



Excellence in Teaching Awards for the Academic Year of 2017

Guidelines and Information for Nominees

Updated May 30, 2017

This document outlines the proposed plan for the Excellence in Teaching Awards in 2017 (being held in 2018).

Since 2000, the Curtin Student Guild has been hosting the Guild's Teaching Awards for teachers who are deserving of recognition for their significant contribution to the learning and enhancement of the student experience at Curtin. Lecturers are nominated by their students and a panel of the Guild's representatives select the winners based on a combination of information provided in the student's nomination and also materials submitted to the panel by the nominated lecturer.

*Please note you **must** submit criteria to the panel for judging to participate in the awards.*

Award Categories

The Guild's Excellence in Teaching Award shall have the following categories:

1. Business Faculty Lecturer/Tutor (Undergraduate or Postgraduate)
2. Health Science Faculty Lecturer/Tutor (Undergraduate or Postgraduate)
3. Humanities Faculty Lecturer/Tutor (Undergraduate or Postgraduate)
4. Science and Engineering Faculty Lecturer/Tutor (Undergraduate or Postgraduate)
5. Centre for Aboriginal Studies Lecturer/Tutor (Undergraduate or Postgraduate)
7. Research Supervisor (Honours/PhD)

By decision of the Selection Panel, the following award can be given to an academic nominated in the relevant calendar year:

1. **Outstanding Achievement in Teaching Excellence**

A pre-requisite for the consideration of this award **must** include a previous Guild Excellence in Teaching Award (category award).

Honourable Mentions:

The Curtin Student Guild Excellence in Teaching Award Selection Panel has the authority to award Honourable Mentions to nominees deemed worthy. Honourable Mentions and the Outstanding Achievement in Teaching Excellence Award winners will be issued a framed award which will be presented at the ceremony.

The Selection Panel shall also have the power to create a new award category in any year for non-standard nominations that fall outside the designated award categories (i.e. Posthumous award, UniPass award, etc.)

Participation Requirements:

In order to be eligible for an award, we ask that you provide the following information as required by the selection panel to assess your nomination against the selection criteria:

1. A completed submission form addressing how you meet all relevant criteria
 - a. Ensure that you have not exceeded the character limit on the online form
2. One (1) most recent student evaluation instrument for the Unit or Teacher (e.g. Evaluate); (if available) (N/A for Research Supervisors).
 - a. Must be from the academic year of your nomination
3. **Optional:** Any other relevant information (max 3 pages).
 - a. This can include letters or feedback from current or past students, as well as any learning materials/methods you utilise which enrich the learning experience of your students. Feel free to attach anything you think will support your application within the three-page limit.
 - b. As this is a **student-based award**, materials that demonstrate your impact, influence, and engagement with students will be highly beneficial to include in your submission.
 - c. Feel free to condense materials to fit them within the 3-page limit (resize/cut and paste, etc).
 - d. Any materials which exceed the 3-page maximum **will be deleted** without exception.
 - e. Please ensure your 3-page optional materials **are combined** into ONE PDF form and attached to the online form.

Deadline for Submissions:

Please submit all relevant documentation via the online form by 9am on Monday, March 5th, 2018. Emailed or hard copy submissions will not be accepted.

Late submissions will only be considered under special circumstances. Consideration of special circumstance will be determined by the Award Coordinator in consultation with the Education Vice President.

Online Form:

The online form **will not be available** for submissions past 9am on Monday, March 5th, 2018.

Compilation of Submissions

The submissions will be compiled in information packs for each Selection Panel member by the Awards Coordinator and will be checked by the Education Vice President to ensure all packs contain identical information. Selection Panel members will be given sufficient time to review the nominee's materials in order to assess the nominations on their merits.

Student Nominators

Student nominations are anonymous. If you are selected as an award winner, the student who nominated you for an award will be contacted and they will be invited to attend the award

ceremony to present the award. Unfortunately, we cannot disclose who nominated you for an award.

Selection Process

The selection panel shall adhere, where possible, to the following when selecting nominees for awards and honourable mentions:

1. The Education Vice President and Awards Coordinator shall ensure that all panel members receive exactly the same information packs;
2. Nominees are to be judged on their submission, the student nomination form and other supporting documentation only;
3. Panel members with a clear conflict of interest should identify the conflict and excuse themselves from any discussion concerning the conflict of interest;
4. The applicants should be reduced, by the panel, to as small a group as possible for each award category, before discussion takes place;
5. A consensus must be reached to decide who from each award category deserves to receive an award;
6. The panel should then discuss whom, if any, of the nominees in the final group deserve to be awarded an honourable mention;
7. The panel should then discuss if any nominee from that calendar year deserves to win the Outstanding Achievement in Teaching Excellence award; and
8. The Chair should ask if there are any recommendations for changes to the process, criteria, or any other part of the award. Suggestions will be factored into the review of the Excellence in Teaching Award for the next year

Notification of Results

Nominees who have submitted criteria to the Selection Panel will be notified of the results on **DATE TO BE CONFIRMED*** by the Awards Coordinator.

The Awards Ceremony

The category award winners and honourable mentions will be honoured at a fully catered and formal ceremony to take place in late April (date TBC). Awardees will be presented with a framed certificate at the ceremony. An event photographer will take photos of the event, award winners, and their student nominators (if attending).

The Awards Ceremony will be held on campus on DATE TO BE CONFIRMED*. The ceremony will be presided over by the President or, in lieu of the President, jointly by the Selection Panel or by a nominee of the Selection Panel.

**Dates are subject to change without notice. The Guild intends to follow the timeline as set out but may experience delays throughout the process due to a number of unforeseen circumstances.*