



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

# **Australian School of Business UNSW**

**Awards for Teaching Excellence**

**Protocol**

**March 2008**

## INTRODUCTION

The Australian School of Business (ASB) Awards for Teaching Excellence will be extended in 2008, to recognise and reward sustained excellence in learning and teaching in several new categories.

Specifically, these Awards seek to:

- Recognise individual excellence in and commitment to high quality learning and teaching;
- Recognise excellence in effective team teaching;
- Support innovations in teaching that enhance the quality of learning and the student experience;
- Recognise outstanding practice in research supervision;
- Recognise outstanding contributions to research in teaching and learning within disciplines represented in the ASB;
- 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.

## AWARDS

- Teaching Excellence: The Bill Birkett Award for Teaching Excellence (\$2000).
- Outstanding Teaching Innovation (\$2000).
- Outstanding Research Supervision (\$2000).
- Outstanding Research in Teaching and Learning (\$2000).
- Excellence in Team Teaching (\$2000).
- Excellence in Tutoring x 2 Awards (\$1000 each).
- AGSM Teaching Excellence in **core** courses. This includes the MBA (full-time), Strategic Management Year of the EMBA, Graduate Diploma in Management, and the MBA in Hong Kong. (\$2000).
- AGSM Teaching Excellence in **elective** courses. This includes the MBA (full-time), Graduate Diploma in Management, and the MBA in Hong Kong. (\$1000).
- AGSM Marcus Cohen Teaching Excellence Award for Sessional Instructors on the Graduate Diploma in Management or the Graduate Certificate of Change Management (\$1000).
- AGSM Executive Programs Outstanding Faculty Facilitator (\$1000).
- AGSM Executive Programs Outstanding Adjunct Facilitator (\$1000).
- Masters of Business Technology Facilitator Award for Teaching Excellence (\$1500).

## **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 ASB appreciates the commitment, enthusiasm, and sheer hard work of its teaching staff, and wishes to develop a culture where effort and enthusiasm for teaching is valued. Academics play a major role in creating a positive learning experience for students at UNSW. This award celebrates the achievements of an individual who has excelled in teaching.

All members of academic staff with at least two years of service in the ASB are eligible for this award.

### **Outstanding Teaching Innovation**

This award recognises innovative teaching practices which have delivered outstanding benefit to learning and teaching outcomes either within a course or program in the ASB.

Nominees of this award will have introduced innovation in teaching that improves learning outcomes. The innovation should be based on sound educational principles and has been appropriately evaluated to assess its effectiveness.

All members of academic staff with at least eighteen months of service in the ASB are eligible for this award.

### **Outstanding Research Supervision**

This award recognises sustained excellence in postgraduate research supervision. Nominees should have a strong record of commitment to students, and best practice in introducing students to research and scholarly networks.

All academic staff, either full time or part time, who have supervised at least three research higher degree students to completion as a supervisor are eligible for this award.

### **Outstanding Research on Teaching and Learning**

The ASB wishes to support and encourage research on teaching and learning. Academics in many Schools are engaging in research into their teaching and their students' learning and this work is feeding into teaching and curricula development. Nominees should be conducting and publishing research related to teaching and learning in their discipline/field (or more broadly) that makes a significant contribution to the profession.

All members of academic staff with at least two years of service 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 teach 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**

Nominations for the two Tutor's Awards in Teaching Excellence 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, the nominees must *not* be in a permanent or tenured position, and teach over a whole session or a regular basis.

### **AGSM Teaching Excellence in core courses, AGSM Teaching Excellence in elective courses, and the AGSM Marcus Cohen Teaching Excellence Award for sessional instructors**

The AGSM awards for teaching excellence recognise outstanding performance across the suite of AGSM programs. The existing Marcus Cohen Teaching Award acknowledges the valuable role played by Sessional Instructors in teaching, mentoring and contributing to course materials in the Graduate Diploma of Management and Graduate Certificate in Change Management.

ASB academic staff and sessional instructors who teach on any AGSM award program are eligible for these awards.

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

The introduction of two new XP teaching awards is designed to raise the profile of the outstanding work that is undertaken in the learning space at XP. The awards will recognise sustained excellence in developing and delivering programs that facilitate learning and build capability of executives and managers by ASB academics and AGSM XP Adjunct faculty.

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 seeks to recognise and reward 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, either external to the university, or in the employ of the university, who have held teaching positions for a minimum of one full semester are eligible for this award. The MBT Program sought nominations via email to all students, course coordinators and facilitators in 2008 for this award. Nominations closed on the 6<sup>th</sup> of February, 2009.

## SUBMISSION DETAILS

FIVE copies of all documentation and nomination forms should be submitted to the Associate Dean Education (Acting), Associate Professor Julie Cogin, or emailed to [julie.cogin@unsw.edu.au](mailto:julie.cogin@unsw.edu.au) by 5.00 pm Friday April 24, 2009.

An individual may be nominated for more than one category in a single year. However, no member of staff may be nominated for the same Award within three years.

## APPLICATION PROCESS

Applications should consist of the following documents:

- Nomination form.
- Supporting statements by nominators.
- Written statement addressing criteria.
- Curriculum vitae.
- Student evaluations.
- Additional supporting material as required.

### Nomination Form

Nominations should be made on the prescribed nomination form. The nomination form needs to be signed by the **two** nominators for the Teaching Excellence: The Bill Birkett Award for Teaching Excellence and the **one** nominator for all other awards. The nomination must also be endorsed by one of the following:

- The relevant Head of School;
- The Chair of the relevant School's Learning and Teaching Committee;
- Executive Director, AGSM Executive Programs;
- Academic Director, AGSM MBA Programs.

The consent of the nominee/s is required. Self-nominations are only accepted for AGSM Award Programs and the MBT Facilitator Award for Teaching Excellence.

### 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**.

### Nominee's written statement addressing the criteria

Assessment of applications will be based on supporting statements by nominators and the written statement in which nominees provide details of their teaching experience and achievements in accordance with the selection criteria. Evidence to support the written statement will also be considered.

The written statement should not exceed **four A4 pages** in total for the following awards:

- Teaching Excellence: The Bill Birkett Award for Teaching Excellence
- Outstanding Teaching Innovation
- Outstanding Research Supervision
- Outstanding Research on Teaching and Learning
- Excellence in Team Teaching

The written statement should not exceed two **A4 pages** in total for the following awards:

- AGSM Teaching Excellence in **core** courses.
- AGSM Teaching Excellence in **elective** courses.
- AGSM Marcus Cohen Teaching Excellence Award for Sessional Instructors
- AGSM Executive Programs Outstanding Faculty Facilitator
- AGSM Executive Programs Outstanding Adjunct Facilitator
- Excellence in Tutoring x 2 Awards

### **Curriculum vitae**

The curriculum vitae should briefly outline the nominee's academic / professional background, educational qualifications, career history, teaching experience and teaching positions. The curriculum vitae should be no longer than **three A4 pages for individuals**. Teams may extend this limit, but a limit of **one A4 page per team member** is recommended.

### **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.

### **Supporting material**

Supporting material that demonstrates claims of teaching excellence may be submitted. This may include, for example, audio visual material, CD ROMs, study guides, course outlines or contributions to curriculum design. However, this should be restricted to essential items only. References to the materials must be included in the written statement addressing the criteria. Supporting material must be packaged and appropriately labelled.

### **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 Teaching Innovations**

- Innovation (creativity and implementation) in learning and teaching that improves learning outcomes;
- Innovation that is based on sound educational principles;
- Evaluation and assessment of the effectiveness of the innovation;
- Dissemination of knowledge and learning.

## **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.

## **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 best practice in teaching and learning;
- Application of 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 Postgraduate Research Supervision**

- Sustained excellence in research supervision;
- Strategies and practice in inducting research students;
- Mentoring and assisting students to integrate into the research community;
- Best practice in responding to individual student needs;
- Development of relevant research skills;
- Leadership in supervisory practice.

## **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

### **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;
- Contribution to the development of course materials;
- Contribution to mentoring and development of colleagues.

### **AGSM Executive Programs (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 that 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.

## **PROCESS AND CRITERIA FOR EVALUATION**

The Selection Committee will be comprised of the Dean, Associate Dean (Education), members of the ASB Learning and Teaching Committee, a previous winner of an ASB teaching award, a current ASB student representative and an external person with expertise in learning and teaching.

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

- Information that clearly addresses the criteria in the application form;
- The extent to which claims of excellence are supported by formal and informal evidence;
- The extent of creativity and innovation and the impact on learning and teaching;
- Evidence of what makes the individual / team outstanding and distinctive;
- Evidence of enhancing the student experience.



The criteria and nomination process are deliberately designed to reflect the approach of the Vice-Chancellor's Awards for Teaching Excellence, and the Australian Learning and Teaching Council Awards. Staff are encouraged to view these awards as the next step in the recognition of excellence in teaching and research supervision.

### **AWARDS CEREMONY**

The awards will be presented by Deputy Vice-Chancellor (Academic) Richard Henry and Professor Alec Cameron, Dean, Australian School of Business at a ceremony on the 21<sup>st</sup> May, 2009 at 3.00 pm.

### **FURTHER INFORMATION**

Further information may be obtained from Associate Professor Julie Cogin, Associate Dean Education (Acting) at [julie.cogin@unsw.edu.au](mailto:julie.cogin@unsw.edu.au) or phone x 55846

### **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.