# Teaching and Learning Awards Procedure

## Section 1 - Purpose and Scope

(1) This Procedure outlines the processes and key requirements for the conferral of the University's Teaching and Learning Awards in accordance with the [Teaching and Learning Awards Policy](#).

(2) This Procedure 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 - Process and Key Controls

### Award Schemes

(3) The University has established the following award schemes:

a. Awards for Teaching Excellence (ATE)
Awards for Teaching Excellence (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. There are up to five (5) awards granted each year, at the discretion of the Deputy Vice-Chancellor (Academic). Each award winner will receive a trophy and a grant of $10,000.

b. Awards for Programs that Enhance Learning (APEL)
Awards for Programs that Enhance Learning (APEL) recognise 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. The projects, teams and services that receive these awards must have demonstrated their effectiveness through rigorous evaluation. Up to four (4) awards in total may be granted each year at the discretion of the Deputy Vice-Chancellor (Academic). Each award winner will receive a certificate and a grant of $10,000.

c. Citations for Outstanding Contributions to Student Learning (COCSL)
Citations for Outstanding Contributions to Student Learning (COCSL) recognise and reward individuals and 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. There is no limit to the number of Citations awarded. To encourage further development of the winners' contributions to student learning, successful applicants will receive a grant of $4,000.

(4) To enhance opportunities for recognition of outstanding teachers at UQ, University award recipients will be eligible for consideration as University nominated applicants for national award schemes as appropriate.

### Application and Approval Process

(5) In the first instance, eligible applicants will submit an expression of interest in accordance with the instructions provided on the Institute for Teaching and Learning Innovation (ITaLI) website.

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

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

(8) A Selection Committee will appraise applications according to the published criteria and make recommendations for the conferral of commendations and awards to the University Teaching, Learning and Student Experience Committee for endorsement and recommendation to the Deputy Vice-Chancellor (Academic) for final approval of the award.

# Section 3 - Key Requirements

## Eligibility and Assessment Criteria

(9) The eligibility and assessment criteria for the award of COCSL, APEL and ATE is approved by the Deputy Vice-Chancellor (Academic) and is published each year in the UQ Teaching and Learning Awards Application Information and Instructions page on the ITaLI website.

(10) To enhance opportunities for recognition of outstanding teachers at UQ nationally, assessment criteria for the UQ Teaching and Learning Awards may be updated to align with relevant national award schemes on an annual basis. Assessment criteria may also be updated to align with University priorities, where appropriate.

## Shortlisting and Selection

### Shortlisting

(11) Each Shortlisting Committee will consider expressions of interest against the criteria under the relevant award scheme.

(12) An APEL or ATE expression of interest which is considered to be more closely aligned with the criteria for COCSL may be referred to the COCSL Shortlisting Committee for consideration in the same year. The APEL and ATE Shortlisting Committees must meet prior to the shortlisting of COCSL to allow for expressions of interest to be referred to the COCSL Shortlisting Committee in the same year.

(13) Each Shortlisting Committee will recommend a shortlist to the Selection Committee.

(14) There is no limit to the number of shortlisted expressions of interest to be selected, and invitation to participate in the awards process will be determined by the quality of the evidence provided in the expression of interest.

### Selection

(15) Each Selection Committee will consider applications against the criteria under the relevant award scheme.

(16) Applicants whose teaching is considered to be of a very high standard but does not meet the criteria for a COCSL, APEL or ATE may receive a commendation on the recommendation of the Selection Committee and at the discretion of the Deputy Vice-Chancellor (Academic).

(17) Each Selection Committee will refer its recommendations to the University Teaching, Learning and Student Experience Committee for endorsement prior to the referral to the Deputy Vice-Chancellor (Academic) for approval. The Deputy Vice-Chancellor (Academic) may also invite additional information and advice from relevant UQ units as required to support the final decision to award.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Page 2 of 8

## Presentation of Awards

(18) The presentation of The University of Queensland Teaching and Learning Awards to the winners is made at a ceremony in Teaching and Learning week each year.

## Terms and Conditions of Award

(19) All COCSL, APEL and ATE are granted on the condition that all monies associated with the award are used to enhance the career of the recipient with emphasis on their teaching career.

(20) Each award winner will receive a certificate or trophy and a grant which should be expended within two calendar years immediately following receipt of the award. Expenditure must be in compliance with the University's policies and procedures.

# Section 4 - Roles, Responsibilities and Accountabilities

## Institute for Teaching and Learning Innovation (ITaLI)

(21) ITaLI is responsible for the administration of Teaching Awards schemes and the selection processes. 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.

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

## Shortlisting Committees

(23) The Shortlisting Committees are responsible for considering expressions of interest against the criteria under the relevant award scheme, and recommending a shortlist to the Selection Committee. The membership composition and quorum requirements are specified in Section 7, clauses 32 to 36.

## Selection Committees

(24) The Selection Committees are responsible for considering shortlisted applications against the criteria under the relevant award scheme. The Selection Committees refer their recommendations to the University Teaching, Learning and Student Experience Committee for endorsement. The membership composition and quorum requirements are specified in Section 7, clauses 37 to 43.

## Teaching, Learning and Student Experience Committee

(25) The University 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)

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

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.*

*Page 3 of 8*

a. the establishment and disestablishment of the University's Teaching and Learning Awards;

b. the terms of reference, composition and membership of the shortlisting and selection committees;

c. the eligibility and assessment criteria for the University's teaching and learning award schemes; and

d. the conferral of teaching and learning awards on the recommendation of the Teaching, Learning and Student Experience Committee.

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

# Section 5 - Monitoring, Review and Assurance

(28) This Procedure is monitored by the Teaching, Learning and Student Experience Committee through ITaLI and will be reviewed as required.

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

# Section 6 - Recording and Reporting

(30) ITaLI's Teaching Awards team is responsible for the maintenance of records and all reporting related to the Teaching and Learning Awards to the Teaching, Learning and Student Experience Committee. Procedural records, including completed expressions of interest, applications and meeting records including copies of confirmed agendas and papers, application evaluations and outcomes are kept in secure in accordance with the University Information Management Policy.

(31) ITaLI will report the conferral of University teaching and learning awards and commendations to the Planning and Business Intelligence unit for recording as relevant.

# Section 7 - Appendix

## Acronyms

| Acronym | Definition |
| --- | --- |
| APEL | Awards for Programs that Enhance Learning |
| ATE | Awards for Teaching Excellence |
| COCSL | Citations for Outstanding Contributions to Student Learning |
| ITaLI | Institute for Teaching and Learning Innovation |

## Membership and Composition of Shortlisting Committees

(32) The quorum for Shortlisting Committee meetings is five (5) (not including augmented members). If a member cannot attend a scheduled meeting, the Deputy Vice-Chancellor (Academic) will be notified by the Chair and invited to nominate a replacement member. If the quorum cannot be reached, the meeting must be rescheduled.

(33) Where appropriate observers may invited to attend committee deliberations.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.

Page 4 of 8

**COCSL Shortlisting Committee**

(34) Membership of the COCSL Shortlisting Committee comprises the following:

  a. One senior leader from ITaLI (Chair) (nominated by the Deputy Vice-Chancellor (Academic));
  b. President of the Academic Board, or Deputy President (nominated by President);
  c. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic));
  d. Two School Directors of Teaching and Learning (nominated by the Deputy Vice-Chancellor (Academic));
  e. Previous UQ Award Winner or AAUT winner, finalist or assessor (nominated by the Deputy Vice-Chancellor (Academic));
  f. Student representative (nominated by The University of Queensland Union).

**APEL Shortlisting Committee**

(35) Membership of the APEL Shortlisting Committee comprises the following:

  a. Director of ITaLI (Chair) (nominated by the Deputy Vice-Chancellor (Academic));
  b. One senior leader from ITaLI (nominated by the Deputy Vice-Chancellor (Academic));
  c. President of the Academic Board or Deputy President (nominated by President);
  d. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic));
  e. Two School Directors of Teaching and Learning (nominated by the Deputy Vice-Chancellor (Academic));
  f. Previous UQ Award Winner or AAUT winner, finalist or assessor (nominated by the Deputy Vice-Chancellor (Academic));
  g. Student representative (nominated by The University of Queensland Union).

**ATE Shortlisting Committee**

(36) Membership of the ATE Shortlisting Committee comprises the following:

  a. Director of ITaLI (Chair) (nominated by the Deputy Vice-Chancellor (Academic));
  b. One senior leader from ITaLI (Chair) (nominated by the Deputy Vice-Chancellor (Academic));
  c. President of the Academic Board or Deputy President (nominated by President);
  d. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic));
  e. Member of the University Teaching, Learning and Student Experience Committee in the category of Recipient of Awards and Commendations for Excellence in Teaching;
  f. Two School Directors of Teaching and Learning (nominated by the Deputy Vice-Chancellor (Academic));
  g. Previous UQ Award Winner or AAUT winner, finalist or assessor (nominated by the Deputy Vice-Chancellor (Academic));
  h. Student representative (nominated by The University of Queensland Union).

## Membership and Composition of the Selection Committees

(37) The quorum for Selection Committee meetings is five (5) (not including augmented members). If a member cannot attend a scheduled meeting, the Deputy Vice-Chancellor (Academic) will be notified by the Chair and invited to nominate a replacement member. If the quorum cannot be reached, the meeting must be rescheduled.

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.*

Page 5 of 8

**COCSL Selection Committee**

(38) Membership of the COCSL Selection Committee comprises the following:

a. Pro-Vice-Chancellor (Education and Student Experience) or representative nominated by the Pro-Vice-Chancellor (Education and Student Experience) (Chair);
b. President of the Academic Board or Deputy President (nominated by President);
c. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic));
d. Two School Directors of Teaching and Learning (nominated by the Deputy Vice-Chancellor (Academic));
e. One senior leader from ITaLI, Chair of the Shortlisting Committee (nominated by the Deputy Vice-Chancellor (Academic));
f. Previous UQ Award Winner or AAUT winner, finalist, or assessor (nominated by the Deputy Vice-Chancellor (Academic));
g. Student representative (nominated by The University of Queensland Union).

(39) The Selection Committee may be augmented by the Dean, Graduate School and/or Academic Registrar and/or University Librarian as required (approved by the Deputy Vice-Chancellor (Academic)). The Selection Committee may also invite discipline-based experts as required.

**APEL Selection Committee**

(40) Membership of the APEL Selection Committee comprises the following:

a. Pro-Vice-Chancellor (Education and Student Experience) or representative nominated by the Pro-Vice-Chancellor (Education and Student Experience) (Chair);
b. President of the Academic Board or Deputy President (nominated by President);
c. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic));
d. Two School Directors of Teaching and Learning (nominated by the Deputy Vice-Chancellor (Academic));
e. Director ITaLI, Chair of the Shortlisting Committee (nominated by the Deputy Vice-Chancellor (Academic);
f. One senior leader from ITaLI (nominated by the Deputy Vice-Chancellor (Academic);
g. Previous UQ Award Winner or AAUT winner, finalist, or assessor (nominated by the Deputy Vice-Chancellor (Academic));
h. Student representative (nominated by The University of Queensland Union).

(41) The Selection Committee may be augmented by the Dean, Graduate School and/or Academic Registrar and/or University Librarian. The Selection Committee may also invite discipline-based experts as required.

**ATE Selection Committee**

(42) Membership of the ATE Selection Committee comprises the following:

a. Pro-Vice-Chancellor (Education and Student Experience) or representative nominated by the Pro-Vice-Chancellor (Education and Student Experience) (Chair);
b. President of the Academic Board or Deputy President (nominated by President);
c. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic));
d. Two School Directors of Teaching and Learning (nominated by the Deputy Vice-Chancellor (Academic));
e. Member of the University Teaching, Learning and Student Experience Committee in the category Recipient of

Awards and Commendations for Excellence in Teaching;

    f. One senior leader from ITaLI (nominated by the Deputy Vice-Chancellor (Academic));

    g. Director ITaLI, Chair of Shortlisting Committee (nominated by the Deputy Vice-Chancellor (Academic));

    h. Previous UQ Award Winner or AAUT winner, finalist, or assessor (nominated by the Deputy Vice-Chancellor (Academic));

    i. Student representative (nominated by The University of Queensland Union).

(43) The Selection Committee may be augmented by the Dean, Graduate School as required. The Selection Committee may also invite discipline-based experts as required.

## Status and Details

| | |
|---|---|
| **Status** | Current |
| **Effective Date** | 19th May 2023 |
| **Review Date** | 31st December 2024 |
| **Approval Authority** | Deputy Vice-Chancellor (Academic) |
| **Approval Date** | 19th May 2023 |
| **Expiry Date** | Not Applicable |
| **Policy Owner** | Kathryn Blyth<br>Director, Academic Services Division and Academic Registrar |
| **Enquiries Contact** | Institute for Teaching and Learning Innovation |

*This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to refer to The University of Queensland's Policy and Procedure Library for the latest version.*

*Page 8 of 8*