideration the:

o   Extent to which the claims for excellence are supported by formal and informal evaluation;

o   Extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments; and,

o   Information contained in student data or institutional student surveys, references, and selected teaching materials submitted by the applicant.

Whilst applicants are required to address all four criteria, it is expected that winners of a *TaLEA* would provide evidence of both the **breadth** of the impact of their teaching and evidence of **outstanding** achievement in at least two of the criteria.

Appendix: Assessment Criteria Examples

Further illustrative examples of how each criterion might be demonstrated are provided below. These examples are not exhaustive and applicants should not be constrained by these suggestions.

Criterion one: *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.

Criterion two: *Development of curricula, resources and services that reflect a command of the field.*

This may include:
- 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.

Criterion three: *Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change.*

This may include:
- Showing advanced skills in assessment/alternative assessment practices;
- Using a variety of assessment strategies to bring about change;
- Adapting assessment methods to different contexts and diverse student needs and learning styles;
- Contributing professional expertise to the field of assessment in order to improve program design and delivery;
- Dissemination and embedding of good practice identified through assessment; and
- Evaluating the quality of the assessment practices.

Criterion four: *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.