



UTS PRIZE CONDITIONS OF AWARD

UTS VICE-CHANCELLOR'S LEARNING AND TEACHING CITATIONS

DIVISION OF EDUCATION AND STUDENTS

This document sets out the conditions of award for the below Prize ('Prize') and the obligations of Recipients ('Recipient') and UTS in regards to this Prize. The administrative processes to support awarding this Prize will be managed, and may be amended, in accordance with UTS Rules, Policy and Procedures.

1. UTS LEARNING AND TEACHING AWARDS

2. PURPOSE

The UTS Learning and Teaching Awards and Citations recognise the importance of learning and teaching for both undergraduate and postgraduate students within the framework of the UTS model of global practice-oriented education. The Prizes are awarded to academic and professional staff who have made significant contributions to university learning and teaching.

3. VALUE AND BENEFIT

3.1 Number of Recipients: Usually up to ten (10) Recipients. These Recipients may be individuals or teams. In some years, more than ten (10) Recipients may be awarded.

3.2 Benefit/s to Recipient: \$1,000.

3.3 Payment of benefit/s:

- The award monies will be paid into an account within the Recipient's faculty/unit. The monies will be paid into an account set up on a "life to date" basis so that the funds will still be available to Recipients for the following three years.
- The funds may be used to further the Recipient's academic or professional career. It is suggested that funds may be used for conference attendance, attendance at seminars or workshops related to teaching and learning in the discipline, purchase of teaching and learning resources, teaching and learning research expenses such as transcriptions, teaching and research assistance, study trips, or other expenses which are related to teaching and learning.
- The Prize money will not be paid to the Recipient/s in cash.
- A certificate of award will be presented to the Recipient/s at a University Learning and Teaching event.

4. ELIGIBILITY CRITERIA

- The Citation is available to both academic and professional staff.

- **Individual applicants:** Individuals must have at least three years of service at UTS, with the exception of casual or sessional teachers. Casual academics with at least four sessions of teaching at UTS may apply for UTS Citations. It is not a requirement that these periods of employment be consecutive.
- **Team applications:** Team leaders must have at least three years of service at UTS. Team members, including academic, support, professional and casual, staff must have at least two years of service of at UTS.
- Previous Award winners are not eligible for renomination in the same category, or for nomination for Citations, for a period of three years following receipt of an Award. Staff members who have indicated, prior to the closing date, an intention to resign or retire from the University will not be eligible for nomination. Staff members who were awarded a Citation or Commendation in the prior year or earlier may apply for a UTS Learning and Teaching Award in subsequent years. Award applicants may apply to be considered in more than one category, but may not win more than one Award or Citation.

5. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER

Applications are judged on the evidence presented against the chosen *area(s) of achievement*, and the extent to which the contribution has been *sustained over time*. The areas of achievement and selection criteria for each year are described in the UTS Vice-Chancellor's Learning and Teaching Awards Guidelines for that year.

6. SELECTION

A selection committee comprising both staff and students will be convened by the office of the Deputy Vice-Chancellor (Education and Students).

Applications are judged by the selection committee based on evidence presented against the chosen *area(s) of achievement*, and the extent to which the contribution has been *sustained over time*. The areas of achievement and selection criteria for each year are described in the UTS Vice-Chancellor's Learning and Teaching Awards Guidelines for that year.

7. OTHER CONDITIONS

N/A

8. FUNDING

8.1 Internal UTS funding:

Internal UTS funding has been budgeted by the Division for Education and Students. Annual funding is calculated at \$40,000 to cover the Prize money for the UTS Learning and Teaching Awards and Citations.

8.2 External Funding:

N/A

9. ROLES AND RESPONSIBILITIES

9.1 Owning Faculties/Units: Division of Education and Students

9.2 Managing Faculties/Units: Division of Education and Students

10. PUBLICATION OF CONDITIONS OF AWARD

- Scholarships Office must be notified of these Conditions of Award prior to approval.
- On approval, the Conditions of Award must be forwarded to the Scholarships Office for publication of clauses 1 to 7 on the UTS website. (As this is a staff award, the details are not published on the student-facing scholarships website.)

11. DOCUMENT REVIEW

The formal review date for this document is by the end of 2025 (Conditions of Award must be reviewed by minimum every five years, unless otherwise specified).

12. APPROVAL

Endorsement from all stakeholders listed at clause 9 must be sought before final approval.

Approval must be in accordance with the Scholarships and Prizes Policy and UTS Standing Delegations of Authority.

Endorsed N/A
Title: Faculty Manager
Date:

Endorsed N/A
Title: Scholarships Manager
Date:

Endorsed N/A
Title: Development Manager
Date:

Approved by: Professor Shirley Alexander
Title: Deputy Vice-Chancellor (Education and Students)
Date:

*Signatures not necessary if approval/endorsement is documented in writing.