

UTS Vice-Chancellor's Learning and Teaching Awards 2023 Guidelines



Contents

Categories	3
UTS Learning and Teaching Citations	3
Categories for UTS Learning and Teaching Awards	3
Eligibility for Learning and Teaching Awards and Citations	5
Areas of achievement and selection criteria	6
Nominations for UTS Learning and Teaching Citations and Awards	8
Selection, notification and conditions of Awards and Citations	9
Selection Committee	9
Notification of award	9
Conditions of award	9
Submission of applications	10
Closing date	10
Submission	10
Nomination for National and State Awards	12
Further information	13

UTS Vice-Chancellor's Learning and Teaching Awards and Citations 2023

The UTS Learning and Teaching Awards and Citations recognise the importance of learning and teaching for undergraduate and postgraduate students within the framework of the UTS Model of Learning and the Student Experience Framework and the UTS 2027 commitment to transform to a lifetime of learning, including preparing and supporting our graduates to succeed in the future workforce and personalising the learning experience.

They are aligned with the current national Australian Awards for University Teaching. Many successful UTS applicants have gone on to win national Citations or Teaching Awards.

Submission deadline: 5:00pm Monday 16th October 2023

Categories

UTS Learning and Teaching Citations

Learning and Teaching Citations, with an award of \$1,000, are awarded for significant and sustained contributions to student learning, student engagement and/or the student experience by individuals or teams. They are open to academic and professional staff members, including casual or sessional staff.

Citations recognise diverse contributions; therefore, there are no specific categories.

Citation applicants must address one of the four areas of achievement.

Applicants may apply for both an Award and a Citation in the same year but will not be eligible for a citation if they win an award. Citation winners are eligible to apply for a UTS Teaching Award in subsequent years.

It is anticipated that in 2023 a maximum of ten UTS Citations may be awarded.

Categories for UTS Learning and Teaching Awards

Learning and Teaching awards are awarded for outstanding contributions to learning and teaching, curriculum and support initiatives in specific categories.

Award applicants must address at least two of the four areas of achievement.

Applicants may apply in more than one award category, or for both an Award and a Citation in the same year but will only be eligible to win one award and will not be eligible for a citation if they win an award.

The Selection Committee will normally make one award in each category annually but may decide to make no award, or more than one award, in each category in a particular year. It may also

recommend that a citation be given to an application that is seen as worthy of recognition but needing further development in one or more of the areas of achievement.

Learning and Teaching Awards are awarded in specific categories, as follows:

Team Teaching (\$5,000)

For an outstanding contribution to learning and teaching, or an exemplary and sustained innovation in learning and teaching and/or curriculum innovation, through a collaborative, team-based approach. The team will comprise two or more staff. The application may be focused on team teaching in a single subject or on teaching or the support of learning by a collaborative team across a coherent group of subjects or program. Teams may include casual academics and professional staff. It is expected that the team's learning and teaching contributions at UTS would have been sustained for at least three years, and that all nominated team members would have made substantial contributions to the team achievements.

Individual Teaching (\$3,000)

For an outstanding contribution to learning and teaching, or an exemplary and sustained innovation in learning and teaching and/or curriculum innovation, or postgraduate supervision by an individual member of academic staff. It is expected that applicants' learning and teaching contributions at UTS would have been sustained for at least three years.

Early Career Teaching (\$3,000)

For an excellent contribution to learning and teaching, or a very significant and sustained innovation in learning and teaching, by an individual academic staff member within their first five years as an academic. It is expected that applicants' learning and teaching contributions at UTS would have been sustained for at least three years.

Teaching by a Casual or Sessional Staff Member (\$3,000)

For an excellent contribution to learning and teaching, or a very significant and sustained innovation in learning and teaching, by a casual or sessional staff member. It is expected that applicants' learning and teaching contributions at UTS would have been sustained for at least four teaching sessions.

Student Experience (\$3,000 individuals; \$5,000 teams)

For an outstanding contribution to the student experience (aligned to the UTS Student Experience Framework), where student success, both academic and personal, is the focal point. Your contribution may address one or more of the four themes: Engagement, Belonging, Wellbeing and Partnerships. Contributions need to have been sustained for at least three years, which may include up to one year of curriculum development followed by implementation for at least two years

Course Innovation and Enhancement (\$3,000 individuals; \$5,000 teams)

For an outstanding contribution to teaching and learning or curriculum design and innovation that exemplifies aspects of the UTS 2027 strategy. This could include innovations in degree courses and subjects or in short forms of learning that reflect 2027 initiatives and the UTS Model of Learning, including innovations related to industry engagement, Work Integrated Learning (WIL), employability or research- integrated curriculum. It is expected that the curriculum initiative will have been sustained for at least three years, which may include up to one year of curriculum

development followed by implementation for at least two years. Evidence should include peer benchmarking or review where appropriate. Team applications are strongly encouraged.

Social Impact in Learning and Teaching (\$3,000 individuals; \$5,000 teams)

For an outstanding and sustained contribution which has engaged UTS students in learning activities and capability building that contributes to social impact. The contribution should align with the UTS Social Impact Framework and with the Social Change initiative of the UTS 2027 Strategy. This award is open to individuals and teams. Contributions need to have sustained for at least three years, which may include up to one year of curriculum development followed by implementation for at least two years.

Embedding of the Indigenous Graduate Attribute related to developing professional capabilities to work with and for Indigenous Australians (\$3,000 individuals; \$5,000 teams)

This award is for initiatives which contribute to the development of students' professional capabilities to work with and for Indigenous Australians across a professional context. This may include embedding of the Indigenous Graduate Attribute across core subjects with a strong focus on professional capability. Contributions need to have sustained for at least three years, which may include up to one year of development followed by implementation for at least two years. This award is open to Indigenous and non-Indigenous staff.

Academic Support (\$3,000; \$5,000 teams)

For an outstanding contribution or an exemplary and sustained innovation in academic or student support services or the provision of resources to facilitate learning and enhance the student experience. This may include applications related to the support of a specific group of students, such as Indigenous students, students who have experienced educational disadvantage, or students from a low socio-economic background. Contributions need to have sustained for at least three years, which may include up to one year of development followed by implementation for at least two years.

Eligibility for Learning and Teaching Awards and Citations

Individual applicants may apply for citations or for any of the award categories, except for team teaching. Individuals must have at least three years of service at UTS, with the exception of casual or sessional teachers, who must have at least four sessions of teaching at UTS (consecutively or non-consecutively).

Team applications may be made for citations or in any of the award categories, except for individual and early career teaching, and teaching by a casual or sessional staff member. Team leaders must have at least three years of service at UTS. Team leaders and team members must have been members of the team for at least two years and have made substantial contributions to the team's achievements. Casual staff must have been members of the team for at least four teaching sessions.

Early Career Teaching Award applicants must have at least three years of teaching at UTS, which may include service as a casual teacher prior to their current appointment.

Casual or Sessional applicants, including applicants for citations or any award category and team members, must have at least four sessions of teaching at UTS.

Previous Award and Citation winners

Individual Citation winners, team leaders and team members may apply for an Award in any category. They may not apply for another Citation for a substantially similar contribution.

Individual Award winners and team leaders, in any award category, are not eligible for renomination, or for nomination for Citations as individuals or team leaders, for a period of three years following receipt of an Award, or for contributions that are substantially similar to those which were recognised in the previous award or citation. Staff members who were awarded a Citation or Commendation in 2022 or earlier may apply for a UTS Learning and Teaching Award. Award applicants may apply to be considered in more than one category but may not win more than one Award or Citation. 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.

Members of award-winning teams are eligible for nomination as individuals, team leaders or members of other teams for contributions that are substantially different from those for which the team won the award.

Areas of achievement and selection criteria

The UTS Learning and Teaching Awards and Citations seek to recognise the breadth of activities that contribute to students' learning and experiences within and outside their courses at UTS. In looking for significant, outstanding or exemplary contributions, the Selection Committee is seeking evidence of distinctive and innovative contributions, beyond normal good practice, that make sustained contributions to students' learning, student engagement and the student experience at UTS.

Applications are judged on the *evidence* presented against the chosen *area of achievement*, and the extent to which the contribution has been *sustained over time*.

Applicants for *Citations* must address *one* of the following four *areas of achievement*, choosing the one most relevant to their contributions.

Applicants for *Awards* must address *at least two* of the following four *areas of achievement*:

1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.
2. Development of curricula, resources or services that reflect a command of the field.
3. Effective assessment practices that bring about improvements in student learning, including practices that engage students in authentic assessment, improve feedback to students, foster academic integrity and/or been adapted to meet the challenges of generative AI
4. Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience.

In judging the citations and awards, the Selection Committee will consider the extent to which the evidence submitted confirms that the nominee's achievement in the selected area:

- a. Has positively impacted on student learning, student engagement and the student experience over a sustained time.
- b. Is innovative, creative or distinctive for its context.
- c. Involves a scholarly, evidence-based and reflective approach.
- d. Is recognised as good practice by others, appropriate to its context.

Applications must include *evidence*, including from formal and informal evaluation, of *significant and sustained contributions* to students' learning, engagement and/or experience of university, relevant to the selected *area of achievement*. Depending on the contribution, evidence is likely to include some or many of:

- A conscious philosophy of teaching or student support that focuses on students and their learning, engagement and/or experience and has clearly informed the contribution.
- Clear descriptions of practices relevant to the contribution(s), including any combination of face-to-face, online, workplace or other practice that contributes to the student experience. Descriptions should include concrete examples that illustrate excellent, innovative, creative, imaginative or inclusive practices and/or those that support student engagement, belonging or wellbeing.
- Achievement of positive student outcomes relevant to the contribution. Examples could include: evidence from student activities or assessment that shows the development of graduate attributes such as critical thinking, communication, professional dispositions; improvements in learning of particular subject matter; enhanced student engagement, belonging or wellbeing; improvements in success for particular groups of students; student achievements such as prizes or awards; feedback from project clients or employers.
- Positive feedback from students, as shown in the Student Feedback Survey (SFS) Summary Report and/or other relevant quantitative indicators depending on the contribution, with evidence of how the applicant(s) have reflected and acted on the feedback over time to refine and improve the contribution.
- Evaluation of the contribution beyond SFS, for example: analysis of student assessment results; analysis of student engagement in and benefits from learning or support activities; evidence from peers, industry partners etc, with evidence of reflecting and acting on the evaluation evidence.
- Evidence that shows that the contribution is informed by relevant evidence from scholarship and practice, for example use of appropriate scholarly, professional and/or industry literature, engagement of industry etc.
- Contribution to UTS and/or faculty strategies and priorities, beyond normal practice.
- Scholarly communication of the contributions, for example through Faculty or UTS seminars or Teaching and Learning forums, conference papers or publications.
- Peer review or recognition of the contribution, and/or evidence of influence on peers' learning and teaching practices, and/or evidence of peer benchmarking of subjects or courses where appropriate.
- For leadership contributions, evidence of the impact on broader teaching or support practices in a course or program or across a school, faculty or the university.
- Evidence of internal recognition of the contribution within UTS, by colleagues within and outside the applicant's immediate area, for example by the faculty, learning communities or other units and/or evidence of external recognition, for example by professional bodies, industry, employers or peers from other universities.

Evidence must show how the contributions have been *sustained over time*. Sustained in this context means that the exemplary and innovative practices would have been put in place for sufficient time for them to be evaluated, refined, adapted for changing contexts, and re-evaluated.

In most cases, the minimum period for which a contribution needs to be sustained is *two to three years* (see *award descriptions and eligibility for specific details*). For some awards, the specified minimum duration may include a period of development prior to implementation.

To show sustained exemplary practice and innovation, most applications should include evidence that shows how changes in response to COVID-19 and Generative AI, built on, adapted, or transformed previous good/innovative practices, and/or how current practices are being informed by what was learned during remote teaching/student support. The overall application must describe a series of practices sustained, evaluated and refined and/or adapted over the above minimum periods.

Applications that focus only on innovative activities or practices that have just been implemented, no matter how exciting, are very unlikely to be successful. Applications that have a focus on assessment and implementation of generative AI strategies must show evidence of evaluation and describe how recent strategies have evolved and been informed by previous innovative assessment practices.

Nominations for UTS Learning and Teaching Citations and Awards

Staff may self-nominate for both the Awards and Citations.

The nomination and supporting information should focus on evidence of learning and teaching activities undertaken at UTS. Nominations shall consist of the items detailed below.

1. A *completed nomination form* which includes:
 - A citation or award title of not more than 10 words and a brief description of not more than 30 words
2. The signatures of all nominee/s on the supplied template, including all team members for team nominations.
3. A *written statement addressing the relevant area(s) of achievement and selection criteria* in a way that demonstrates the quality of the contributions.

For *Citation* applications the written statement will be no more than 2,000 words.

For *Award* applications, the written statement will be no more than 4,000 words. Within the application statement and word limit, applicants may include brief supporting comments from students, staff, or others, in addition to the two required references.

4. *Two references* provided by people who can make informed comment on the applicant's contributions. These may be people within UTS, or outside of UTS if relevant. Each of the two references is to be a maximum of one A4 page, in Arial or Calibri 11 point, with minimum 2cm margins. The referees should not be the Dean or Associate Dean Teaching and Learning as they are requested to provide confidential feedback to the Selection Committee on receipt of the application.
5. *Student Feedback Survey Summary Reports* for the last two years, for applications related to teaching in coursework subjects. SFS Summary Reports can be requested via Service Connect. Equivalent evaluation evidence should be provided for applications that relate to student support contributions. Postgraduate supervision applicants are advised to use the Research Supervision Feedback Survey (RSFS).
6. *Peer review* summaries for relevant subject(s), courses or programs where available (strongly encouraged).

Confidential written comments on the nomination will be sought from the Dean or relevant Deputy Vice-Chancellor, who has the discretion to request comments from the Associate Dean (Teaching

and Learning), Head of School, or Director of the relevant area. Applicants are strongly advised to contact their Dean and relevant Associate Dean or Head of School prior to submitting their application.

The nomination and supporting information should focus on evidence of learning and teaching activities undertaken at UTS.

Shortlisted nominees may be interviewed at the discretion of the selection panel.

Selection, notification and conditions of Awards and Citations

Selection Committee

The Selection Committee will be convened by the Pro Vice-Chancellor (Education and Students) and comprises:

- Pro Vice-Chancellor (Education and Students) - Chair
- An undergraduate student
- A postgraduate coursework student
- A previous winner of a UTS Learning and Teaching Award
- A Professor or Associate Professor nominated by the Teaching and Learning Committee
- A representative nominated by the Pro-Vice-Chancellor (Indigenous Leadership and Engagement)
- The Director IML or nominee
- The Director Equity and Diversity Unit or nominee

Notification of award

Nominees will be notified of the results of the Committee's deliberations after these have been approved by the Vice-Chancellor. Successful nominees will be announced at the UTS Learning and Teaching Forum.

Conditions of award

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 or student support 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 or student support. Funds may be used for purchases of small equipment (eg iPad) for use in learning and teaching, student support or the recipient's career development only. Monetary prizes awarded to a team are to be divided evenly for individual personal development or used together for team development.

The prize money will not be paid to the recipient/s in cash. Applicants should refer to the separate documents available on the [UTS Website](#):

- UTS Prize Conditions of Award – UTS Learning and Teaching Citations
- UTS Prize Conditions of Award – UTS Learning and Teaching Awards

Submission of applications

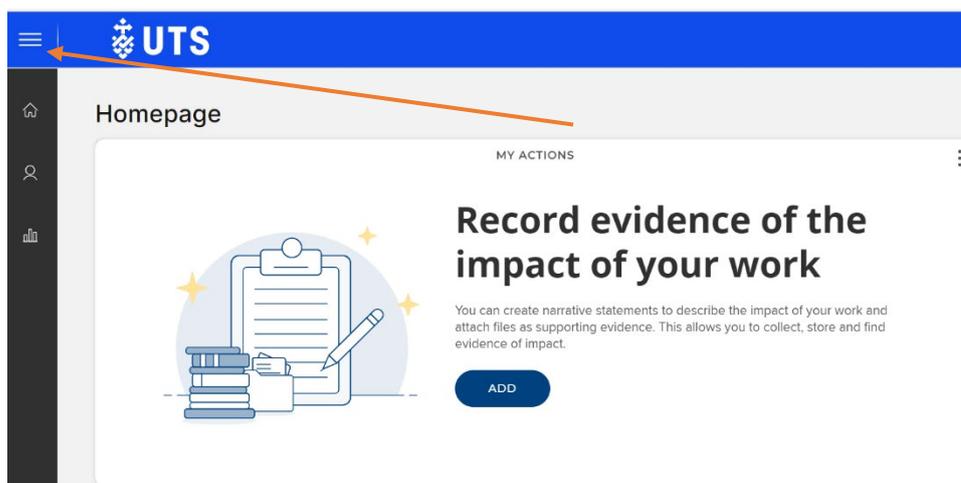
Closing date

5pm Monday 16th October 2023.

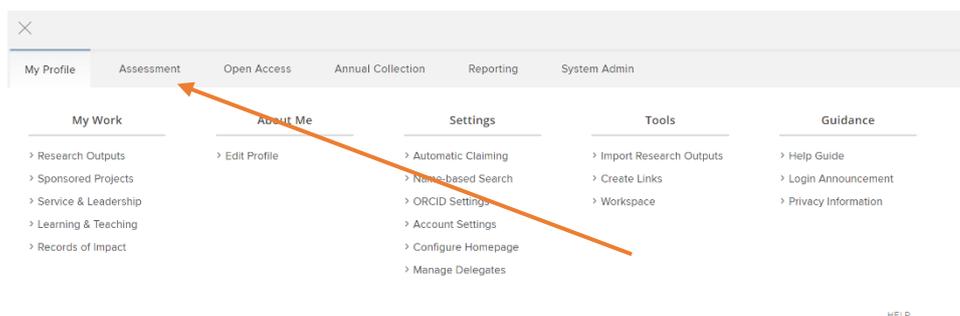
Submission

Submissions are to be completed in [Symplectic](#). If the nomination is for more than one person, the lead person should complete the submission and upload the completed team template with the rest of the documentation.

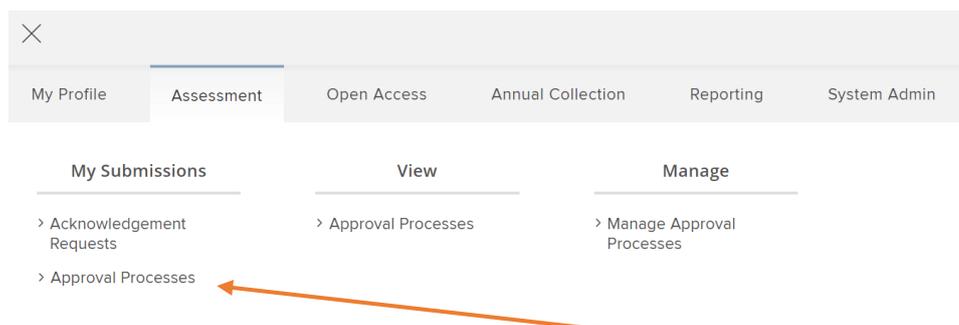
- Click on the 3 bars to the left of the UTS logo



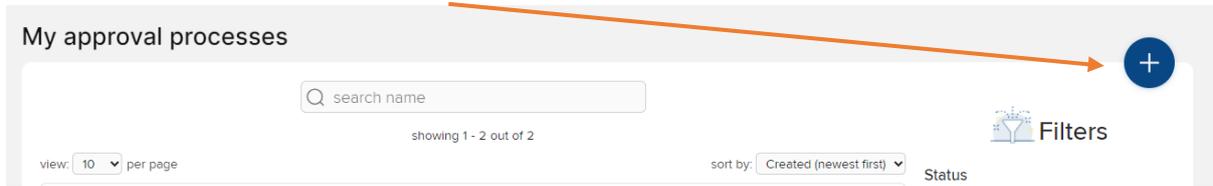
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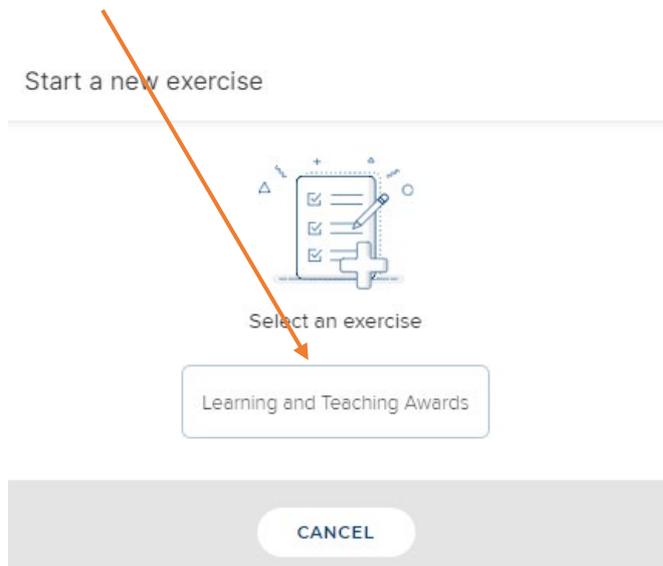
Click on Approval Processes



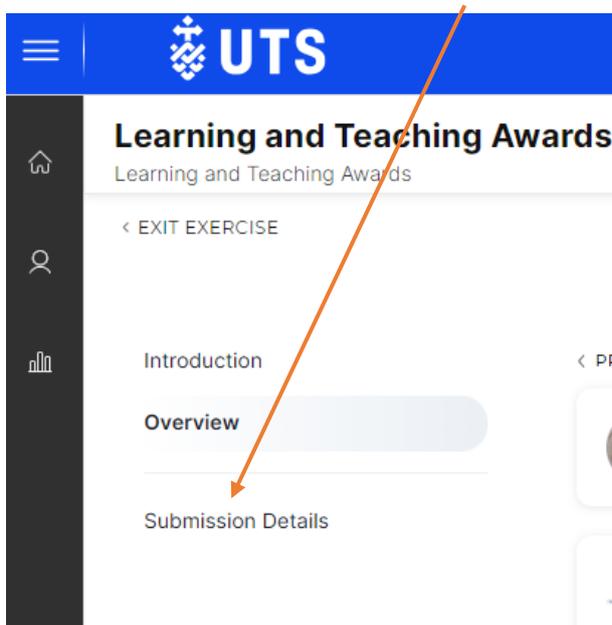
Click on the plus at the right-hand side of the screen



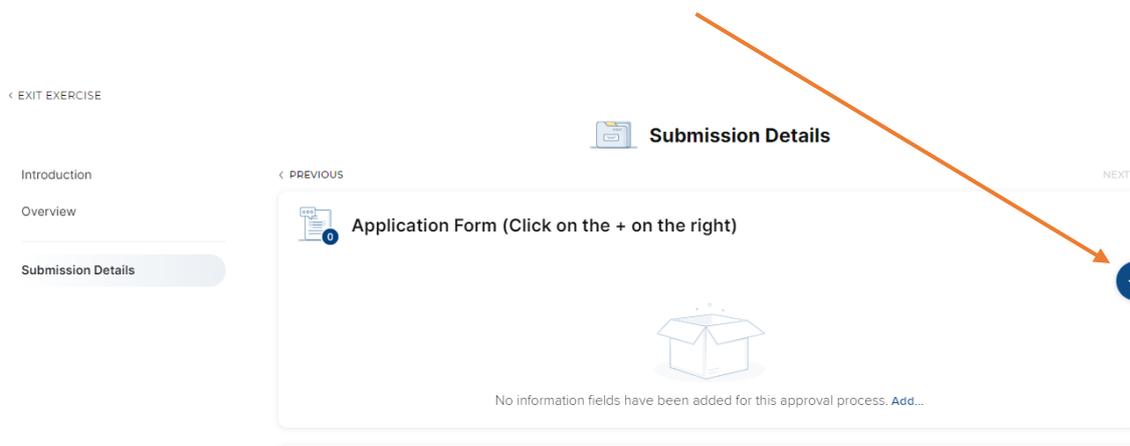
Select learning and teaching awards



Click on Submission details



Complete the application form by clicking on the + on the right-hand side of the screen.



NOTE: You will be asked to add the Discovery Profile URL of the person completing the application. You can find your Discovery Profile URL [here](#).

Your formal application should be **assembled into one single pdf document** and uploaded in the 'attachments' section. This pdf document will include:

- The written statement (2 pages for a citation; 4 pages for an award)
- Two single A4 page references
- The summary SFS report
- Peer review or peer benchmarking summaries where applicable
- The completed team template where applicable

Applications which are not received in this format may not be considered.

Do not submit until you have completed all aspects of the application and ensure that you have uploaded the correct documentation.

No changes can be made once you have submitted. Your application will be forwarded to your faculty/division head for confidential comment.

Contact LnT.Awards@uts.edu.au if you need assistance.

[Nomination for National and State Awards](#)

Award winners and short-listed nominees may be considered for nomination by UTS to the national awards schemes such as the National Citations and Awards for Australian University Teaching administered by Universities Australia.

Further information

For further information and advice on developing your application, there is a [Canvas](#) site. Please contact LnT.Awards@uts.edu.au. Workshops will be run for intending applicants. Please check Staff Notices for details.