# **EAIT Teaching and Learning Excellence Award**

# **– Application Form –**

Applicants should also review the *‘Information for Applicants’* for further information on the EAIT Teaching and Learning Excellence Award (TaLEA). Nominations can be made by any EAIT and SMI staff member but applications should be completed by the individual/team being nominated, and must be supported by their 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.

## Application Process

This application requires the following information:

* 1. **Nomination details**
  2. **Applicant details – Individual** *(If applicable) or* **Team** *(If applicable - the extent and details of individual contributions must be included)*
  3. **Written statement**

In providing the relevant documentation, applicants should note:

1. 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:

* Your educational philosophy and beliefs;
* A description of the teaching context;
* An integrated summary of the claims relating to the assessment criteria; and,
* Teaching experience and responsibilities at all levels – undergraduate, postgraduate coursework, including continuing professional education and postgraduate research activities.

1. 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:

* Significance of contribution (to student learning, engagement, outcomes or overall experience);
* Assurance of scholarship/teaching philosophy (indicates 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);
* Breadth of evidence (diverse evidence from multiple sources).
  1. **Endorsement of Head of School and Director of Teaching and Learning** *(or Associate Dean Academic if Faculty appointment)*
  2. **Supporting material** – while assessment is based primarily on the written statement, applicants can choose to submit the following supporting material:
* 5 pages of printed teaching material in PDF format; and/or
* Written reference testimonials from Head of School, teaching colleague or students (2 max.)

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

# **Application**

## A. Nomination details

Applications can be self-nominations for an award, or result from nominations made by someone else.

Are you being nominated by someone else? Yes / No

If so, please complete the details below and attach the nomination letter you have received (max 1 page) in section E.

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Email:* |  |

## B. Applicant details – Individual *(please delete this section if your application is for a team)*

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Position:* |  |
| *Type of appointment:* |  |
| *Period of teaching service:* |  |
| *Do you qualify for an Academic – Early Career application?* |  |
| *Email:* |  |

## B. Applicant details – Team *(please delete this section if your application is for an individual)*

|  |  |
| --- | --- |
| *Team Name:* |  |

*Please add extra team members below as applicable****.***

**Team Member 1**

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Position:* |  |
| *Type of appointment:* |  |
| *Period of teaching service:* |  |
| *Email:* |  |
| *% Contribution* |  |
| *Extent and details of contribution:* |  |

**Team Member 2**

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Position:* |  |
| *Type of appointment:* |  |
| *Period of teaching service:* |  |
| *Email:* |  |
| *% Contribution* |  |
| *Extent and details of contribution:* |  |

**Team Member 3**

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Position:* |  |
| *Type of appointment:* |  |
| *Period of teaching service:* |  |
| *Email:* |  |
| *% Contribution* |  |
| *Extent and details of contribution:* |  |

**Team Member 4**

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Position:* |  |
| *Type of appointment:* |  |
| *Period of teaching service:* |  |
| *Email:* |  |
| *% Contribution* |  |
| *Extent and details of contribution:* |  |

**Team Member 5**

|  |  |
| --- | --- |
| *Name:* |  |
| *School (or org unit):* |  |
| *Position:* |  |
| *Type of appointment:* |  |
| *Period of teaching service:* |  |
| *Email:* |  |
| *% Contribution* |  |
| *Extent and details of contribution:* |  |

## C. Written Statement

**Overview of your teaching and its context** *(No more than 250 words)*

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|  |

**Statement addressing the assessment criteria** *(No more than 2 pages A4)*

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## D. Endorsement of Head of School and Director of Teaching and Learning

**Comments**

*No more than 150 words. Leave blank if covered by attached documentation in Section E.*

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|  |

Please note that emails from the Director of Teaching and Learning and Head of School will suffice *in lieu* of a signature

|  |  |  |
| --- | --- | --- |
|  |  |  |

*Signature of Director, T&L Please print Name Date*

|  |  |  |
| --- | --- | --- |
|  |  |  |

*Signature of Head of School Please print Name Date*

## E. Supporting material

*(Please append your supporting material)*