

UTS Vice-Chancellor's Learning and Teaching Awards 2024 Guidelines



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UTS Vice-Chancellor's Learning and Teaching Awards and Citations 2024

The UTS Learning and Teaching Awards and Citations recognise and reward the importance of learning and teaching for undergraduate and postgraduate students in ways consistent with UTS Model of Learning, the Student Experience Framework and the UTS 2027 strategy. The initiatives and values in our strategies enable us to foster a commitment towards a lifetime of learning, including preparing and supporting our graduates to succeed in the future workforce. This includes a research-integrated curriculum, the use of technology, the quality of our offerings, and by continuing to focus on the student 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 14th October 2024

1. 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 (see section 3).

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 2024 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 (see section 3).

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.

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. Contributions may address one or more of the four themes: Engagement, Belonging, Wellbeing and Partnerships. Contributions would 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 industry and community engagement, Work Integrated Learning (WIL), employability or research-integrated curriculum. The curriculum initiative would 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, and evidence of inclusive practices. 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.

Contributions that build reciprocal partnerships between students and community organisations within the UTS precinct are encouraged to apply. This award is open to individuals and teams.

Contributions would 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.

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 would have been 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 and teams.

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 would have been sustained for at least three years, which may include up to one year of development followed by implementation for at least two years.

2. 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 relevant service at UTS, except for 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 teaching, early career teaching, and teaching by a casual or sessional staff member. Team leaders must have at least three years of relevant service at UTS. Team leaders and team members must have been members of the team for at least two years and all nominated members must 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 or an equivalent period of student support at UTS.

Previous Award and Citation winners - Winners of Citations, including individuals, 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.

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.

Staff members who were awarded a Citation or Commendation in 2023 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.

3. Areas of achievement, selection criteria and evidence

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 that contributions are distinctive and innovative, beyond normal good practice, and 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 the 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 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, and 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, student agency and social responsibility
 - improvements in learning of particular subject matter; enhanced student engagement, belonging or wellbeing
 - student contributions to industry or community organisations
 - 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, community organisations 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, community organisations, 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 development prior to implementation.

To show sustained exemplary practice and innovation, applications could include evidence that shows how changes in response to external influences such as 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 from innovations that responded to external influences. The overall application must describe a series of practices sustained, evaluated, and refined and/or adapted over the specified 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 must show evidence of evaluation and describe how recent innovations have evolved and been informed by previous practices.

4. Application Requirements

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
 - The signatures of all nominee/s on the supplied template, including all team members for team nominations (virtual signatures are accepted).
 - For team applications, a one-page statement of team member contributions, on the template provided
 - 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 two A4** pages.

For *Award* applications, the written statement will be **no more than four A4** pages.

Written statements for both Citations and Awards may include brief supporting comments from students, staff, or others, and use of tables or graphics is encouraged. All evidence included in the statement, including quotes, tables, graphics and literature references, must fit within the page limit. For readability and consistency between applications, written statements must be in Arial or Calibri 11 point, with minimum 2cm margins, and clear separation between paragraphs. Please include page numbers in the footer.

2. *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. The referees should not be the Dean or Associate Dean Teaching and Learning as they are requested to provide separate confidential feedback to the Selection Committee on receipt of the application. Each of the two references is to be a maximum of one A4 page, in Arial or Calibri 11 point, with minimum 2cm margins.
3. *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).
4. *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 Associate Dean (Teaching and Learning) or equivalent, or the Director of the relevant area, and endorsement sought from the Dean or relevant Deputy Vice-Chancellor. Applicants are strongly advised to contact their relevant Associate Dean or equivalent prior to submitting their application.

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

5. Submission of applications

Closing date

5pm Monday 14th October 2024.

Submission

Submission templates are available on the [UTS website](#)

Your formal application should be **assembled into one single pdf document** and submitted as per the instructions on the website. This pdf document will include:

- The nomination form
- The written statement (2 A4 pages for a citation; 4 A4 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 attached the correct documentation.

No changes can be made once you have submitted.

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

6. Selection, notification and conditions of Awards and Citations

Selection Committee

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

- Pro Vice-Chancellor (Education) - Chair
- An undergraduate student
- A postgraduate coursework student
- A previous winner of a UTS Learning and Teaching Award
- An Associate Dean Teaching and Learning
- The Pro-Vice-Chancellor (Indigenous Leadership and Engagement) or nominee
- The Director Learning, Teaching and Curriculum Unit 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 attendance at conferences, 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 career 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

Nomination for National and State Awards

Award and citation winners and commended 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, or contact LnT.Awards@uts.edu.au.