

## **Carrick Awards 2007**

### **Citations for Outstanding Contributions to Student Learning**

#### **Information for Nominees**

##### **Introduction**

The Carrick Awards (<http://www.carrickinstitute.edu.au/carrick/go/home>) *Citations for Outstanding Contributions to Student Learning* (210 awards of \$10,000), for which all categories of staff may apply. This document provides essential information for potential Citation nominees with respect to the requirements and procedures for Monash staff in 2007.

Citations are awarded to people who have made a significant contribution to student learning in a specific area of responsibility over a sustained period, who are widely recognised for their achievements within the nominating institution, and who have received strong institutional endorsement.

*Citations for Outstanding Contributions to Student Learning* provide an opportunity for distinctive institutional missions, values and priorities in learning and teaching to be recognised. Citations will be awarded for a wide range of contributions to student learning, both direct and indirect. There are no specified categories for Citations, and awards will be made for both general and more specific contributions.

The wording of a specific citation (maximum of twenty-five words) for each nominee is proposed as part of the nomination process.

Nominations are encouraged from academic staff, general staff, sessional staff and institutional associates.

The selection criteria are identical to those for the Teaching Excellence awards, except that only one of the five criteria must be addressed.

##### **Monash Procedures for 2007 for Citation Awards**

For 2007, faculties and service divisions/centres will conduct their own internal nomination system, and submit their nominees to a Monash selection panel according to the following general procedures:

- Faculties conduct internal selection process for a maximum of 4 nominations (if >2, then at least 1 should be General Staff member);
- Services Divisions/Centres conduct internal selection process for 1 possible nomination;
- Centre for the Advancement of Learning and Teaching (CALT) to provide advice and support with respect to the preparation of applications;
- Submit nominations to Monash Selection Panel by 24 April 2007; and
- Panel selects and ranks 10 best nominees for submission to Carrick.

Each faculty and service division/centre will inform their staff (including those on overseas campuses) of internal deadlines and procedures, along with a specified contact person. The CALT contact person for further advice and support is Lucy Wiasak ([lucy.wiasak@calt.monash.edu.au](mailto:lucy.wiasak@calt.monash.edu.au), tel. 9903 4483).

The Monash Selection Panel for Citation Awards is:

- Deputy Vice-Chancellor (Education) or nominee
- Director, CALT
- Two Associate Deans, Teaching
- Representative, Academic staff
- One Faculty Manager/Senior Manager (within a faculty)
- One Services Administrative Head
- Representative, Administrative staff

## Guidelines

The following information is extracted from the general Guidelines (pp. 13-17), available from the Carrick Institute website at [www.carrickinstitute.edu.au/carrick/go/home](http://www.carrickinstitute.edu.au/carrick/go/home). Note that the required nomination form is also included.

The Carrick Institute will award up to 210 **Citations for Outstanding Contributions to Student Learning**. These awards recognise and reward the diverse contributions that individuals and teams make to the quality of student learning. Citations are awarded to people who have made a significant contribution to student learning in a specific area of responsibility, over a sustained period, who are widely recognised for their achievements within the nominating institution, and who have received strong institutional endorsement. Nominations are encouraged from academic staff, general staff, sessional staff and institutional associates. Each winner or winning team receives \$10,000.

### Potential areas of contribution

*Citations for Outstanding Contributions to Student Learning* provide an opportunity for distinctive institutional missions, values and priorities in learning and teaching to be recognised. Citations will be awarded for a wide range of contributions to student learning, both direct and indirect. There are no specified categories for Citations, and awards will be made for both general and more specific contributions.

A concise citation will describe the distinctive contribution of the nominee(s). The individual citations are unique and reflect the diversity of ways in which university staff and associates contribute to excellent learning and teaching in higher education. Listed below (for illustrative purposes only) are examples of possible citations:

For excellence in the leadership of a faculty-wide transition program for first year students.

For novel and effective approaches to engaging first-year students in collaborative learning and peer review in a large class setting.

For sustained commitment to personalised administrative support for undergraduate Students that has enhanced the overall student experience.

For the creation of innovative and imaginative resources that engage science students in current disciplinary issues and develop critical thinking skills.

For specialist expertise in the design and implementation of practical classes leading to enhanced student engagement.

For the provision of state-of-the-art programs in learning support for international students over a five year period.

For a decade of exemplary supervision and support of postgraduate research students in the field of social science.

For institutional leadership in the design and implementation of a department-based program of peer feedback for academic staff to enhance teaching skills.

For the strategic promotion of information literacy programs tailored to specific

disciplines and the needs of specific student groups.

For the introduction of original assessment approaches that recognise the different learning styles within a diverse student cohort.

For the development of new strategies to ensure effective coordination of teaching in a cross-faculty undergraduate program.

For the rigorous planning and evaluation of innovative teaching resources for health studies that are culturally-appropriate and raise awareness of cultural diversity among students.

## Eligibility

Both team and individual nominations are encouraged. Teams may be of any size. However, nominations may name no more than five members.

Nomination is open to academic staff, general staff, sessional staff and institutional associates in eligible institutions. Eligible institutions include: all Table A and Table B providers; and private providers receiving places under the Commonwealth Grants Scheme.

All nominations must relate to contributions to student learning in higher education. Each eligible institution may nominate up to ten\* individuals or teams for *Citations for Outstanding Contributions to Student Learning* each year.

\*For institutions with fewer than 500 EFTSU, the maximum number of nominations is five.

Winners of Citations are only eligible for renomination for Citations if they can demonstrate significantly different achievements in later years.

Unsuccessful nominees for Citations are eligible for renomination for Citations in subsequent years.

*Citations for Outstanding Contributions to Student Learning* and *Awards for Teaching Excellence* are distinct award types and therefore nomination for, or receipt of, one award type does not affect eligibility for nomination for the other.

Previously unsuccessful CAAUT or AAUT nominees are eligible to apply.

## Selection Criteria

Nominees for *Citations for Outstanding Contributions to Student Learning* are invited to select one or more of the following criteria for assessment, as appropriate for their particular contribution. Nominations will be assessed on evidence provided in relation to the selected criterion/criteria.

- 1. Approaches to teaching that influence, motivate and inspire students to learn** which 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.
- 2. Development of curricula and resources that reflect a command of the field** which 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.
- 3. Approaches to assessment and feedback that foster independent learning** which 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.

- 4. Respect and support for the development of students as individuals**  
which 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 that have influenced and enhanced learning and teaching**  
which 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.

The criterion/criteria chosen by nominees should be determined by the nature of the nominee's contribution to student learning. The number of criteria nominated does not affect the Selection Committee's assessment of a nomination.

The selection of winners of 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;
- been sustained over time; and
- gained recognition from fellow staff, the institution, and/or the broader community.

### **Institutional selection and ranking**

The nominee's institution will form an Institutional Selection Committee, and review and rank all local nominations against the selection criteria described above. In addition, the Institutional Selection Committee will assess the extent to which the claims for contribution to student learning are evident in formal and informal evaluation.

### **Nomination instructions**

#### **Essential documentation**

All nominees for *Citations for Outstanding Contributions to Student Learning* must provide the following documents:

- a. Nomination form (proforma provided);
- b. Written statement, including the proposed citation and an argument addressing one or more of the five selection criteria; and
- c. Two references.

#### **a. Nomination form**

The nomination form reports administrative information, the chosen selection criterion/criteria, and proposed Citation wording (the latter limited to 25 words). The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or delegate.

#### **b. Written statement**

The core element of a nomination for a *Citation for Outstanding Contributions to Student Learning* is a written statement in which the nominees describe their contribution to student learning. It is vital that nominees specifically address one (or more) of the selection criteria, and provide evidence to support their claims against this criterion/criteria.

The written statement is limited to four A4 pages in total. (Any pages in excess of the 4 page limit will be removed before being sent to the assessors.) It should have four components, presented in this order:

1. The proposed citation (maximum of twenty-five words) describing the distinctive contribution of the nominee.
2. An overview, summarising the particular contribution and describing the specific context for this contribution.
3. A statement addressing the chosen criterion/criteria (one or more) from among the following:  
Approaches to teaching that influence, motivate and inspire students to learn  
Development of curricula and resources that reflect a command of the field  
Approaches to assessment and feedback that foster independent learning  
Respect and support for the development of students as individuals  
Scholarly activities that have influenced and enhanced learning and teaching
4. A statement identifying the ways in which the contribution has influenced student learning, engagement and/or the overall student experience, been sustained over time, and been recognised by fellow staff, the institution, and/or the broader community.

### **c. References**

Two references of no more than one A4 page each, to be provided by people who are able to comment on the nominee's contribution to student learning against the nominated 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. References over one page will be recopied with only the first page provided to the assessors.

### **Optional supporting materials**

Nominees may choose to include additional materials supporting claims against the selection criteria. However, these will only be considered by the Institutional Selection Committee, and will not be included with the nomination materials sent to the CAAUT Selection Committee. Details of the institutional selection process are described in the following section ('Institutional Selection Committee').

Selection by both the Institutional Selection Committee and the CAAUT Selection Committee is based primarily on the written statement. Any additional materials should be selected to validate, but not repeat, claims made in the written statement.

### **Presentation**

There is no advantage in elaborate presentation of nominations. The first page of the nomination form (provided) is adequate as a cover page. If institutions choose to 'brand' their nominations, the front cover must include the name of the institution, the category of award, year of submission, and the name of the nominee(s) and institutional Awards contact officer.

No template is provided for the submission but it must be clear and legible. Margins should be at least 2cm with clear paragraph definition and an 11 point font such as Times New Roman or Arial is strongly recommended. The minimum acceptable font size is 10 point.

Each of the ten copies should form a complete submission including nomination forms, written statement, and two references. Submissions should be corner stapled and unbound.

Supporting materials should not be sent to the Carrick Institute.

## **Lodgement**

### **Institutional Selection Committee**

The nominee's institution will form an Institutional Selection Committee and review and rank all local nominations against the selection criteria described. In addition, the Institutional Selection Committee will assess the extent to which the claims for support of student learning are evident in formal and informal evaluation.

A ranked list of nominations endorsed by the Institutional Selection Committee will be forwarded to the Carrick Institute. Documents provided to the Carrick Institute by the Institutional Selection Committees should include:

1. a completed **Citations Nominations Summary** (proforma provided). This form details: the proposed citation wording for each nomination; the ranking of nominations; each nomination's selected criterion/criteria for selection.
2. for each endorsed nomination, an original and nine copies of the nomination form, written statement and references. Note: additional or supporting materials are not to be included.

## **CAAUT Selection**

The Carrick Institute Board Standing Committee will select the winners.

## **Notification**

Winners will be notified in June/July and will be invited to celebratory regional events in August. A list of all Citations will be published in the print media and on the Carrick Institute website [www.carrickinstitute.edu.au](http://www.carrickinstitute.edu.au).