

Department of Education and Training

Awards for Teaching Excellence Application Checklist

The nomination form:	
Nominee contact details provided	
Endorsement provided by:	
<ul style="list-style-type: none"> • College Dean (or equivalent) 	
<ul style="list-style-type: none"> • Vice-Chancellor/Chief Executive Officer or delegate, and 	
<ul style="list-style-type: none"> • The DET Institutional Contact Officer 	
The correct Teaching Award category selected	
Written statement:	
The application is written in 11 point Arial or 11 point Calibri (narrow fonts must not be used)	
Margins must be at least 2 cm with clear definition between paragraphs. No columns should be used	
Written statement is maximum of eight A4 pages	
Written statement describes the nominee's teaching activities and achievements and must address each of the four assessment criteria, providing evidence to support claims. The written statement must be presented in the following order and under the following headings:	
1. Synopsis (maximum 200 words, written in the third person) The synopsis provides a description of the nominee's teaching area or discipline, teaching experience, the particular focus of their teaching, teaching methods, and their research/teaching interests	
2. Overview of the nominee's teaching and its context	
3. Statement addressing assessment criteria:	
a. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn	
b. Development of curricula, resources or services that reflect a command of the field	
c. Evaluation practices that bring about improvements in teaching and learning	
d. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience	
Across the four selection criteria, the written statement shows:	
a. the extent to which the claims for excellence are supported by formal and informal evaluation	
b. the extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments	
c. information contained in student data or institutional student surveys, references and selected teaching materials submitted by the nominee	
All claims made in the written statement meet the selection criteria, are supported by evidence, and the evidence is included in the written statement. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of nominations.	
Supporting Teaching Materials:	
Selected teaching materials supporting claims made against the selection criteria must be included	
A maximum of two teaching materials are included (video, website, or 10 pages of teaching materials)	
The relevance of any such material must be made clear in the written statement	

<p>3 minute video (which could include footage of the nominee talking about their teaching, their teaching philosophy or interviews with students)</p> <ul style="list-style-type: none"> • Ensure media file is in a commonly accessible format (e.g. .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM) • The media file may be uploaded onto the Awards portal if it is less than 36 Mb. • Files larger than 36 Mb may be submitted via a link to a public domain or a website that can be accessed by the selection panel. 	
<p>Websites:</p> <ul style="list-style-type: none"> • Ensure that material on websites is accessible to DET staff, assessors and the Awards Standing Committee. Supporting material should not include a login or password to access the material. • In a document, place the url of the website, a screenshot/image of the website, and any additional relevant information. Ensure the document has a title – e.g. Supporting Teaching Material A – [Name of website] and ensure the file is clearly labelled 	
<p>10 pages of teaching materials in PDF format:</p> <ul style="list-style-type: none"> • Ensure file is clearly labelled • Please note: Any supporting materials posted to the Department of Education and Training will not be returned to the nominees or institutions after the assessment 	
Curriculum vitae:	
Individual nominations: <i>Curriculum vitae</i> is maximum of three A4 pages	
Team nominations: May allow one additional page per team member. E.g. a team of three may have a total of five pages (three + one + one)	
The font must be either 11 pt Arial or 11 pt Calibri	
Curriculum vitae/s clearly outline:	
<ul style="list-style-type: none"> • educational qualifications 	
<ul style="list-style-type: none"> • employment history 	
<ul style="list-style-type: none"> • teaching positions held 	
<ul style="list-style-type: none"> • teaching experience 	
References:	
<p>Two references are included. One must be from the head of the nominee’s faculty, department, school or administrative unit, or higher level, and make informed comment about the nature of the impact of the nominee's work.</p> <p>Nominees are encouraged to provide a referee external to the nominee’s institution, who can comment on the wider impact of the program</p>	
The references are provided by people able to comment on the nominee’s teaching against the selection criteria. If the nomination relates to a team, the references should apply to the team	
Each reference is no more than one A4 page	
References have been signed by the referees and contain an acceptance of the Privacy Notice. Electronic signatures on references supplied to the nominee or institution by email are acceptable.	
Digital Photograph	
One high quality digital photograph, of high resolution, and taken by a professional photographer. Images from webcams or mobile phones are not satisfactory.	
Specifications are for a formal, colour, head-and-shoulders photograph with a white background.	
The image should be provided as a JPEG file with image resolution of 300 dpi at the size of printing (approximately 10 cm by 10 cm; as a guide, the size of the file must be at least 1 MB).	
Statement of Contribution	
Team nominations must include an additional page which explains the role and indicates the percentage contribution of team members. Members must have a minimum of 10% contribution.	