

Teaching and Learning Awards Policy

Section 1 - Purpose and Scope

(1) The purpose of this Policy is to recognise, encourage, and reward sustained excellence in teaching and learning at The University of Queensland.

(2) This Policy applies to all staff eligible for awards and those staff involved in the administration of Teaching and Learning Awards and the selection process.

Section 2 - Principles and Key Requirements

(3) The University of Queensland is committed to activities that attract, support and retain a diverse and inclusive community of high achieving staff and students. Providing recognition for excellent teaching practice encourages innovation and provides a mechanism to recognise high performance in teaching and learning.

(4) The teaching and learning awards for individuals and teams established by the University and administered through the [Teaching and Learning Awards Procedure](#) formally recognise teaching and teaching leadership, and encourage and support teachers in their efforts to achieve excellence.

Section 3 - Roles, Responsibilities and Accountabilities

(5) The coordination and administration of the awards is achieved through a number of identified roles outlined below.

Institute for Teaching and Learning Innovation

(6) The Institute for Teaching and Learning Innovation (ITaLI) is responsible for the administration of the teaching award schemes and the selection process. ITaLI prepares the Application Information and Instructions, facilitates information and support workshops, provides administrative support to applicants, collates all award submissions, and provides secretariat support to Shortlisting and Selection Committees.

(7) The Teaching Recognition Coordinator is the point of contact for all award matters.

Teaching, Learning and Student Experience Committee

(8) The University's Teaching, Learning and Student Experience Committee advises the Deputy Vice-Chancellor (Academic) on:

- a. the recommendations made by the Selection Committees;
- b. the eligibility and selection criteria applicable for the subsequent awards round; and
- c. the establishment and disestablishment of teaching and learning awards established under the [Teaching and Learning Awards Policy](#).

Deputy Vice-Chancellor (Academic)

(9) The Deputy Vice-Chancellor (Academic) approves:

- a. the establishment and disestablishment of the University's teaching and learning awards;
- b. the eligibility and assessment criteria for the University's teaching and learning award schemes; and
- c. the conferral of teaching and learning awards on the recommendation of the Teaching, Learning and Student Experience Committee.

(10) In carrying out their responsibilities, the Deputy Vice-Chancellor (Academic) may consult with the Pro-Vice-Chancellor (Education and Student Experience), relevant Senior Executive staff, and request advice from relevant UQ units as required.

Section 4 - Monitoring, Review and Assurance

(11) This Policy is monitored by the Teaching, Learning and Student Experience Committee through ITaLI and will be reviewed on a three year basis.

(12) ITaLI is responsible for evaluating the effectiveness of the Policy annually reporting to the Teaching, Learning and Student Experience Committee.

Section 5 - Recording and Reporting

(13) ITaLI's Teaching Awards team is responsible for the maintenance of records and all reporting related to the Teaching and Learning Awards in accordance with relevant University policy.

(14) ITaLI will also report University Teaching and Learning Awards for recording as relevant.

Section 6 - Appendix

Acronyms

(15) ITaLI - Institute for Teaching and Learning Innovation

Status and Details

Status	Current
Effective Date	23rd May 2023
Review Date	31st December 2024
Approval Authority	Vice-Chancellor and President
Approval Date	23rd May 2023
Expiry Date	Not Applicable
Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Institute for Teaching and Learning Innovation