

Application Guidelines

James Cook University recognises outstanding practice in teaching and scholarship in many ways. The JCU Citations for Outstanding Contributions to Student Learning is one such example. These citations are designed to prepare and support staff intending to apply for a National Citation for Outstanding Contribution to Student Learning.

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Aims

Each year, JCU awards up to 12 Citations for Outstanding Contributions to Student Learning of \$4,000 each. These awards recognise and reward the diverse contributions that individuals (including academics, professional staff, and Early Career academics) and teams make to enhance student learning outcomes and encourage continued excellence in learning and teaching. Applications from JCU Singapore are eligible.

Additionally, one citation of \$4,000 will be made to the individual or team considered to have made the most outstanding contribution to student learning. This award will be chosen by a panel of university teaching and learning stakeholders.

The JCU Citations follow the same criteria and format as the Australian Awards for University Teaching Citations for Outstanding Contributions to Student Learning, offered by the Department of Education and Training (DET).

Recipients will have the funds directed to a University account such as a staff DBA or IRA account and monies may only be expended on activities to advance the career of the recipients.

Eligibility

All nominations must relate to contributions to student learning in higher education. Signed applications must be submitted to your Associate Dean, Learning and Teaching by the date advertised within your College/ Division.

Nomination is open to academic, professional, and sessional staff (full-time or fractional, continuing or contract).

Both team and individual nominations are encouraged. Teams may be of any size; however, if a team is larger than five members, a team name must be provided and consideration given to the percentage contribution of each team member. *Team nominations can only include members with a contribution of 10 per cent or higher.*

Nominee(s) may be included in only one nomination in any year, with the exception being that the nominee forms part of a team nomination but is not the lead nominee.

Early Career

Nominees with no more than five years' experience teaching in a higher education institution. The five years can be non-sequential and must be counted on a semester basis. This includes all tutoring and part-time teaching. Nominees must indicate their Early Career status as part of their application.

Eligibility of previous recipients of Awards or Citations

Individual Citation recipients from JCU are not eligible for individual Citation renomination within five years of receiving a Citation (i.e., if a recipient in 2013, they are not eligible to reapply until 2018). Previous recipients of Citations are eligible to renominate within five years of receiving the citation if they form part of a team nomination and are not the lead nominee. The team nomination should not substantially replicate the original nomination.

Accountability

Successful recipients of Citations for Outstanding Contributions to Student Learning are expected to share their good practices in learning and teaching with the wider teaching and learning communities within their College/Division and across JCU.

Winning applications may be used as a resource to assist future applicants.

Assessment criteria

All nominees for Citations for Outstanding Teaching Contributions to Student Learning are required to select only one of the following criteria for assessment, as appropriate for their particular contribution. These criteria follow those used by the Department of Education and Training citations process. Nominations will be assessed on evidence provided in relation to the selected criterion, as well as relevance to JCU, College, or Divisional strategic plans and priorities.

The criterion chosen by nominees should be determined by the nature of the nominee's contribution to student learning.

1 Approaches to teaching and the support of learning that influence, motivate, and inspire students to learn.

This may include fostering student development by stimulating curiosity and independence in learning; participating in effective and empathetic guidance and advice for students; assisting students from equity and other demographic subgroups to participate and achieve success in their courses; encouraging student engagement through the enthusiasm shown for learning and teaching; inspiring and motivating students through effective communication, presentation and interpersonal skills; enabling others to enhance their approaches to learning and teaching; and developing and/or integrating assessment strategies to enhance student learning.

2 Development of curricula, resources or services that reflect a command of the field.

This may include developing and presenting coherent and imaginative resources for student learning; implementing research-led approaches to learning and teaching; demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning; communicating clear objectives and expectations for student learning; providing support to those involved in the development of curricula and resources; and contributing professional expertise to enhance curriculum or resources.

3 Evaluation practices that bring about improvements in teaching and learning.

Evaluation comprises making judgements about the quality of programs and activities that are part of the academic, cultural and social experience of higher education. This may include showing advanced skills in evaluation and reflective practice; using a variety of evaluation strategies to bring about change; adapting evaluation methods to different contexts and diverse student needs and learning styles; contributing professional expertise to the field of evaluation in order to improve program design and delivery; and the dissemination and embedding of good practice identified through evaluation.

4 Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

This may include participating in and contributing to professional activities related to learning and teaching; innovations in service and support for students; coordination, management and leadership of courses and student learning; conducting and publishing research related to teaching; demonstrating leadership through activities that have broad influence on the profession; providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort; and influencing the overall academic, social and cultural experience of higher education.

The selection of winners of Citations will be based on the extent to which nominees show evidence that their contribution has:

- influenced student learning, student engagement, or the overall student experience;
- gained recognition from fellow staff, the institution, and/or the broader community; and
- been sustained over time for a period of no less than three years*

*In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominees and therefore Early Career contributions should have been sustained for a period of no less than two years.

Nomination process

All nominees for JCU Citations for Outstanding Contributions to Student Learning are required to provide the following documentation:

1. Nomination form - available from:
https://www.jcu.edu.au/_data/assets/pdf_file/0005/176702/Internal-Citation-Nomination-Form-v2.pdf
2. Written statement, including each of the four components outlined below
3. Two references

Supporting materials are not to be submitted. Assessment will be based solely on the written statement and references. Nominees must, therefore, ensure that all claims they make meet the selection criteria, are supported by evidence, and that the evidence is included in the written statement.

1. Nomination forms

The nomination form reports administrative information, and chosen selection criterion and will act as a cover sheet for the nomination. The completed nomination must be signed by the Associate Dean Learning & Teaching, the College Dean, and the Divisional Deputy Vice Chancellor.

2. Claims against assessment criteria

The core element of a nomination for JCU Citations for Outstanding Contributions to Student Learning is a written statement in which the nominees describe their contribution to student learning. It is vital that nominees specifically address one of the selection criteria, and provide evidence to support their claims against this criterion.

The written statement is limited to **four A4 pages** in total. The written statement should have three components, which must be presented in the following order:

- **Proposed Citation** of up to 25 words, which includes the discipline or field of work and the distinctive contribution of the nominee or team. The concise Citation description must be:
 - written in the third person
 - avoid jargon and use plain English
 - should inform the broadest possible audience about the work of the nominee.
- **Overview** of the contribution and its context.
- **Statement** addressing the assessment criteria (include criterion heading) and providing evidence of the contribution and resulting impact on student learning.
- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the four pages. Links to reference lists online will not be reviewed by assessors.

Formatting of written statement

The written statement is limited to **four A4 pages**. All pages in excess of four will be removed. Please adhere to the formatting instructions provided in the attachments. **Submissions that do not meet these requirements will not be accepted.**

3. Statement of Contribution (for team nominations)

Team nominations must include one A4 page which explains the role and indicates the percentage contribution of team members (limited to team members with 10 per cent contribution or higher), in addition to the team information included within the nomination form.

4. Letters of reference

Two references, of no more than one A4 page each, are to be provided by people who are able to comment on the nominee's contribution to student learning against the nominated selection criterion.

One of the referees must be the Head of the nominee's discipline, college, or divisional unit. If the nomination is from a team, the references should apply to the team.

Formatting of the references

Each reference is to be no more than **one A4 page**. All pages in excess will be removed. Please adhere to the formatting instructions provided in the attachments add actual page number. **Submissions that do not meet these requirements will not be accepted.**

Presentation

Please complete the below checklist of formatting instructions and adhere to these guidelines.

Applications that do not adhere to these formatting guidelines will not be considered.

Closing Dates

Signed applications must be submitted to your Associate Dean and Learning and Teaching by the date advertised. Particular Divisional Offices may direct earlier dates for submission, review and signatures. Please contact your ADLT for guidance. Contact details can be found at:

<https://www.jcu.edu.au/learning-and-teaching/directorate-of-learning-teaching-and-student-engagement/contacts/associate-deans-learning-and-teaching>

The Associate Deans of Learning and Teaching will submit all nominations to the Directorate of Learning, Teaching and Student Engagement via email to grantsandawards@jcu.edu.au

Late applications will not be considered.

Assessment Panel

At an Institutional level, the JCU Awards Selection Committee will:

- identify 12 nominees to receive a *JCU Citation for Outstanding Contributions to Student Learning*
- select the most outstanding nomination of the citation applications as the overall *Citation for Outstanding Contributions to Student Learning* award winner; and
- select six award recipients for nomination for the Australian Awards for University Teaching *Citations for Outstanding Contributions to Student Learning*.

The Learning, Teaching and Student Engagement Directorate will support the preparation of National *Citations for Outstanding Contributions to Student Learning*.

The JCU Awards Selection Committee will be comprised of:

- The Deputy Vice-Chancellor – Academic
- The Dean, Learning, Teaching and Student Engagement
- Associate Deans Learning and Teaching (one from each College) or their delegates, and up to two other members co-opted to bring specialist expertise, e.g. in ICT or a previous award recipient, if required.

Information for previous recipients of JCU Citations of Outstanding Contributions to Student Learning.

Winners of JCU Citations for Outstanding Contributions to Student Learning in 2016 and 2017 who were not selected to proceed or were unsuccessful to the Australian Awards for University Teaching *Citations for Outstanding Contributions to Student Learning* can request consideration for inclusion in 2018.

Intending nominees should:

- Consult with their Associate Dean of Learning and Teaching
- Update their submission consistent with feedback provided
- Submit directly to the Directorate of Learning, Teaching and Student Engagement by the closing date to grantsandawards@jcu.edu.au with a copy to the relevant Associate Dean of Learning and Teaching.

Attachments:

Written Statement: Formatting Instructions / Checklist	Check Box
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	
Claims against assessment criteria is maximum of 4 A4 pages	
Claims against assessment criteria contains, in the following order:	
1. proposed Citation (maximum 25 words), describing the distinctive contribution of the nominee	
2. a summary of the particular contribution and its specific context	
3. a statement addressing the chosen criterion and providing evidence of the contribution	
<p>Claims against assessment criteria should provide empirical evidence for the ways in which the contribution has:</p> <ul style="list-style-type: none"> • influenced student learning, engagement and/or the overall student experience • been recognised by fellow staff, the institution, and/or the broader community • been sustained over time for a period of no less than 3 years (2 years for Early Career nominations) 	
All claims made in the claims against assessment criteria meet the selection criteria, are supported by evidence, and the evidence is included in the written statement. No supporting materials are to be submitted.	

Letters of Reference: Formatting Instructions / Checklist	Check Box
Two letters of reference are included. One must be from the head of the nominee's discipline, college, or divisional unit.	
The references are provided by people able to comment on the nominee's contribution to student learning against the nominated 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. Electronic signatures on references supplied to the nominee or institution by email are acceptable.	