

La Trobe University

Citations for Outstanding Contribution to Student Learning 2012 - Guidelines

Information for applicants

La Trobe University awards up to ten (10) citations each year, to people who have made an outstanding contribution to student learning in a specific area of responsibility, over a sustained period.

The value of each award (team or individual) is \$1000.

Eligibility

These awards are open to all employees of the University and our institutional associates. This includes:

- Academic staff
- Administration/general staff from central and support units and campus administration
- Institutional associates and
- Library staff

Applications are welcome from both individuals and teams.

All applications must relate to contributions to student learning at La Trobe University.

Citation winners are eligible to apply for a citation for different achievements in later years.

Unsuccessful applicants are eligible to reapply in later years.

Receipt of a La Trobe University citation will not affect the candidate's eligibility to apply any other type of award at La Trobe University.

In 2012, nomination for an Early Career Citation is open to staff with no more than seven years' experience teaching in a higher education setting (this should be interpreted as seven cumulative calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions). In assessing the evidence supporting nominations in this category, consideration will be given to the career stage of the nominees.

Potential areas of contribution

La Trobe University citations are intended to recognise and reward a wide range of both direct and indirect contributions to student learning, and so there are no specific award categories. Award certificates will describe the specific contribution the winner has made. For example:

- “For excellence in the leadership of a faculty-wide transition program for first year students”
- “For sustained commitment to personalised administrative support for undergraduate students that has enhanced the overall student experience”
- “For the provision of state-of-the-art programs in learning support for international students over a five year period”
- “For novel and effective approaches to engaging first-year students in collaborative learning and peer review in a large class setting”.

Selection criteria

Applicants for La Trobe University Citations for Outstanding Contribution to Student Learning should select **one or more** of the following selection criteria for assessment. The criterion/criteria chosen by applicants should be determined by the nature of the nominee’s contribution to student learning. The number of criteria nominated does not, in itself, affect the Selection Committee’s assessment of an application. The selection of winners of La Trobe University Citations will be based on the extent to which nominees show evidence 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
- been sustained over time.

The following selection criteria apply:

1. Approaches to the support of learning and teaching that influence, motivate and inspire students to learn

This may include: fostering student development by stimulating curiosity and independence in learning; contributing to the development of students’ critical thinking skills, analytical skills and scholarly values; encouraging student engagement through the enthusiasm shown for learning and teaching; inspiring and motivating students through high-level communication, presentation and interpersonal skills; enabling others to enhance their approaches to teaching.

2. 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; contributing professional expertise to enhance curriculum or resources.

3. Approaches to assessment, feedback and learning support that foster independent learning

This may include: integrating assessment strategies with the specific aims and objectives for student learning; providing timely, worthwhile feedback to students on their learning; using a variety of assessment and feedback strategies; implementing both formative and summative assessment; adapting assessment methods to different contexts and diverse student needs; contributing professional expertise to enhance assessment and/or feedback.

4. Respect and support for the development of students as individuals

This may include: participating in the effective and empathetic guidance and advising of students; assisting students from equity and other demographic subgroups to participate and achieve success in their courses; influencing the overall academic, social and cultural experience of higher education.

5. Scholarly activities and service innovations that have influenced and enhanced learning and teaching

This may include: showing advanced skills in evaluation and reflective practice; participating in and contributing to professional activities related to learning and teaching; 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.

Selection committee

The selection committee will comprise:

- Deputy Vice-Chancellor (Academic) – or nominee
- Pro Vice-Chancellor (Curriculum and Academic Planning) - or nominee
- Pro Vice-Chancellor (Strategic Development)
- Two Associate Deans (Academic).

Application instructions

Essential documents

Applications must include:

1. A completed **Application Form**.
2. A **written statement** of no more than four A4 pages (minimum 11 point type, in Arial, Calibri or similar font), organised in this order:
 - Proposed Citation wording (maximum 25 words)
 - an overview, summarising the applicant's particular contribution, and describing the specific context for this contribution;
 - a statement addressing the chosen criterion/criteria (one more) from the five selection criteria listed above; and

- a statement providing evidence for the ways in which this contribution has:
 - influenced student learning, engagement and/or the overall student experience,
 - been recognised by fellow staff, and/or the University, and/or the broader community, and
 - been sustained over time.
- 3. Two **written references** of no more than **one** A4 page each, to be provided by people who are able to comment on the applicant's contribution to student learning against the chosen selection criterion. One of the referees **MUST** be the head of the nominee's faculty, department, school or administration unit. If the nomination is from a team, the references should apply to the team.
- 4. Optional **supporting material**. Selection is based primarily on the written statement addressing the selection criteria. However, applicants may include additional materials to support their claim against the selection criteria. The relevance of any such material must be made clear in the written statement.

Supporting materials are limited to a maximum of two of the following:

- Website (URL)
- CD ROM or DVD
- Video or audio tape
- 10 pages of printed material.

Timeline for applicants

Award dates and deadlines are available from the awards web page:
<http://www.latrobe.edu.au/teaching/career-development/awards.html>

PLEASE NOTE

- Exact dates for staff based in a faculty are available from your faculty Associate Dean (Academic).
- For staff **not** based in a faculty, key dates and processes are available from the Curriculum, Teaching and Learning Centre.

Application process

Applications may be submitted by individuals or teams using the application form available from the awards web page.

The application process for faculty-based staff will be managed through the Faculty. Each Faculty may identify up to four nominees to be submitted to the University Selection Committee. Please contact your Faculty Associate Dean (Academic) for more information.

Applications for staff not based in a faculty will be managed by the Curriculum, Teaching and Learning Centre.

Applications from Faculties and other staff need to reach the office of the Curriculum, Teaching and Learning Centre by Thursday 26 April 2012.

OLT Citations for Outstanding Contribution to Student Learning

Recipients of a La Trobe University Citation may be invited to apply to the Office of Learning and Teaching for a Citation for Outstanding Contribution to Student Learning. Applicants for the OLT Citations **must** first apply for a La Trobe University Citation. The university then ranks its OLT Citation applications.

For more information visit the OLT website, at
<http://www.deewr.gov.au/HigherEducation/Programs/Quality/Pages/OLT.aspx>

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