

# JCU Citation for Sustained Commitment to Enhancing Diversity, Equity, and Inclusion

*Application Guidelines*



JAMES COOK  
UNIVERSITY  
AUSTRALIA



For over 50 years, James Cook University (JCU) has been dedicated to serving regional and remote communities through providing study experiences that are exciting, challenging, and rewarding, and that help graduates access the education and experience they need to thrive in the global workforce.

JCU is devoted to the success and wellbeing of our students through commitment to a set of core values that define what we stand for and guide the way we behave and work together. JCU values authenticity, excellence, integrity, and respect in everything we do. Furthermore, we are committed to excellence, equity, and inclusion. As noted in the JCU Statement of Strategic Intent (JCU, 2019), we embrace “the diversity of the communities we serve in two countries” and “we are enriched by and celebrate our communities’ diversity”.

JCU recognises outstanding practice in teaching and scholarship that adheres to these values in many different ways. The JCU Citation for Sustained Commitment to Enhancing Diversity, Equity, and Inclusion is one such example. This award recognises and rewards the sustained contributions of individuals or teams to the development of initiatives or programs that address the University’s strategic goals around diversity and inclusion and/or have made a significant contribution in supporting staff or students overcome such barriers.

This award acknowledges those who have demonstrated a sustained commitment to excellence by providing leadership to advance equitable access to education; address the needs of diverse populations of northern Queensland, northern Australia and the Tropics through community engagement; or foster equality through rigorous scholarly research.

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## Aims

In 2023, JCU will award up to two (2) Citations for Sustained Commitment to Enhancing Diversity, Equity, and Inclusion. These awards recognise and reward the diverse contributions that individuals and teams make to enhance student learning outcomes and encourage continued excellence in learning and teaching.

The winners of this award will be chosen by a panel of university teaching and learning stakeholders and up to two (2) citations valued at \$2,500 each will be awarded across JCU. Winners will be formally announced on 28 September 2023 at the Celebrating Excellence in Learning & Teaching at JCU: Teaching Excellence Awards.

## Eligibility

Nomination is open to academic and professional staff across JCUA and JCUS who are appointed in full-time or fractional, continuing, contract, or sessional positions. Nominees must be employed by JCU at the time of nomination. *All nominations must relate specifically to contributions to student learning in higher education.*

Both individuals and teams are encouraged to nominate. 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.*

Please note that nominee(s) may only lead one nomination in any given 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. For team nominations, the Early Career status will only apply if the lead nominee meets the Early Career category, and if their contribution to the nomination is at least 50%.

### Eligibility of previous recipients of Awards or Citations

Recipients of JCU Individual Citations are not eligible to nominate again for an individual award for five years (i.e., if a recipient wins in 2019, they are not eligible to reapply until 2024), but they may apply for a different award category. Previous recipients of Individual Citations are eligible to nominate again within five years *only* if they are a member of a team nomination and are not the lead nominee. Nominees who were unsuccessful in previous years are also eligible to re-apply.

**Only nominations that have been supported and signed by the College ADLT, the College Dean, and the Divisional DVC will be accepted.**

# Accountability

Citation winners will be invited to join the Community of Learning and Teaching Excellence and are expected to share their good practices with the learning and teaching communities both within their College/Division and across the wider JCU community. Winners will play a crucial role in 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.

Winners may be required to contribute to a showcase video production sharing their outstanding practice.

## Categories

Nominees will select **ONE** of the following four categories to address:

1. Developing teaching practice, curricula or learning environments that foster inclusion for a diverse range of students
2. Building and supporting inclusion and diversity at JCU, fostering inclusive teams, and positively influencing the learning environment.
3. Enhancing cohesion and understanding in a diverse community for staff and/or students and/or community.
4. Engaging with the wider community to encourage participation.

Examples of claims that might be included against the categories are given below:

1. [Developing teaching practice, curricula or learning environments that foster inclusion for a diverse range of students, e.g.,](#)
  - Creating curriculum to enable the development of student intercultural competence.
  - Mentoring undergraduate or postgraduate students from diverse backgrounds and pathways.
  - Designing curriculum that intentionally values all learners and the experiences they bring by purposefully engaging students from diverse backgrounds and pathways.
  - Consistently applying universal design principles to maximise learning opportunities for all students.
  - Adopting innovative approaches to teaching and learning that recognise diversity of the student body and support flexibility and choice.
  - Expanding and incorporating resources and learning opportunities that challenge bias (conscious and unconscious) and provide alternatives to the dominant paradigms in Western Culture.
2. [Building and supporting inclusion and diversity at JCU, fostering inclusive teams, and positively influencing the learning environment, e.g.,](#)
  - Implementing effective strategies to address the barriers that have prevented full participation of students from diverse backgrounds and pathways in higher education.

- Developing programs or partnering with central student support services (e.g., counselling and wellbeing, The Learning Centre) or other areas of the University to enhance educational opportunities and success for students from diverse backgrounds and pathways.
- Promoting an inclusive and supportive learning culture where LGBTI students feel comfortable and safe to bring their whole selves to the learning environment.

### 3. Enhancing cohesion and understanding in a diverse community for staff and/or students and/or community, e.g.,

- Developing University culture, practices, or programs that have had a demonstrable and important effect in helping JCU achieve the goals of the Statement of Strategic Intent.
- Actively contributing to committees or University service that has significantly enhanced policy or processes that advance the principles of diversity, equity, and inclusion at JCU in support of student participation and learning.
- Making a significant contribution towards improvement for students from diverse backgrounds and pathways, and those who are confronted with personal challenges.
- Engaging with the wider community to encourage participation.

### 4. Engaging with the wider community to encourage participation

- Engaging in innovative research that enhances understanding of how race, class, gender, culture, and other identities affect access and opportunity in higher education.
- Establishing partnerships with business and industry that respond to mutual needs to foster diversity and equal opportunity in teaching, research, and public service.
- Serving activities or organisations related to equity, inclusion, and diversity at the regional, national, or international level with outcomes that impact participation in higher education and the student learning experience.

## 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 (3) years (two (2) years for early career), not including time taken for identification of the issue, or for the 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 scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

The 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 well-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)

[The JCU 4Q Model of Evaluation](#) provides a range of examples of evidence that could be used to support your nomination.

## Nomination process

All nominees for JCU *Citations for Sustained Commitment to Enhancing Diversity, Equity and Inclusion* are required to provide the following documentation:

1. Nomination form - available by following [this link](#).
2. Written statement of claims against the assessment criteria, including each of the four components outlined below
3. Statement of contribution (for team nominations only)
4. Two references (one must be the Head of the nominee's college, discipline, or divisional unit)
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 category and will act as a cover sheet for the nomination. The completed nomination must be signed by the nominees' ADLT, their College Dean, and their Divisional Deputy Vice Chancellor.

### 2. Claims against assessment criteria

The core element of a nomination for JCU *Citations for Sustained Commitment to Enhancing Diversity, Equity and Inclusion* is a written statement of claims against one of the four categories that describes the nominee's commitment to enhancing diversity, equity, and inclusion, in line with the selected category, and that provides evidence to support claims.

This section is limited to **four (4) A4 pages** in total, comprising all the following elements:

1. **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:
  - a. include "For..." at the beginning of the citation title
  - b. be written in the third person
  - c. avoid jargon and use plain English
  - d. inform the broadest possible audience about the work of the nominee.
2. **Overview** of the contribution and its context.
3. **Statement addressing the selected category** (including category heading) with supporting evidence about impact on participation, engagement, or success of students from diverse backgrounds and pathways.
4. **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 the written statement

The written statement is limited to **four (4)** A4 pages using specified fonts and margins as listed in the formatting checklist. Any nomination with a written statement that exceeds the four 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 (1) 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 [grantsandawards@jcu.edu.au](mailto:grantsandawards@jcu.edu.au).

### 4. Letters of reference

Two (2) references of no more than one (1) A4 page each, are to be provided by people who are able to comment on the nominee's specific contribution to student learning against the nominated category.

One of the referees must be the Head of the nominee's college, discipline, 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 the references

Each reference is to be no more than **one (1)** A4 page. Please adhere to the formatting instructions provided in the attachments (p. 10).

**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 CEE website, and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination within 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.**

## Prior to submission

Intending nominees should:

- consult with their ADLT, outlining their proposed criteria and evidence as soon as possible
- ensure they can block out time for preparation and refinement in the lead up to submission
- update their submission consistent with any feedback provided
- Ensure that their completed submissions are submitted by date advertised within your College/Division.

## Closing Dates

Signed applications must be submitted through your ADLT. 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 [grants\\_andawards@jcu.edu.au](mailto:grants_andawards@jcu.edu.au) by **COB Monday, 21 August 2023**.

**Please note that Colleges and Divisions may direct earlier dates for review and submission.**

**Late applications will not be considered.**

## Assessment Panel

The JCU Awards Selection Committee will select up to two (2) nominees to receive a JCU Citation for Sustained Commitment to Enhancing Diversity, Equity, and Inclusion.

The JCU Awards Selection Committee will be comprised of:

- Deputy Vice-Chancellor, Education
- Dean, Centre for Education & Enhancement
- 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).	<input type="checkbox"/>
Margins must be 2cm on all sides with clear definition between paragraphs. No columns should be used.	<input type="checkbox"/>
Written statement of claims against the chosen category is a maximum of four (4) A4 pages.	<input type="checkbox"/>
<p>Statement of claims against the chosen category contains, in the following order:</p> <ol style="list-style-type: none"> <li>1. Proposed Citation (maximum 25 words), describing the distinctive contribution of the nominee.</li> <li>2. A summary of the particular contribution and its specific context.</li> <li>3. A statement addressing the chosen category and providing evidence of the contribution.</li> </ol>	<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
<p>Claims against the chosen category must provide empirical evidence for the ways in which the contribution has:</p> <ul style="list-style-type: none"> <li>• impacted on student learning, student engagement or the overall student experience.</li> <li>• gained recognition from fellow staff, the institution, and/or the broader community.</li> <li>• shown creativity, imagination, or innovation, irrespective of whether the approach involves traditional learning environments or technology-based development.</li> <li>• drawn on scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.</li> <li>• been sustained for a period of no less than three (3) years, two (2) years for Early Career).</li> </ul>	<div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
All claims made in the written statement meet the assessment criteria, are supported by evidence, and the evidence is included in the written statement. No additional supporting materials are to be submitted	<input type="checkbox"/>

Letters of Reference: Formatting Instructions / Checklist	Check Box
Two letters of reference are included. One must be from the Head of the nominee's college, discipline, or divisional unit	<input type="checkbox"/>
The references are provided by people who are able to comment on the nominee's contribution to student learning against the nominated category. If the nomination relates to a team, the references should apply to the team.	<input type="checkbox"/>
Each reference is no more than one (1) A4 page	<input type="checkbox"/>
References have been signed by the referees. Electronic signatures on references supplied by email to the nominee or institution are acceptable.	<input type="checkbox"/>

Photograph Checklist	Check Box
<p>Photograph is included and meets specification:</p> <ul style="list-style-type: none"> <li>• In colour</li> <li>• Background colour: white</li> <li>• Image definition parameters: head and shoulders only</li> <li>• Image resolution 300dpi at 10cm by 10cm or 1200px by 1200px</li> <li>• File Format: JPEG</li> <li>• File size: between 1MB and 10MB</li> </ul>	<input type="checkbox"/>



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