JCU Citations for Outstanding Contributions to Student Learning

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 an Australian Awards for University Teaching (AAUT) national Citation for Outstanding Contribution to Student Learning.

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Aims

In 2022 JCU will award up to six Citations for Outstanding Contributions to Student Learning. These awards recognise and reward the diverse contributions that individuals and teams (including academic and, professional staff make to enhance student learning outcomes and encourage continued excellence in learning and teaching. An Early Career academic category is available. Applications from JCUA and JCUS are eligible.

The winners of this award will be chosen by a panel of university teaching and learning stakeholders. Up to six citations valued at $4,000 each will be awarded across JCU. Additionally, the individual or team considered to have made the most outstanding contribution to student learning will receive a further $6,000 (total award $10,000). Winners will be formally recognised on 6 October at the Celebrating Excellence in Learning & Teaching at JCU: Teaching Excellence Awards.

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 Universities Australia.

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 and forwarded to ltse@jcu.edu.au by COB on Monday, 29 August 2022. Only nominations that have been supported (signed) by the College ADLT, the College Dean, and the Divisional DVC will be submitted.

Nomination is open to academic and professional staff appointed in full-time or fractional, continuing or contract or sessional positions. Nominees must be employed by JCU at the time of nomination.

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 only lead one nomination in any year.

Early Career

Nominees with no more than five years' cumulative experience teaching in a higher education institution may be considered in the Early Career category. The five years can be non-sequential. This includes all tutoring, marking and teaching, either fulltime, fractional or sessional. Nominees must indicate their Early Career status as part of their application. The Early Career status will only apply for teams whose lead nominee meets the early Career category, and whose contribution to the nomination is at least 50%.

Eligibility of previous recipients of Awards or Citations

Individual Citation recipients from JCU are not eligible to re-nominate for another individual Citation

within five years of receiving a Citation (i.e., if a recipient in 2018, they are not eligible to reapply until 2023). Previous recipients of Citations are eligible to re-nominate 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 individual nomination.

Accountability

Citation winners will be invited to join the Community of Learning and Teaching Excellence and 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. They will be key to disseminating good practice, providing support, and participating in peer review processes for future nominees, including the use of their winning Citations submissions as exemplars for future nominees.

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 AAUT 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 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. (to be discontinued after 2022 as no longer included in AAUT)
   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.

5. Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change.

    This may include: Showing advanced skills in assessment/alternative assessment practices; using a variety of assessment strategies to bring about change; adapting assessment methods to different contexts and diverse student needs; contributing professional expertise to the field of assessment in order to improve program design and delivery; dissemination and embedding of good practice identified through assessment; evaluating the quality of the assessment practices.

Evidencing your contribution

With a focus on the chosen criterion, applicants are required to make a case that they have:

a) Impacted on student learning, student engagement or the overall student experience for a period of no less than three years (two years for early career), not including time taken for identification of the issue, or for development or trial of any activity.

b) Gained recognition from colleagues, the institution, and/or the broader community.

c) Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.

d) Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

This case needs to be strongly supported by a wide range of evidence in the form of qualitative and quantitative data. In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

Types of evidence

Applicants will be expected to provide a range of justified qualitative and quantitative evidence and/or data that clearly supports their nomination. Types of evidence may include, but are not limited to, the

following:

- student engagement data (e.g. Learning Analytics)
- survey responses including cohort size and response rates, scores and comments (e.g. YourJCU)
- evidence of student success (e.g grade distribution)
- student feedback (e.g. quotes from student-staff forums)
- evidence of institutional and/or external recognition (e.g. PROTs, IRU Calibration outcomes, testimonials from stakeholders)

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/learning-and-teaching/professional-development-and-recognition/jcu-citations-for-outstanding-contributions-to-student-learning (under **Review the criteria and requirements)**
2. Written statement, including each of the four components outlined below
3. Statement of contribution (for team nominations only)
4. Two references
5. Photograph of nominee(s)

Other 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 Deputy Vice Chancellor, Academy.

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. If the nomination is successful, this will be the title of the citation. The concise Citation description should:
  - include "For…" at the beginning of the citation title
  - be written in the third person
  - avoid jargon and use plain English
  - 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 lis**t: 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 using specified fonts and margins as listed in the formatting checklist. Any nomination with a written statement that exceeds the 4 pages or does not comply with the formatting requirements, will be removed from the selection process. 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)

In addition to the information included within the nomination form, team nominations must include one A4 page that explains the roles and indicates the percentage contribution of team members (limited to team members with 10 per cent contribution or higher). Exemplars are available from ltse@jcu.edu.au.

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. It is vital that referees adhere to the stated requirements, and use strong, positive language that clearly links the nominee's work to the chosen criterion.

Formatting of the references

Each reference is to be no more than **one** A4 page. Please adhere to the formatting instructions provided in the attachments (page7). **Submissions that do not meet these requirements will be removed from the selection process.**

5. Photo requirement

An up-to-date, formal digital photograph of the individual nominee or team (group photo) must be submitted with each nomination, in line with the following specifications:
- In colour
- Background colour: white
- Image definition parameters: head and shoulders only
- Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px
- File Format: JPEG
- File size: Between 1MB and 10MB

If the nomination is successful, the submitted digital photographs will be used for publication purposes, including awards presentation, the LTSE website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination within the one photo. Low quality photographs will not be accepted. Changes cannot be made to photographs after submission.

Presentation

Please complete the attached 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 through your Associate Dean Learning & Teaching. Particular Divisional Offices may direct earlier dates for submission, review, and signatures. Please contact your ADLT for guidance. Contact details for college ADLTs can be found here:
https://www.jcu.edu.au/learning-and-teaching/directorate-of-learning-teaching-and-student-engagement/contacts

The College ADLTs will submit all nominations to the Directorate of Learning, Teaching and Student Engagement via email to ltse@jcu.edu.au by **COB Monday, 29 August 2022.**

Particular Colleges may direct earlier dates.

Late applications will not be considered.

Assessment Panel

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

- select up to 6 nominees to receive a *JCU Citation for Outstanding Contributions to Student Learning*

- select the overall winner

- select up to four award recipients for nomination for the 2023 AAUT *Citations for Outstanding Contributions to Student Learni*ng.

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

The JCU Awards Selection Committee will be comprised of:

- Deputy Vice-Chancellor, Education

- Dean, Learning, Teaching and Student Engagement

- College ADLTs 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.

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 2cm on all sides with clear definition between paragraphs. No columns should be used	☐
Claims against assessment criteria is a 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	☐
Claims against assessment criteria must provide empirical evidence for the ways in which the contribution has: • 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 disciple, college or divisional unit	☐
The references are provided by people who are 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.	☐

Photograph Checklist	Check Box
Photograph is included and meets specification: • In colour • Background colour: white • Image definition parameters: head and shoulders only • Image resolution 300dpi at 10cm by 10cm or 1200px by 1200px • File Format: JPEG • File size: between 1MB and 10MB	☐