Faculty of Arts Teaching and Service Awards
Information & Guidelines

The Faculty of Arts Teaching and Service Awards are to celebrate and reward excellence in teaching, and to recognise quality teaching practices and outstanding contributions to student learning at The University of Western Australia. Winners of the Faculty Awards may be invited to continue the application process for University of WA Awards for Excellence in Teaching and possibly The Office of Learning and Teaching’s Australian Awards for University Teaching.

The Faculty of Arts offers the following awards:

i. Teaching Excellence - Three categories: Individual/Team, Early Career & Tutor/Sessional (unit coordinators, lecturers & tutors)
ii. Research Supervision Excellence (PG, HDR & PhD)
iii. Project that Enhances Learning (any academic or professional staff member who coordinates and is responsible for a project)
iv. Service - Outstanding Contributions to Student Learning (academic or professional staff members)

1. Timeframe
   - May and October – advertising and promotion begins
   - May and October – launch and call for nominations from 1st and 2nd semester respectively.
   - 31 May – close of Semester 1 nomination period.
   - 31 October – close of Semester 2 nomination period.
   - January/February – submission period begins for selected nominees who have been invited by the Faculty to provide a submission
   - Mid-March – submissions close.
   - Mid-late March – submissions compiled and circulated to judging panel.
   - Early April – judging panel meets and deliberates.
   - Mid-late April – results are published
   - Early – Mid May – certificates are presented to the winners and highly commended recipients at the Faculty of Arts Awards Ceremony.
   - Mid May – winners/highly commended recipients are invited by CATL to attend the University Teaching Awards Ceremony.
   - June/July – winners are added to the Arts Honours Boards
   - June/July - Faculty nominees are forwarded to the UWA Committee.
2. **Nomination Process**

2.1 Nominations can be submitted by:
- Any student enrolled in units taught within the Faculty of Arts*;
- Any staff member of the Faculty;
- Self-nominations are permitted.

2.2 *Awards can only be made to staff teaching units that belong to the Faculty of Arts. Nominators should check that the unit is listed under Faculty of Arts in the UWA Handbook to make sure they are nominating the staff member under the correct Faculty.*

http://units.handbooks.uwa.edu.au/units?section=faclist

2.3 There are two nomination periods each year to coincide with the teaching Semesters. Semester 1 nominations are open for the month of May and Semester 2 nominations are open for the month of October.

Nominations can only be made online via the Faculty of Arts Teaching and Service Awards webpage and must include the full name of the nominator, the unit code and unit name and a brief statement. The nominator’s name will be kept confidential and will not be revealed to the nominee.

http://www.arts.uwa.edu.au/staff/learning/awards

2.4 At the end of the nomination period:

- All nominees in category (i – Teaching Excellence) will be shortlisted and invited to submit a formal application based on their *SURF results. SPOT reports will be taken into consideration.

*Q6 in the SURF report will be used to determine the shortlisted candidates, along with your SPOT results, whether you were the Unit Coordinator or not, the number of students enrolled in the unit and the number of students who responded to the survey.

Nominees in categories (ii-iii) who receive a minimum of two nominations (excluding self-nominations) will be notified and invited to submit formal applications for awards.

Nominees in the Service Award category (iv) who receive a minimum of one nomination (excluding self-nominations) will be notified and invited to submit formal applications for awards.

2.5 Applications in categories (i-iii) should be THREE pages long and should address **TWO** of The Office of Learning and Teaching Awards selection criteria. Applications for category (iv) should submit **TWO** pages addressing the outlined selection criteria.

Further information will be supplied upon receiving an invitation to apply.


2.6 On submission of a formal application, the staff member will thereafter be referred to as the ‘accepting nominee’.
3. **Eligibility**

3.1 Nomination for the *Teaching Excellence Award* and the *Research Supervision Award* is restricted to academic staff with teaching or teaching/research appointments (i.e. full-time, part-time, tenured and contract).

3.2 Nomination for the *Project that Enhances Learning Award* is open to both professional and academic staff, employed on a full-time or fractional basis, continuing or contract.

3.3 Nomination for the *Service – Outstanding Contribution to Student Learning Award* is open to Professional staff employed on a full time or factional basis, continuing or contract.

3.4 The *Teaching Excellence (Early Career) Award* is restricted to staff with no more than five years’ experience teaching in a higher education setting. (This should be interpreted as five continuous calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions).

3.5 Award recipients are not eligible for consideration, in the same category, in the year immediately following their award.

3.6 Staff can be considered for more than one award, but must complete a separate submission for each award category.

3.7 Staff who receive nominations in the Teaching Excellence Category in various units are only eligible to choose one unit for submission.

4. **Prize Benefits**

4.1 The Judging Panel, on behalf of the Faculty of Arts, will award each winner with:

- A certificate and a monetary prize of $1000.
- An announcement of their success through the internal media.
- Name featured on a plaque on the ‘Faculty of Arts - Honours’ board.

4.2 High Commendations may be awarded by the Panel, but they do not attract a monetary benefit.

4.3 The certificates will be formally presented to the winners and highly commended recipients at the Faculty of Arts Awards Ceremony. Attendance at this ceremony is highly recommended.

4.4 Awardees will also be recognised at the University Teaching Awards Ceremony during Teaching Month. Attendance at this ceremony is highly recommended.

4.4 Award recipients may be required within the following twelve months to give a presentation to colleagues or to the wider University community.
5. **Notification**

5.1 All accepting nominees will be notified of the outcome in writing in the week following the judging panel meeting in early April.

5.2 Once all accepting nominees have been notified, student nominators will be notified and results will be disseminated to faculty staff and the wider UWA community through email and the web.