

FACULTY of ARTS - TEACHING AND SERVICE AWARDS

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 and Learning and Teaching's Australian Awards for University Teaching.

The Awards

The Faculty of Arts will offer the following awards:

1. Award for Teaching Excellence (individual or team)
2. Award for Teaching Excellence (early career)
3. Award for Teaching Excellence (tutor or sessional)
4. Award for Research Supervision Excellence
5. Award for a Project that Enhances Learning
6. Service Award for outstanding contribution to student learning

Guidelines

1. Timeframe

There are two nomination periods: the month of May and the month of October.

- May and October – advertising and promotion
- May and October – launch; call for nominations from 1st and 2nd semester respectively.
- 31 May – close of 1st nomination period
- 31 October – close of 2nd nomination period
- June and November – call for SPOT/SURF results for nominees in categories 1-3.
- Mid-December – submission period begins; selected nominees, invited by Faculty to provide a submission
- 31 January – submissions close
- Early February – submissions compiled and circulated to judging panel
- Mid February – judging panel meets and deliberates
- End February – results published, names of winners forwarded to CATL
- End of May – Faculty nominees 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 Nominations can be made only during the nomination period each year. Nominations can only be made online and must include the full name of the nominator, the unit and a brief statement. The nominator's name will be kept confidential and will not be revealed to the nominee.

2.4 At the end of the nomination period:

All nominees in categories 1-3 will be notified and invited to submit their SPOT and SURF results for the nominated unit (s). Only staff who supply SPOT and SURF results for the relevant unit(s) in the current semester will be able to progress to the next stage of the process. On the basis of these SPOT and SURF results a short-list of nominees will be drawn up and invited by the Dean to submit formal applications for awards.

Nominees in categories 4-6 who receive a minimum of two nominations (excluding self-nominations) will be notified and invited to submit formal applications for awards.

2.5 All formal applications should be two pages long and should address ONE of the Office of Teaching and Learning Awards criteria. Further information will be supplied with invitations to submit applications.

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

3. Eligibility

3.1 Nomination for the *Awards for Teaching Excellence* and *Award for Research Supervision* 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 *Award for a Project that Enhances Learning* and for the *Service Award* is open to both professional and academic staff, employed on a full-time or fractional basis, continuing or contract.

3.3 The award for Teaching Excellence (early career) is restricted to staff with no more than seven years experience teaching in a higher education setting. (This should be interpreted as seven continuous calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions).

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

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

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
- Formal presentation at a Faculty of Arts function.

4.2 Awardees will also be recognised at a central awards ceremony during Teaching Month.

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

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 mid to late February.

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.