



2017 APPLICATION INFORMATION AND INSTRUCTIONS

THE UNIVERSITY OF QUEENSLAND TEACHING AND LEARNING AWARDS



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

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1. INTRODUCTION

1.1 The University of Queensland Teaching and Learning Awards

The University of Queensland has established the following Teaching and Learning Awards:

- Awards for Teaching Excellence (ATE)
- Awards for Programs that Enhance Learning (APEL)
- Citations for Outstanding Contributions to Student Learning (COCSL)

These awards confirm the University's commitment to recognise, encourage and reward sustained excellence in teaching and learning at The University of Queensland by acknowledging:

- Teachers renowned for the excellence of their teaching, who have made a broad and deep contribution to enhancing the quality of teaching and learning at The University of Queensland;
- Learning and teaching projects, teams and services that make an outstanding contribution to the quality of student learning and the quality of the student experience in higher education; and
- Individuals or teams who make a significant contribution to student learning in a specific area of responsibility, who are widely acknowledged for their achievements within a Faculty or the wider University community and who have received strong endorsement within their area.

The awards were instituted by the Academic Board and are held annually.

1.2 Policy and Procedures

This document should be read in conjunction with The University of Queensland Teaching and Learning Awards Policy and Procedures, available via The University of Queensland Policy and Procedures Library.

- 3.30.08 Teaching and Learning Awards – Policy
- 3.30.08 University of Queensland Teaching and Learning Awards – Procedures

1.3 Roles and Responsibilities

Institute for Teaching and Learning Innovation

The Institute for Teaching and Learning Innovation (ITaLI) is responsible for preparing the Application Information and Instructions, facilitating information workshops, providing administrative support to applicants, collating all award expressions of interest and applications, and for providing secretariat support to the Shortlisting Committees and Selection Committees.

The Teaching Awards and Grants Officer is the point of contact for all award matters. Please direct all queries to teaching.awards@uq.edu.au

Shortlisting Committees

The COCSL, APEL and ATE Shortlisting Committees are responsible for appraising expressions of interest according to the criteria published in the Application Information and Instructions and inviting eligible applicants to provide a detailed application by a nominated closing date.

Selection Committees

The COCSL, APEL and ATE Selection Committees are responsible for appraising full applications according to the criteria published in the Application Information and Instructions and referring recommendations for commendations and awards to the University Teaching and Learning Committee for approval.

University Teaching and Learning Committee

The University Teaching and Learning Committee has the final decision making authority in relation to The University of Queensland Teaching and Learning Awards. Decision will be made based on advice from the Selection Committees.

1.4 Key Dates in 2017

Key dates regarding expressions of interest and applications for the 2017 University of Queensland Teaching and Learning Awards are outlined below.

21 April 2017	Expressions of Interest for COCSL, APEL and ATE close
14 July 2017	Applications for COCSL, APEL and ATE close
TBC	Awards presentation ceremony during Teaching and Learning Week

2. CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

2.1 Objective

The COCSL recognise and reward individuals or teams who make a significant contribution to student learning in a specific area of responsibility over a sustained period, who are widely acknowledged for their achievements within a Faculty or the wider University community, and who have received strong endorsement within their area.

2.2 Eligibility

General eligibility

- Application is open to academic staff, professional staff, sessional staff* and institutional associates.
- Both individual and team applications are encouraged (teams may be of any size). All teams must provide a team name. Applicants are not eligible to be included in more than one COCSL application in any year (as an individual and as a member of a team).
- Cross-faculty, cross-school/unit or cross-discipline applications will be considered.
- All applications must relate to contributions to student learning at The University of Queensland that have been sustained for a period of at least three years.
- An applicant with no more than five years' of experience teaching in a higher education institution, including tutoring and part time teaching, may apply for an Early Career Citation. The five years can be non-sequential and must be counted on a semester basis.
- Previously unsuccessful COCSL applicants are eligible to reapply.
- ATE and APEL applicants whose application is considered to be more closely aligned with the criteria for a Citation will be referred to the COCSL Selection Committee for consideration in the same year.
- A winner of a University of Queensland ATE may not be the recipient of a University of Queensland Citation in the same year, unless they form part of a team application and are not the lead applicant.

Eligibility of previous recipients

- Previous winners of University of Queensland Citations and/or Australian Awards for University Teaching (AAUT) Citations are not eligible to reapply within three years of receiving a Citation (ie, if a recipient in 2015, then not eligible to reapply until 2018). However, previous University Citation recipients are eligible to reapply within three years of receiving a Citation if they form part of a team application and are not the lead applicant. Applicants reapplying for a Citation must demonstrate significantly different achievements in later years.
- Previous winners of University of Queensland ATE and APEL and/or AAUT ATE and APEL can only apply if they form part of a team application but are not the lead applicant. They must demonstrate significantly different achievements from the work that has been previously recognised by these awards.

* A member of sessional staff who is the lead applicant is eligible for application if he/she has had six semesters of employment at The University of Queensland (not necessarily continuous) in the context of the contribution to student learning for which they are applying. There is no minimum hours-per-semester employment specification for sessional staff to be eligible to apply.

2.3 Application process

In the first instance COCSL applicants must submit an **expression of interest** using the online template published on the ITaLI website.

A Shortlisting Committee will appraise expressions of interest according to the published criteria and invite eligible applicants to provide a **detailed application** by a nominated closing date.

Shortlisted applicants will be invited to a workshop facilitated by ITaLI where advice and guidance will be given on the format and content of their COCSL application.

A Selection Committee will appraise applications according to the published criteria and make recommendations for awarding commendations and citations to the University Teaching and Learning Committee for approval.

2.4 Assessment criteria

Expressions of interest and applications for COCSL will be assessed against the chosen assessment criterion and the extent to which it shows evidence of **evaluation, innovation, leadership and scholarship** in the written statement that the applicant's contribution has:

- Influenced student learning, student engagement or the overall student experience;
- Been sustained for a period of no less than three years (two years for early career); and
- Gained recognition from fellow staff, the University, and/or the broader community.

COCSL applicants are invited to **select one** of the following criteria, determined by the nature of their contribution to student learning. The text below each criterion is indicative of ways in which the criterion might be demonstrated. Applicants should not feel limited by these illustrative examples. Expressions of interest and applications will be **assessed on evidence provided** in relation to the selected criterion.

Criteria one: Approaches to teaching and the support of learning that influence, motivate and inspire students to learn

This may include:

- Fostering student development by stimulating curiosity and independence in learning;
- Participating in effective and empathetic guidance and advice for students;
- Assisting students from equity and other demographic subgroups to participate and achieve success in their courses;
- Encouraging student engagement through the enthusiasm shown for learning and teaching;
- Inspiring and motivating students through effective communication, presentation and interpersonal skills;
- Enabling others to enhance their approaches to learning and teaching; and
- Developing and/or integrating assessment strategies to enhance student learning.

Criteria two: Development of curricula, resources and services that reflect a command of the field

This may include:

- Developing and presenting coherent and imaginative resources for student learning;
- Implementing research-led approaches to learning and teaching;
- Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning;
- Communicating clear objectives and expectations for student learning;
- Providing support to those involved in the development of curricula and resources; and
- Contributing professional expertise to enhance curriculum or resources.

Criteria three: Evaluation practices that bring about improvements in teaching and learning

Evaluation comprises making judgements about the quality of programs and activities that are part of the academic, cultural and social experience of higher education. This may include:

- Showing advanced skills in evaluation and reflective practice;
- Using a variety of evaluation strategies to bring about change;
- Adapting evaluation methods to different contexts and diverse student needs and learning styles;
- Contributing professional expertise to the field of evaluation in order to improve program design and delivery; and
- The dissemination and embedding of good practice identified through evaluation.

Criteria four: Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

This may include:

- Participating in and contributing to professional activities related to learning and teaching;
- Innovations in service and support for students;
- Coordination, management and leadership of courses and student learning;
- Conducting and publishing research related to teaching;
- Demonstrating leadership through activities that have broad influence on the profession;
- Providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort; and
- Influencing the overall academic, social and cultural experience of higher education.

Please note: In assessing the evidence supporting Early Career applications, consideration will be given to the career stage of the applicant.

2.5 Expression of interest

In the first instance COCSL applicants must submit an expression of interest using the online template published on the ITaLI website.

2.5.1 Expression of interest components

The expression of interest includes the following components:

A. Applicant details

B. Chosen criterion

C. Written statement

- i. Proposed citation (maximum 25 words) – the citation should avoid jargon and include the discipline or field of work and the distinctive contribution of the applicant or team; the citation should inform the broadest possible audience about the work of the applicant.
- ii. Summary of the particular contribution and its context (maximum 200 words) – the summary is similar to an abstract and should be written in third person. The summary should describe the applicant’s contribution to student learning and engagement, and the resulting impact on students.
- iii. Summary of the evidence to address the chosen assessment criterion provided in bullet point format (one A4 page maximum).

2.5.2 Formatting requirements

Expressions of interest must be completed using the online template. All formatting styles are predefined in the online template.

2.5.3 Submission process

Expressions of interest must be submitted using the online template.

2.5.4 Expression of interest resources

The following COCSL expression of interest resources are available on the ITaLI website:

- COCSL expression of interest template
- COCSL expression of interest checklist

2.6 Full application

Shortlisted COCSL applicants will be invited to submit a full application.

2.6.1 Application components

The full application includes the following components:

A. Applicant details

B. Chosen criterion

C. Written statement (maximum four A4 pages)

- i. Citation (maximum 25 words) – the citation should avoid jargon and include the discipline or field of work and the distinctive contribution of the applicant or team; the citation should inform the broadest possible audience about the work of the applicant.
- ii. Summary of the particular contribution and its context (maximum 200 words) – the summary is similar to an abstract and should be written in third person. The summary should describe the applicant's contribution to student learning and engagement and the resulting impact on students.
- iii. Statement addressing the chosen criterion providing evidence of the contribution. Applicants should consider the following when writing the statement:
 - Significance of contribution (to student learning, engagement 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); and
 - Narrative cohesion and persuasiveness (author's voice distinctive and authentic, conclusion draws narrative together).

Applicants should expand on the evidence listed in the expression of interest to demonstrate the ways in which the contribution has:

- Influenced student learning, engagement and/or the overall student experience;
- Been recognised by fellow staff, the institution, and/or the broader community; and
- Been sustained over time for a period of no less than three years (two years for Early Career applications).

Applicants should consider the following when providing evidence:

- Breadth of evidence (diverse evidence from multiple sources including outside The University of Queensland);
- Breadth of recognition (substantial pertinent recognition from peers, professional bodies, national community);
- Credibility of evidence (explicit in both nature and impact of contribution as outside of expected norms);
- Period of contribution (three to five years of development); and
- Effectiveness of examples (examples clearly illustrate claims of student outcomes).

D. Statement of contribution (maximum one A4 page) – team applications must include an additional page which explains the role and indicates the percentage contribution of team members.

E. References (maximum one A4 page x two references) – two references of no more than one A4 page each are to be provided. One reference must be from the head of faculty, school or unit and the other can be from a colleague.

Referees should agree to provide the Selection Committee with a confidential reference on the applicant's teaching against the chosen assessment criterion.

If the application is from a team the references should apply to the team.

Applicants are responsible for contacting referees and requesting the reference be submitted to the Selection Committee via email to the Teaching Awards and Grants Officer at teaching.awards@uq.edu.au

2.6.2 Formatting requirements

Applicants must ensure that the following formatting requirements are abided by:

- Applications must be A4 page size;
- Font must be 11 point Arial (narrow fonts must not be used); and
- Margins must be at least 2cm wide with clear definition between paragraphs, and no columns should be used.

The application template includes several predefined text styles. Apply styles using the Quick Styles Gallery (Word 2007 and later and Word 2011 for Mac) on the Home tab of the Ribbon or the Styles drop-down list (Word 2003 or Word 2008 for Mac and earlier). Do not change the styles or margins (page setup) of the application template.

2.6.3 Submission process

The application must be submitted as a Word document to the Selection Committee via email to the Teaching Awards and Grants Officer at teaching.awards@uq.edu.au

Applicants will receive an email acknowledging receipt of the application.

2.6.4 Application resources

The following COCSL application resources are available on the ITaLI website:

- COCSL application template
- COCSL application checklist
- COCSL example letter to referee

3. AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

3.1 Objective

The APEL recognise and reward learning and teaching support projects, teams and services that make an outstanding contribution to the quality of student learning and the quality of the student experience of higher education.

3.2 Categories

There are six APEL categories:

- 1 **Widening participation**, encompassing approaches to learning and teaching, and/or student experience which enhance student access, widen participation, and support progression.
- 2 **Educational partnerships and collaborations with other organisations**, encompassing partnerships between universities, and universities and other organisations – such as schools, private higher education providers, registered training organisations, professional bodies, businesses and industries in collaborative approaches to learning and teaching.
- 3 **Innovation and flexibility in curricula, learning and teaching**, encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning and innovations that encourage novel approaches to learning and teaching, innovations that align assessment with curriculum design, innovations that encourage or support multidisciplinary, research-based learning and teaching approaches, and innovations that utilise the potential of new and/or emerging technologies.
- 4 **Postgraduate education**, encompassing programs and other activities that focus on postgraduate students, postgraduate coursework learning and teaching, postgraduate research supervision and research higher degree candidature and postgraduate learning support.
- 5 **Student experiences and services supporting learning, development and growth in higher education**, encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support. Quality of learning engagement and other learning and teaching experiences within large student groups to sustain and retain students, student enhancement, whole personal development learning and the quality of the first-year student experience.
- 6 **Global citizenship and internationalisation**, including valuing and enhancing the international student experience, student exchange, international recruitment, transition programs for international students and internationalising the curriculum.

3.3 Eligibility

General eligibility

- Application is open to all projects, teams and services that enhance student learning at The University of Queensland. Applications should be broader than one or two courses or a service or team that involves a small number of students. For example, applications may involve a project, team or service provided at the institutional, faculty or school level, a program of study across a year or number of years, or a service or project directed at particular groups of students.
- All applications must relate to projects, teams or services that have been sustained for a period of at least three years.
- Cross-faculty, cross-school/unit or cross-discipline applications will be considered.

- Teams may be of any size. All teams must provide a team name. Previously unsuccessful applicants for APEL are eligible to reapply.
- A winner of a University of Queensland ATE may not be the recipient of The University of Queensland APEL in the same year, unless they form part of a team application and are not the lead applicant.
- An application which is considered to be more closely aligned with the criteria for a Citation may be referred to the COCSL Selection Committee for consideration in the same year.

Eligibility of previous recipients

- Previous University of Queensland Citation and/or AAUT Citation winners are eligible to apply for an APEL.
- Projects, teams or services that have received a University of Queensland APEL are ineligible to reapply.
- Recipients of a University of Queensland APEL can only reapply if they form part of a team application and are not the lead applicant. The new application should be for a project, team or service that does not substantially replicate the original award.
- A winner of an AAUT APEL may apply for a University of Queensland APEL if they have not been a previous recipient.

3.4 Application process

In the first instance APEL applicants must submit an **expression of interest** using the online template published on the ITaLI website.

A Shortlisting Committee will appraise expressions of interest according to the published criteria and invite eligible applicants to provide a **detailed application** by a nominated closing date.

Shortlisted applicants will be invited to a workshop facilitated by ITaLI where advice and guidance will be given on the format and content of their APEL application.

A Selection Committee will appraise applications according to the published criteria and make recommendations for awarding commendations and citations to the University Teaching and Learning Committee for approval.

3.5 Assessment criteria

APEL expressions of interest and applications will be assessed on the **evidence provided** in response to the following four criteria which will be given equal consideration by the Shortlisting Committee and Selection Committee:

- 1 Distinctiveness, coherence and clarity of purpose – extent to which the project, team or service has clear objectives and systematic approaches to coordination, implementation and evaluation;
- 2 Influence on student learning and the student experience – extent to which the project, team or service targets identified needs and directly or indirectly, enhances student learning, student engagement and/or the overall student experience of higher education;
- 3 Breadth of impact – extent to which the project, team or service has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the project, team or service; and
- 4 Addressing equity and diversity – extent to which the project, team or service promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

In assessing applications against the four criteria, the Shortlisting Committee and Selection Committee will take into account:

- Evidence of the effectiveness of the project, team or service in formal and informal evaluation;
- The degree of creativity, imagination or innovation; and
- Evidence of sustained effectiveness of the project, team or service for no less than three years.

3.6 Expression of interest

In the first instance APEL applicants must submit an expression of interest using the online template published on the ITaLI website.

3.6.1 Expression of interest components

The expression of interest includes the following components:

- A. Applicant details**
- B. Category of award**
- C. Written statement**
 - i. Proposed synopsis (maximum 150 – 200 words) – the synopsis must cover a description of the project, team or service and its teaching areas, the contribution to student learning and engagement, and the impact on students. The synopsis must be written in the third person.
 - ii. Overview of the project, team or service and its context (maximum 200 words).
 - iii. Summary of the evidence to address the assessment criteria provided in bullet point format (one A4 page maximum).

3.6.2 Formatting requirements

APEL expressions of interest must be completed using the online template. All formatting styles are predefined in the online template.

3.6.3 Submission process

APEL expressions of interest must be submitted using the online template.

3.6.4 Expression of interest resources

The following APEL expression of interest resources are available on the ITaLI website:

- APEL expression of interest template
- APEL expression of interest checklist

3.7 Full application

Shortlisted APEL applicants will be invited to submit a full application.

3.7.1 Application components

The full application includes the following components:

- A. Applicant details**
- B. Category of award**
- C. Written statement** (maximum ten A4 pages)
 - i. Synopsis (maximum 150 – 200 words) – the synopsis must cover a description of the project, team or service and its teaching areas, the contribution to student learning and engagement, and the impact on students. The synopsis must be written in the third person.

- ii. Overview of the project, team or service and its context.
 - iii. Statement addressing the assessment criteria and providing supporting evidence – the statement should address the category of award and each of the four criteria in turn. *Evidence in support of the claims against these criteria must be provided.* The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of the application.
- D. Statement of contribution** (maximum one A4 page) – team applications must include an additional page which explains the role and indicates the percentage contribution of team members.
- E. References** (maximum one A4 page x two references) – two references of no more than one A4 page each are to be provided. One reference must be from the head of faculty, school or unit and the other can be from a colleague.
- Referees should agree to provide the Selection Committee with a confidential reference on the applicant’s teaching against the chosen assessment criterion.

If the application is from a team the references should apply to the team.

Applicants are responsible for contacting referees and requesting the reference be submitted to the Selection Committee via email to the Teaching Awards and Grants Officer at teaching.awards@uq.edu.au

- F. Supporting materials** – while assessment is based primarily on the written statement, applicants can choose to submit two of the following supporting materials:
- i. A three minute video (which could include footage of the applicant/s talking about their project, team or service, their teaching philosophy or interviews with students);
 - i. Website (URL); or
 - ii. 10 pages of printed teaching material in PDF format.

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

3.7.2 Formatting requirements

Applicants must ensure that the following formatting requirements are abided by:

- Applications must be A4 page size;
- Font must be 11 point Arial (narrow fonts must not be used); and
- Margins must be at least 2cm wide with clear definition between paragraphs, and no columns should be used.

The application template includes several predefined text styles. Apply styles using the Quick Styles Gallery (Word 2007 and later and Word 2011 for Mac) on the Home tab of the Ribbon or the Styles drop-down list (Word 2003 or Word 2008 for Mac and earlier). Do not change the styles or margins (page setup) of the application template.

3.7.3 Submission

The application must be submitted as a Word document to the Selection Committee via email to the Teaching Awards and Grants Officer at teaching.awards@uq.edu.au

Applicants will receive an email acknowledging receipt of the application.

3.7.4 Application resources

The following APEL application resources are available on the ITaLI website:

- APEL application template
- APEL application checklist
- APEL example letter to referee

4. AWARDS FOR TEACHING EXCELLENCE

4.1 Objective

The ATE give recognition to individuals and teams renowned for excellence in teaching and who have made a broad and deep contribution to enhancing the quality of learning and teaching at The University of Queensland.

4.2 Categories

There are eight ATE categories:

- 1 **Biological Sciences, Health and Related Studies** (including Agriculture, Animal Husbandry, Medical Sciences and Nursing, etc.)
- 2 **Early Career** – open to staff with no more than five years' experience teaching in higher education institutions. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching. The selection panel will consider the career stage of applicants when assessing assessment criterion 4
- 3 **Humanities and the Arts**
- 4 **Law, Economics, Business and Related Studies**
- 5 **Indigenous Education** – open to both individuals and groups who must demonstrate their contribution to Indigenous education. Indigenous and non-Indigenous academic staff may apply
- 6 **Physical Sciences and Related Studies** (including Architecture, Building and Planning, Engineering, Computing and Information Science)
- 7 **Social and Behavioural Sciences** (including Psychology and Education)
- 8 **High impact intervention for progression, retention and attainment.**

4.3 Eligibility

General eligibility

- Application is open to academic staff with teaching or teaching/research appointments.
- Both individual and team applications are accepted. All teams must provide a team name.
- Applicants must have ordinarily a minimum of three years of academic teaching-related employment at The University of Queensland.
- An application which is considered to be more closely aligned with the criteria for a Citation may be referred to the COCSL Selection Committee for consideration in the same year.
- A winner of a University of Queensland ATE may not be the recipient of a University of Queensland COCSL in the same year, unless they form part of a team application and are not the lead applicant.

Eligibility of previous recipients

- Winners of the University's ATE are not eligible to reapply, with the exception of:
 - Previous recipients of ATE are eligible to reapply for an award if they form part of a team application and are not the lead applicant; the team application should not substantially replicate the original award.
 - Members of teams that have received awards are eligible to reapply; the application should not substantially replicate the original award.
- Previous University of Queensland Citation and/or AAUT Citation winners are eligible to apply for an ATE.
- A winner of an AAUT ATE may apply for a University of Queensland ATE if they have not been a previous recipient.

4.4 Application process

In the first instance ATE applicants must submit an **expression of interest** using the online template published on the ITaLI website.

A Shortlisting Committee will appraise expressions of interest according to the published criteria and invite eligible applicants to provide a **detailed application** by a nominated closing date.

Shortlisted applicants will be invited to a workshop facilitated by ITaLI where advice and guidance will be given on the format and content of their ATE application.

A Selection Committee will appraise applications according to the published criteria and make recommendations for awarding commendations and citations to the University Teaching and Learning Committee for approval.

4.5 Assessment criteria

ATE expressions of interest and applications will be assessed on the evidence they provide of **evaluation, innovation, leadership** and **scholarship** in the written statement that the applicant's contribution has for the following four criteria which will be given equal consideration by the Shortlisting Committee and Selection Committee:

1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn. This may include:
 - fostering student development by stimulating curiosity and independence in learning;
 - participating in effective and empathetic guidance and advice for students;
 - assisting students from equity and other demographic subgroups to participate and achieve success in their courses;
 - encouraging student engagement through the enthusiasm shown for learning and teaching;
 - inspiring and motivating students through effective communication, presentation and interpersonal skills;
 - enabling others to enhance their approaches to learning and teaching; and
 - developing and/or integrating assessment strategies to enhance student learning.
2. Development of curricula, resources or services that reflect a command of the field. This may include:
 - developing and presenting coherent and imaginative resources for student learning;
 - implementing research-led approaches to learning and teaching;
 - demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning;
 - communicating clear objectives and expectations for student learning;

- providing support to those involved in the development of curricula and resources; and
 - contributing professional expertise to enhance curriculum or resources.
3. Evaluation practices that bring about improvements in teaching and learning. This can be in relation to evaluation of the applicant's practice and / or assessment of students. This may include:
- showing advanced skills in evaluation and reflective practice;
 - using a variety of evaluation strategies to bring about change;
 - adapting evaluation methods to different contexts and diverse student needs and learning styles;
 - contributing professional expertise to the field of evaluation in order to improve program design and delivery; and
 - the dissemination and embedding of good practice identified through evaluation.
4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience. This may include
- participating in and contributing to professional activities related to learning and teaching;
 - innovations in service and support for students;
 - coordination, management and leadership of courses and student learning;
 - conducting and publishing research related to teaching;
 - demonstrating leadership through activities that have broad influence on the profession;
 - providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort; and
 - influencing the overall academic, social and cultural experience of higher education.

In assessing applications against the four criteria, the Shortlisting Committee and Selection Committee will take into account the:

- Extent to which the claims for excellence are supported by formal and informal evaluation;
- Extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments; and
- Information contained in student data or institutional student surveys, references, and selected teaching materials submitted by the applicant.

4.6 Expression of interest

In the first instance ATE applicants must submit an expression of interest using the online template published on the ITaLI website.

4.6.1 ATE expression of interest components

The ATE expression of interest includes the following components:

A. Applicant details

B. Category of award

C. Written statement

- i. Proposed synopsis (maximum 150 – 200 words) – the synopsis must cover the applicant's teaching area or discipline, teaching experience, the particular focus of their teaching, teaching methods, and their research/teaching interests. The synopsis must be written in the third person.

- ii. Overview of the applicant's teaching and its context (maximum 200 words).
- iii. Summary of the evidence to address the assessment criteria provided in bullet point format (one A4 page maximum).

4.6.2 Formatting requirements

ATE expressions of interest must be completed using the online template. All formatting styles are predefined in the online template.

4.6.3 Submission process

ATE expressions of interest must be submitted using the online template.

4.6.4 Expression of interest resources

The following ATE expression of interest resources are available on the ITaLI website:

- ATE expression of interest template
- ATE expression of interest checklist

4.7 Full application

Shortlisted ATE applicants will be invited to submit a full application.

4.7.1 Application components

The full application includes the following components:

A. Applicant details

B. Category of Award

C. Written statement (maximum eight A4 pages)

- i. Synopsis (maximum 150 – 200 words) – the synopsis must cover the applicant's teaching area or discipline, teaching experience, the particular focus of their teaching, teaching methods, and their research/teaching interests. The synopsis must be written in the third person.
- ii. Overview of the applicant's teaching and its context – the overview provides the opportunity for applicants to focus on the specific character of their teaching and achievements. It is recommended that the overview be up to one page in length and that it includes:
 - The applicant's 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.
- iii. Statement addressing the assessment criteria and providing supporting evidence – the statement 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 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 including outside The University of Queensland);
 - Breadth of recognition (substantial pertinent recognition from peers, professional bodies, national community);
 - Credibility of evidence (explicit in both nature and impact of contribution as outside of expected norms);
 - Effectiveness of examples (examples clearly illustrate claims of student outcomes);
 - Narrative cohesion and persuasiveness (author's voice distinctive and authentic, conclusion draws narrative together); and
 - Period of contribution (three to five years of development).
- D. Curriculum Vitae** (maximum three A4 pages) – the curriculum vitae should outline the applicant’s educational qualifications, employment history, teaching positions and teaching experience. Applicants should include evidence of teaching scholarship, such as grants, publications and contributions to professional bodies. The Curriculum Vitae is limited to three A4 pages for individual applications. Teams may allow for one additional page per team member, i.e. a team of three may have five A4 pages (three + two). Pages in excess of this limit will be removed.
- E. Statement of contribution** – Team applications must include an additional page which explains the role and indicates the percentage contribution of team members.
- F. References** (maximum one A4 page x two references) – two references of no more than one A4 page each are to be provided. One reference must be from the head of faculty, school or Unit and the other can be from a colleague.
- Referees should agree to provide the Selection Committee with a confidential reference on the applicant’s teaching against the chosen assessment criterion.
- If the application is from a team the references should apply to the team.
- Applicants are responsible for contacting referees and requesting the reference be submitted to the Selection Committee via email to the Teaching Awards and Grants Officer at teaching.awards@uq.edu.au
- G. Supporting materials** – while assessment is based primarily on the written statement, applicants can choose to submit two of the following supporting materials:
- i. A three minute video (which could include footage of the applicant/s talking about their project, team or service, their teaching philosophy or interviews with students);
 - ii. Website (URL); or
 - iii. 10 pages of printed teaching material in PDF format.
- The relevance of all material must be made clear in the written statement.

4.7.2 Formatting requirements

Applicants must ensure that the following formatting requirements are abided by:

- Applications must be A4 page size;
- Font must be 11 point Arial (narrow fonts must not be used); and
- Margins must be at least 2cm wide with clear definition between paragraphs, and no columns should be used.

The application template includes several predefined text styles. Apply styles using the Quick Styles Gallery (Word 2007 and later and Word 2011 for Mac) on the Home tab of the Ribbon or the Styles drop-down list (Word 2003 or Word 2008 for Mac and earlier). Do not change the styles or margins (page setup) of the application template.

4.7.3 Submission process

The application must be submitted as a Word document to the Selection Committee via email to the Teaching Awards and Grants Officer at teaching.awards@uq.edu.au

Applicants will receive an email acknowledging receipt of the application.

4.7.4 Application resources

The following ATE application resources are available on the ITaLI website:

- ATE application template
- ATE application checklist
- ATE example letter to referee