

WESTERN SYDNEY
UNIVERSITY



Western Sydney University
Learning and Teaching Awards
Applicant Guidelines

1. Eligibility

Staff who have won an award in a previous year are not eligible to apply for the same award in the subsequent year. Specific eligibility requirements for citations and awards are set out in the table below.

Table 1 - Learning and Teaching Award Criteria

Award Type	Eligibility Requirements
Citations for Outstanding Contributions to Student Learning	<ul style="list-style-type: none"> Applicants must be currently employed, and have worked for a minimum of 12 months at WSU <i>Sessional staff can apply</i> Open to individuals and teams Open to academic and professional staff Open to permanent, fixed-term and casual staff Two of the eight awards are targeted for sessional staff One Citation is available as an <i>Indigenous-focused</i> Citation
Excellence in Teaching Awards	<ul style="list-style-type: none"> Applicants must be currently employed, and have worked for a minimum of 12 months at WSU Open to individuals and teams Open to academic staff Open to permanent and fixed-term staff Will be awarded in the following four focus areas: <ul style="list-style-type: none"> Excellence in Teaching Excellence in Teaching – <i>Partnerships</i> Excellence in Teaching – <i>Education for Sustainability</i> Excellence in Teaching – <i>Early Career Academics</i> <p>Where an award is not provided for a particular focus area, the award may be provided to an alternate focus area.</p>
Excellence in Indigenous Teaching Award	<ul style="list-style-type: none"> Applicants must be currently employed, and have worked for a minimum of 12 months at WSU This award category is open to eligible ongoing and sessional teaching staff. Nominees do not have to identify as Indigenous Australian themselves. Open to individuals and teams Additional criteria (see below).

One of the Deputy Vice-Chancellors, Education and Students Excellence in Teaching Award winners is recommended for the Vice-Chancellor's **Excellence in Teaching – Teacher of the Year Award**.

Excellence in Teaching – *Early Career Academics*

Nominees for *Excellence in Teaching – Early Career Academic* are expected to meet the following eligibility criteria:

- Nominee has a Level A or Level B academic appointment (permanent ongoing or limited term);
- Nominee is within the first five years of their academic appointment at Western;
- Nominee has no prior academic appointment at another university.

Time as a casual academic does not affect eligibility.

2. Submission Requirements

Applications for all Learning and Teaching Awards and Citations require:

1. a statement of support signed by the relevant Dean or Head of Unit;
2. a written statement addressing the award criteria; and
3. referee reports (minimum of 2, maximum of 6)

Both Teaching Excellence Awards and Citations require a written response to the criteria. The length of the written statements also differ:

1. Excellence Awards: eight (8) pages;
2. Citations: four (4) pages;

Indigenous Excellence and Citation Awards

The submission requirements for the Excellence in Indigenous Teaching Award mirror those of the Excellence in Teaching Award (See Section 4. **Excellence in Indigenous Teaching Award**).

The submission requirements for the *Indigenous-Focused* Citation for Outstanding Contribution to Student Learning mirror those of the Citation for Outstanding Contribution to Student Learning (see Section 6. **Indigenous-Focused Citation for Outstanding Contribution to Student Learning**).

3. Teaching Excellence Awards

The written statement for your application is comprised of the following sections within a maximum of eight pages:

A. Synopsis

The synopsis must be between 150 and 200 words and written in the third person. It must cover the nominee's teaching area or discipline, teaching experience, the particular focus of their teaching, teaching methods, and their research/teaching interests.

B. Overview

The overview can comprise: a description of your teaching context (e.g., courses and units taught; the numbers/year levels/backgrounds of your students), your teaching approach and philosophy; a summary of the achievements you will be presenting in response to the selection criteria and how your achievements align with University missions.

C. A response to each of the sub-categories in Table 2, below:

Table 2 – Teaching Excellence Award Sub-Categories

	Sub-Categories	Short Title
1.	Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn	Approaches to Teaching
2.	Development of curricula, resources or services that reflect a command of the field	Development of Curricula
3.	Effective assessment practices that bring about improvements in student learning may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change	Effective Assessment
4.	Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience	Innovation and Leadership

All nominations will be assessed on the evidence provided in response to the four Sub-Categories which will be given equal consideration by the assessors.

Assessment Criteria

Nominations will be assessed against the assessment criteria indicated in **Table 3**:

Table 3 – Teaching Excellence Award Assessment Criteria

	Assessment Criteria	Short Title
A.	Positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years.	Impact
B.	Gained recognition from colleagues, the institution, and/or the broader community.	Recognition
C.	Shown creativity, imagination and/or innovation.	Creativity
D.	Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.	Scholarship

Indicative Headings – Teaching Excellence Awards

All Excellence Awards applicants are to use and respond to the four Sub-Categories as headings:

1. Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn
2. Development of curricula, resources or services that reflect a command of the field
3. Effective assessment practices that bring about improvements in student learning may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change
4. Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience

Excellence applicants may utilise the **Short Titles** associated with the **Sub-Categories** in the Applicant Guidelines (e.g., **Sub-Category 1 – Approaches to Teaching**).

Responses to each Sub-Category should incorporate evidence for each of the Assessment Criteria; however, additional sub-headings for the Assessment Criteria are **not required**.

4. Excellence in Indigenous Teaching Award

The Excellence in Indigenous Teaching Award uses the same **Sub-Categories** as the Excellence in Teaching Awards. The structure for the **Excellence in Indigenous Teaching Award** is the same as the **Excellence in Teaching Award**; however, the **Assessment Criteria** are different, as outlined in **Table 4**:

Table 4 – Excellence in Indigenous Teaching Award Assessment Criteria

	Excellence in Indigenous Teaching Assessment Criteria	Short Title
A.	Positively impacted on student learning, student engagement or the overall student experience, that has resulted in students developing a better understanding about Indigenous Australia, for a period of no less than two years.	Impact
B.	Gained recognition from colleagues, the institution, and/or the broader community, including Indigenous communities and Elders where relevant.	Recognition
C.	Shown creativity, imagination and/or innovation that reflect Indigenous Knowledges or perspectives.	Creativity
D.	Drawn on the scholarly literature on teaching and learning, including Indigenous teaching and learning to inform the development of initiatives, programs and/or practice.	Scholarship

Nominees for Excellence in Indigenous Teaching do not have to identify as Indigenous Australian.

Indicative Headings – Excellence in Indigenous Teaching Award

The Excellence in Indigenous Teaching Award uses the same Sub-Categories as other Excellence Awards. Applicants for this Award should follow the above guidance.

5. Citation for Outstanding Contributions to Student Learning

The written statement for your application should have the following three components, which must be presented in this order in no more than four pages:

1. A summary/overview of the nominee’s particular contribution and its specific context;
2. A statement addressing **ONE** of the following sub-categories:

Table 5 – Citation for Outstanding Contribution to Student Learning Sub-Categories

	Sub-Categories	Short Title
1.	Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn	Approaches to Teaching
2.	Development of curricula, resources or services that reflect a command of the field	Development of Curricula
3.	Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change	Effective Assessment
4.	Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience	Innovation and Leadership

Indicative Headings – Citation for Outstanding Contributions to Student Learning

All Citation applicants are to use and respond to the four Assessment Criteria as headings:

- A. Positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years.
- B. Gained recognition from colleagues, the institution, and/or the broader community.
- C. Shown creativity, imagination and/or innovation.
- D. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

Citation applicants may utilise the **Short Titles** associated with the **Assessment Criteria** in the Applicant Guidelines (e.g., **Criteria A – Impact**).

The Citation application should also include at the top of the first page the full title of the Sub-Category it is responding to (e.g., **Citation Sub-Category 1 - Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn**).

Assessment Criteria

Nominations for a Citation for Outstanding Contribution to Student Learning are assessed using the same criteria for Excellence in Teaching Awards, as indicated in **Table 4**.

6. Indigenous-Focused Citation for Outstanding Contribution to Student Learning

From 2023, staff may apply for an **Indigenous-Focused Citation**. The requirements and structure for an **Indigenous-Focused Citation** are the same as for all other **Citations**, *except* that the **Assessment Criteria** for the **Excellence in Indigenous Teaching** is used, as outlined in **Table 4**.

Indicative Headings – Indigenous-focused Citation

The Indigenous-focused Citations uses a modified version of the Assessment Criteria as other Citations; the Short Titles are the same. Applicants for this Citation should follow the above guidance.

7. Submission Process

In 2024, the submission process will be conducted via an online submission portal. This portal will be made available when applications open.

8. Enquiries and Information

Further information about Excellence in Teaching and Citation for Outstanding Contribution to Student Learning awards could be found in the Excellence Awards Policy and Procedures. These can be accessed by the following links:

Excellence Awards Policy: <https://policies.westernsydney.edu.au/document/view.current.php?id=344>

Excellence Awards Procedures:

<https://policies.westernsydney.edu.au/document/view.current.php?id=345>

All enquiries about the application process, or general information should be directed to the Learning Futures Team at LearningFutures@westernsydney.edu.au