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. Award categories and the number of ATE that may be awarded are published on the Institute for Teaching and Learning Innovation (ITaLI) website. Each award winner will receive a trophy and a grant.
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. Award categories and the numbers of APEL that may be awarded are published on the ITaLI Website. Each award winner will receive a certificate and a grant.
c. Citations for Outstanding Contributions to Learning and/or Student Learning (COCSL)
   Citations for Outstanding Contributions to Learning and/or Student Learning (COCSL) recognise and reward individuals and teams who: make a significant contribution to learning or to student learning in a specific area of responsibility over a sustained period; are widely acknowledged for their achievements within a faculty or the wider University community; and have received strong endorsement within their area. Citations categories and the number of COCSL that may be awarded to individuals or teams is published on the ITaLI Website. Each citation winner will receive a certificate and a grant.

(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 sub-committee of the Selection Committee will appraise the expressions of interest according to the published criteria and invite eligible applicants to provide a detailed application by the closing date.

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

Section 3 - Key Requirements

Eligibility and assessment criteria

(8) The eligibility and assessment criteria for each award category are approved by the Deputy Vice-Chancellor (Academic) and are published at the commencement of the application round, on the ITaLI website.

(9) Assessment criteria for the UQ Teaching and Learning Awards may be updated annually to align with relevant national award schemes and periodically to align with the University's strategic priorities.

Shortlisting and selection

(10) The selection of the UQ Awards for Excellence in Teaching and Learning occurs in two stages.

Shortlisting

(11) The first stage invites Sub-Committee/s of the Selection Committee/s to review Expressions of Interest submitted in any of the three award schemes.

(12) An APEL or ATE expression of interest which is considered to be more closely aligned with the criteria for Citation may be referred to the relevant sub-committee for consideration in the same year. The APEL and ATE expressions of interest must be shortlisted prior to the shortlisting of Citations to allow for this to occur.

(13) This sub-committee provides detailed feedback to applicants to guide future application development and recommends a shortlist of applicants for award 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) The second stage invites the Selection Committee/s to review Full Applications submitted by the applicants recommended by the Shortlisting Sub-Committee/s.

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

(17) The Committee may recommend that applicants whose teaching is considered to be of a very high standard but does not meet the criteria for a Citation, APEL or ATE receive a commendation. Commendations are awarded at the discretion of the Deputy Vice-Chancellor (Academic).

(18) Each Selection Committee will refer its recommendations to the Teaching, Learning and Student Experience Committee for endorsement prior to the referral to the Deputy Vice-Chancellor (Academic) for approval.

(19) The Deputy Vice-Chancellor (Academic) may invite additional information and advice from relevant UQ units as required to support the final decision to award.

Committee Membership and Composition

(20) Membership of the Selection Committee/s will comprise a combination of 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 the President)
c. Director, ITaLI(Shortlisting Sub-Committee Chair)
d. Two Associate Deans (Academic) or Deputy Associate Deans (Academic) (nominated by the Deputy Vice-Chancellor (Academic))
e. Member of the 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).

(21) The committee composition 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 at the request of the Chair.

Shortlisting Sub-Committee Composition

(22) The Shortlisting Committee is a sub-committee of the Selection Committee and will be comprised at minimum of the Chair (Director, ITaLI), one Associate Dean (Academic), one previous award winner, and an ITaLI representative.

(23) All other members of the Selection Committee are invited to participate in the Shortlisting Sub-Committee and may nominate to do so at their discretion.

Quorum

(24) The quorum for Shortlisting sub-committee/s is four (4). All members must be present. If a member cannot attend a scheduled meeting, the meeting will be rescheduled.

(25) The quorum for Selection Committee meetings is five (5) (not including augmented members). If a member cannot attend a scheduled meeting, the Chair will invite the member to nominate a replacement who may act on their behalf. If the quorum cannot be reached, the meeting must be rescheduled.

Terms and Conditions of Award

(26) 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.

(27) All awards are conferred on the condition that associated grants or prizes are used to enhance the career of the recipient with emphasis on their teaching career.

Section 4 - Roles, Responsibilities and Accountabilities

Institute for Teaching and Learning Innovation (ITaLI)

(28) ITaLI s responsible for the administration of teaching awards schemes and the shortlisting and 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 secretarial support to

Shortlisting and Selection Committees.

(29) ITaLI's Teaching Recognition Coordinator is the point of contact for all award matters.

Shortlisting and Selection Committees

(30) 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.

(31) Selection Committees are responsible for considering shortlisted applications against the criteria under the relevant award scheme. Selection Committees refer their recommendations to the Teaching, Learning and Student Experience Committee for endorsement.

(32) The membership composition and quorum of the Shortlisting and Selection committees are published each year on the ITaLIwebsite.

Teaching, Learning and Student Experience Committee

(33) The Teaching, Learning and Student Experience Committee advises the Deputy Vice-Chancellor (Academic) on:

a. the recommendations made by 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)

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

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.

(35) 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 may request advice from relevant UQ units as required.

Section 5 - Monitoring, Review and Assurance

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

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

Section 6 - Recording and Reporting

(38) ITaLI's Teaching Awards team is responsible for the maintenance of records and for reporting on the various teaching and learning awards to the Teaching, Learning and Student Experience Committee.

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(39) Procedural records, including completed expressions of interest, applications and meeting records including copies of confirmed agendas and papers, application evaluations and outcomes are kept securely in accordance with the Information Management Policy and Privacy Policy.

(40) ITaLI will report the conferral of 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

Status and Details

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Enquiries Contact	Institute for Teaching and Learning Innovation

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