



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Australian School of Business UNSW

Awards for Teaching Excellence

Protocol

February 2010

1. INTRODUCTION

Academic staff play a major role in creating a positive learning experience for our students. To recognise and reward outstanding and sustained excellence in learning and teaching, the Australian School of Business conducts its annual *Awards for Teaching Excellence*. Specifically, these Awards seek to:

- recognise individual excellence in and commitment to high quality learning and teaching;
- recognise the diverse contribution that staff make to the quality of the student learning experience;
- recognise excellence in effective team teaching;
- support innovations in teaching that enhance the quality of learning and the student experience;
- recognise outstanding contributions to research in learning and teaching;
- encourage and reward sessional staff for excellence in learning and teaching;
- demonstrate to staff, students and the University community that the ASB values teaching and the creation of a positive learning experience for our students.

2. THE AWARDS

The following *ASB Awards for Teaching Excellence* are allocated each year:

- Bill Birkett Award for Teaching Excellence (\$2000)
- Outstanding Research in Learning and Teaching (\$2000)
- Outstanding Technology-Enabled Teaching Innovation (\$2000) – *New in 2010*
- Excellence in Team Teaching (\$2000)
- Excellence in Tutoring x 2 Awards (\$1000 each)
- AGSM Teaching Excellence in a Core Course (\$2000 each)
- AGSM Teaching Excellence in an Elective Course (\$1000 each)
- AGSM Marcus Cohen Teaching Excellence Award (\$1000)
- AGSM Executive Programs Outstanding Faculty Facilitator (\$1000)
- AGSM Executive Programs Outstanding Adjunct Facilitator (\$1000)
- Masters of Business & Technology (MBT) Facilitator Award for Teaching Excellence (\$1500)

An individual may be nominated for more than one category in a single year. **Self-nominations** are accepted only for AGSM Teaching Excellence Awards and the MBT Facilitator Award for Teaching Excellence. Please note that staff members are not eligible for nomination within three years of receiving another ASB or Vice-Chancellor's Teaching Award (either individually or as part of a team).

The Bill Birkett Award for Teaching Excellence

This Award is named after the late Professor Bill Birkett in recognition of his visionary contribution and commitment to learning and teaching quality in the ASB. The award recognises the commitment, enthusiasm, and hard work of the ASB's teaching staff, and helps to facilitate development a culture where effort and enthusiasm for teaching is valued. This award celebrates the achievements of an individual who has excelled in teaching on a sustained basis. All members of academic staff with at least two years of service (full or part time) in the ASB are eligible for this award.

Outstanding Research in Learning and Teaching

This award supports research and scholarly practice in learning and teaching. Academics are encouraged to carry out research into their learning and teaching in order to strengthen the nexus between these two key areas. Academics who conduct and publish research related to learning and teaching in their disciplinary area (or more broadly) are encouraged to apply. All members of academic staff with at least two years of service (full or part time) in the ASB are eligible for this award.

Outstanding Technology-Enabled Teaching Innovation

This award recognises innovative, technology-enabled teaching practices that have been introduced and shown to deliver outstanding benefit to learning outcomes within a course or program in the ASB. The innovation should be based on sound educational principles, be appropriately evaluated to assess its effectiveness, and clearly add value and scope to the practice of teaching in the applicant's discipline. The innovation may be in regard to any aspect of teaching, including the role of the student in the classroom, student engagement/collaboration, promotion of student-centred learning, curriculum design, and assessment and feedback practices. All members of academic staff with at least eighteen months of service (full or part time) in the ASB are eligible for this award.

Excellence in Team Teaching

This award recognises teams that have collaborated to implement or achieve an outstanding contribution to teaching and learning. Generally, nominated groups would not be expected to exceed five members. The team should have complementary skills and be teaching collaboratively in a particular course or set of courses to achieve superior learning outcomes. To be eligible for this award the team must be in place for at least two teaching sessions. The team may comprise individuals from a number of organisational units; however, the leader and a majority of the team members must be academic staff from the ASB.

Excellence in Tutoring (x 2)

The two Excellence in Tutoring Awards recognise and reward the invaluable contribution of sessional teaching staff to the quality of the student learning experience at the ASB. Nominations are open to all sessional staff in the ASB. This includes casual and fixed-term academic staff members who are employed primarily in the capacity as tutors. To be eligible, nominees must not be in a permanent or tenured position, and must have taught for at least one full session.

AGSM Teaching Excellence Awards (x 3)

- AGSM Teaching Excellence in a Core Course – including the AGSM MBA (full-time), Strategic Management Year of the AGSM MBA (Executive), AGSM Graduate Diploma in Management, and the AGSM MBA in Hong Kong
- AGSM Teaching Excellence in an Elective Course – including the AGSM MBA (full-time), AGSM Graduate Diploma in Management, and the AGSM MBA in Hong Kong
- AGSM Marcus Cohen Teaching Excellence Award for Sessional Instructors on the AGSM Graduate Diploma in Management or the AGSM Graduate Certificate of Change Management

These three AGSM awards for teaching excellence recognise outstanding performance across the suite of AGSM programs, including the valuable role played by sessional instructors in teaching, mentoring and contributing to course materials. ASB academic staff, and sessional instructors with at least one year of service, who teach on any AGSM award program, are eligible for these awards.

AGSM Executive Programs (XP) Outstanding Faculty Facilitator and Outstanding Adjunct Facilitator

These two XP teaching awards raise the profile of the outstanding work that is undertaken in the learning space at XP. The awards recognise sustained excellence in developing and delivering programs that facilitate learning and build capability of executives and managers. Eligibility is restricted to ASB academics and adjunct faculty who have regularly delivered on AGSM Executive Programs for at least two years.

Master of Business & Technology (MBT) Facilitator Award for Teaching Excellence

This award recognises and rewards the invaluable contribution that sessional teaching staff members make to the MBT Program, students and community. The Award gives recognition to the dedication, commitment and skill of MBT facilitators and aims to support the development of both face-to-face and online learning and teaching practice amongst MBT sessional teaching staff. All MBT facilitators employed on a sessional basis who have held teaching positions for a minimum of one full semester are eligible for this award. The MBT Program seeks nominations via email to all students, course coordinators and facilitators for this award.

3. OBLIGATIONS OF AWARD WINNERS

Award recipients in all categories may be required to share their achievements, and promote best practice in learning and teaching at appropriate forums in the ASB. This may involve participation in seminars, workshops and staff development forums, as well as acting as mentors to new and/or junior academic staff. Achievements will also be shared on the ASB website.

4. SUBMISSION DETAILS & FURTHER INFORMATION

A copy of all required documentation (as per Section 5) should be submitted to the Associate Dean Education, C/- Amanda Lockett, Senior Project Officer, a.lockett@unsw.edu.au by **5.00 pm Wednesday 31st March 2010**. If you would like further information, please contact Amanda by email or on X 56182.

The application process and criteria deliberately reflect the approach of the [UNSW Vice-Chancellor's Awards for Teaching Excellence](#) and the [Australian Learning and Teaching Council Awards](#). Staff are encouraged to view the guidelines for these awards and consider them as a next step in the recognition of teaching excellence.

5. APPLICATION PROCESS

Applications should be presented in 1.5 line spacing, 12 point type, and consist of the following documents:

1. Nomination form; signed and endorsed
2. Supporting statements by nominators
3. Nominee's written statement addressing selection criteria
4. Curriculum vitae
5. Student evaluations
6. Additional supporting material (optional)

1. Nomination Form

Nominations should be made on the nomination form provided. The nomination form needs to be signed by the nominator and the nominee, and must also be endorsed by **one** of the following: the Nominee's Head of School; Chair of the School's Learning and Teaching Committee; Academic Director, AGSM MBA Programs; or Executive Director, AGSM Executive Programs.

An individual may be nominated for more than one category of Award in a single year. **Self-nominations** are accepted only for AGSM Teaching Excellence Awards and the MBT Facilitator Award for Teaching Excellence. Please note that staff members are not eligible for nomination within three years of receiving another ASB or Vice-Chancellor's Teaching Award (either individually or as part of a team).

2. Supporting Statement by Nominator(s)

A written statement of support should be provided by nominator(s) stating why they have chosen to nominate the staff member or team. The statement should be no more than **one A4 page per nominator**.

3. Nominee's Written Statement

The core element of an application is the written statement in which nominees describe their teaching experience and achievements in relation to the selection criteria (see Section 6). The written statement should be presented under the following headings:

- *Overview* – A brief statement focusing on the specific character of the nominee's teaching and achievements (eg. experience, approach, reflections on feedback collected and changes made) and summary of the claims relating to the selection criteria.
- *Selection criteria* – Nominees succinctly describe their contribution to student learning with regard to the selection criteria (see Section 6) and provide evidence to support their claim.

The nominee's written statement should not exceed **four A4 pages** for the following awards:

- Bill Birkett Award for Teaching Excellence
- Outstanding Research in Learning and Teaching
- Outstanding Technology-Enabled Teaching Innovation
- Excellence in Team Teaching

The nominee's written statement should not exceed **two A4 pages** for the following awards:

- Excellence in Tutoring
- AGSM Teaching Excellence Awards
- AGSM Executive Programs Awards
- MBT Facilitator Award for Teaching Excellence

4. Curriculum Vitae

The CV should briefly outline the nominee's academic/professional background, educational qualifications, career history, teaching experience and teaching positions. The curriculum vitae should be no more than **two A4 pages** for individuals. For teams, a limit of **one A4 page per team member** is recommended.

5. Student Evaluations

Applications should include documentary evidence of excellence in teaching, including teaching evaluations from different groups, levels and class sizes where appropriate. Applicants may also include other forms of progressive teaching evaluations obtained in their courses. Examples of positive student outcomes could include development of graduate attributes; improvements in learning of particular subject matter; enhanced student engagement; and improvements in success for particular groups of students.

6. Supporting Material

The Award will be based primarily on the nominee's written statement and supporting statements by nominators. Supporting material that demonstrates claims of teaching excellence may be submitted, but should be restricted to essential items only. This may include, for example, audio visual material, CD ROMs, study guides, course outlines or contributions to curriculum design. References to the materials must be included in the written statement addressing the criteria. Supporting material must be packaged and appropriately labelled.

6. SELECTION CRITERIA

All Award applications will be assessed on evidence provided in relation to the relevant criteria for the category nominated. In addressing the selection criteria, a succinct case for teaching excellence is expected and should refer to appropriate forms of evidence such as peer reviews, student evaluations, resources creation etc. Nominees are not expected to address every aspect of the selection criteria, but should build a profile that best highlights their achievements.

Bill Birkett Award for Teaching Excellence

- 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;
- Mentoring, advising and support for the development of students;
- Scholarly activities that have influenced and enhanced learning and teaching;
- Innovations in teaching and learning.

Outstanding Research in Teaching and Learning

- Excellence in research on teaching and learning in a discipline;
- Innovative approaches to developing scholarship of teaching and learning;
- Best practice in teaching and learning research methods;
- Mentoring colleagues and promoting research-informed teaching and learning;
- Application and influence of research-led teaching and learning practice in the discipline;
- Publication and dissemination of results in key journals;
- Evidence of leadership and peer esteem in the discipline.

Outstanding Technology-Enabled Teaching Innovation

- Innovative, technology-enabled practice that improves learning outcomes;
- Innovative practice has been introduced and its effectiveness appropriately assessed and demonstrated;
- Innovation that is based on sound educational principles;
- Innovation adds value and scope to teaching practice in the discipline (or more broadly);
- Efficiency of delivery and the potential for wider dissemination and application.

Excellence in Team Teaching

- 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;
- Mentoring, advising and support for the development of students;
- Scholarly activities that have influenced and enhanced learning and teaching;
- Innovations in teaching and learning;
- Evidence of effective collaboration as a teaching team.

Excellence in Tutoring Award

- Approaches to teaching that influence, motivate and inspire students to learn;
- Approaches to teaching that stimulate independent learning and critical thought;
- Respect and support for the development of students as individuals;
- Activities that have enhanced learning and teaching;
- Demonstrated reflective practice and development of teaching informed by feedback;
- Initiative and innovation.

AGSM Teaching Excellence in Core and Elective Courses

- Evidence of outstanding and distinctive teaching performance;
- Approaches to teaching that influence, motivate and inspire students to learn;
- The extent of creativity and innovation and the impact on learning and teaching;
- Evidence of enhancing the student experience.

AGSM Marcus Cohen Teaching Excellence Award for Sessional Instructors

- Evidence of teaching excellence in the classroom, such as approaches to teaching that stimulate independent learning and critical thought and/or that influence, motivate and inspire students to learn.
- Contribution to the development of course materials that reflect a command of the subject and its application to current management issues;
- Contribution to mentoring and development of fellow instructors.

AGSM XP Outstanding Faculty Facilitator and Outstanding Adjunct Facilitator

- Development of content, materials and delivery methodology that demonstrates command of the field and a high level understanding of the learning needs of executives and managers;
- Demonstrated capacity to inspire and motivate learning that builds confidence and capability in program participants;
- Track record in delivering creative and innovative approaches to work related challenges which deliver real value to client organisations;
- Demonstrated support for the provision of values and behaviours that create an environment which motivates and engages individuals to produce outstanding work and drives success for AGSM XP and clients;
- Recognised as a team player both in and out of the classroom;
- Leadership and peer esteem in the discipline of delivery.

Masters of Business & Technology Facilitator Award

- Evidence of teaching excellence in the classroom and online, such as approaches to teaching that stimulate independent learning and critical thought and/or that influence, motivate and inspire students to learn;
- Contribution to the development of materials for both classroom and online learning that reflect a command of the subject and its application to current management issues.

7. PROCESS AND CRITERIA FOR EVALUATION

The Selection Committee will comprise the Associate Dean (Education); a member of the ASB Learning and Teaching Committee; a previous winner of an ASB teaching award; a representative of the AGSM, AGSM XP and MBT programs; a current ASB student representative, and an external member with expertise in learning and teaching.

Assessment of applications will be based on supporting statements by nominators (see Section 5.2) and the nominee's written statement (Section 5.3). Essential evidence to support the nominee's written statement (Section 5.6) will also be considered. Applications will be assessed only on the basis of documentation submitted.

The Committee will take into account the following when assessing applications:

- Whether or not the application clearly addresses the selection criteria;
- The extent to which claims of excellence are supported by a range of formal and informal evidence;
- The extent to which a contribution has been sustained over time;
- The extent of creativity and innovation, irrespective of whether the approach involves traditional learning environments or technology-base developments;
- Evidence of the impact on learning and teaching and on enhancement of the student experience;
- Evidence of what makes the individual/team outstanding and distinctive;
- Information contained in supporting statements and material;
- Contribution of the applicant's teaching/innovation/research to [ASB 2015](#) strategic priorities.