

Information for Applicants

Citations for Outstanding Contributions to Student Learning

Important Dates

01 February, 2011	Head of School endorsed Expressions of Interest (EOI) submitted to Associate Dean Academic/Manager
14 March, 2011	Head of School and Executive Dean endorsed full application submitted to Office of the Pro Vice Chancellor (Learning and Teaching) via ALTCinfo@uws.edu.au
w/o 21 March, 2011	ALTC Liaison Group meets to consider applications
25 March, 2011	Applicant advised of outcome of ALTC Liaison Group consideration
29 April, 2011	ALTC Closing Date for submission of full application under Citations for Outstanding Contributions to Student Learning Awards Program

Number awarded up to 210 nationally, including up to 10 in the Early Career category

Value \$10,000 each

Background

Citations are awarded to individuals and teams of academic, general and sessional staff, and institutional associates, who have made significant contributions to the quality of student learning in a specific area of responsibility over a sustained period. Nominees are required to select **one** or **two** selection criteria (below), as determined by the nature of their contribution to student learning. The nomination will be judged on the quality of the nomination against the criteria and the extent to which evidence is shown that their contribution has influenced student learning, student engagement or the overall student experience; gained recognition from fellow staff, the institution, and/or the broader community; and been sustained over time. The selection criteria are:

1. Approaches to the support of learning and teaching that influence, motivate and inspire students to learn.
2. Development of curricula, resources and services that reflect a command of the field.
3. Approaches to assessment, feedback and learning support that foster independent learning.
4. Respect and support for the development of students as individuals.
5. Scholarly activities and service innovations that have influenced and enhanced learning and teaching.

Application Information

Prospective applicants for a Citation for Outstanding Contribution to Student Learning under the Australian Awards for University Teaching program are advised to familiarise themselves with the criteria and guidelines outlined in the ALTC Australian Awards for University Teaching: Guidelines and Supporting Information – 2011 (<http://www.altc.edu.au/awards>).

Process

1. Ensure that you are eligible for nomination. Send your Expression of Interest (EOI) to the relevant Associate Dean Academic/Manager after obtaining the endorsement of your Head of School/Director.

After submission of the Expression of Interest:

2. The Associate Dean Academic and the Executive Dean will meet to consider all EOIs received by the College and will make recommendations on those staff who will be invited to submit a full application. In the case of a Divisional Unit nomination, the Director will make this decision. The University is permitted to nominate up to 10 individuals or teams only. Individuals can only be nominated in one application (i.e. as an individual or as part of a team).
3. The Associate Dean Academic/Director will advise you of the outcome of your EOI. If you are invited to submit a full application, the Associate Dean Academic/Director will provide advice on the support available to you to assist in completion of the application. If you are not invited to submit a full application, the Associate Dean Academic/Director will provide you with written feedback.

Information for staff who are invited to submit a full application:

4. Ensure all selection criteria are clearly articulated in your application and prepared in accordance with ALTC Citations for Outstanding Contributions to Student Learning Guidelines.

Applicants are urged to obtain feedback from other relevant colleagues from their College, the ALTC Initiatives Coordinator, TDU and UWS during the preparation of their application and prior to final submission.

5. Complete the full application and send it electronically to your Head of School and Executive Dean for endorsement. (due: 07/03/11)
6. Forward the full application and endorsement to the Office of the Pro Vice Chancellor, Learning and Teaching via ALTCinfo@uws.edu.au by the date outlined on the 'UWS Process and Timelines for ALTC Citations for Outstanding Contributions to Student Learning' for consideration by the UWS ALTC Liaison Group. (due: 14/03/11)

The Office of the Pro Vice Chancellor, Learning and Teaching will advise you, relevant Heads of School, Associate Deans Academic/Directors and Executive Deans of the outcome of the ALTC Liaison Group's consideration. If the Group is of the view that your application should not be submitted to ALTC in its present form, the PVC Learning and Teaching will provide you with written advice on the reasons for the Group's decision.

7. Following amendment (if necessary), submit a PDF copy of the final application and any supporting documentation to the Associate Dean Academic/Manager, who will review the application, obtain the Dean's signature (if required) and forward all copies to the Pro Vice Chancellor, Learning and Teaching via ALTCinfo@uws.edu.au. (due: 08/04/11)
8. The Office of the Pro Vice Chancellor, Learning and Teaching arranges for the VC's signature and any other endorsements required, submits PDF copies of the application to the ALTC, advises that the application has been submitted, enters application information into the UWS ALTC Applications Register, and advises you of the receipt of your application by ALTC.