

# FACULTY OF HEALTH SCIENCES

## Citations for Outstanding Contributions to Student Learning



Curtin University

**Please note that in the 2019 Round (next year) the lead nominee must include a Certificate of Completion of Peer Review of Educational Practice in the application, either:**

- Formative or Summative Peer Review of their education Practice (PREP) or
- Peer Review of Teaching (PRT) (the previous peer review process at Curtin).

For current PREP Guidelines please refer to:

[http://www2.curtin.edu.au/cli/peer\\_review\\_educational\\_practice/index.cfm](http://www2.curtin.edu.au/cli/peer_review_educational_practice/index.cfm)

Citations recognise and reward the diverse contribution that individuals and teams make to the quality of student learning. Citations are awarded to academic, professional and sessional staff, and University associates, who have made significant contributions to student learning in a specific area of responsibility over a sustained period. Citations will be awarded for both direct and indirect contributions.

There are no specified categories for Citations other than the Early Career category (see Eligibility for Nomination section). A concise Citation is used to describe the distinctive contribution of nominees. Each Citation is unique and reflects the diversity of ways in which university staff and associates contribute to learning and teaching in higher education.

### Eligibility for Nomination

1. All nominations must relate to contributions to student learning in higher education.
2. Nomination is by self-nomination and is open to academic staff, general staff, sessional staff (any person who has worked as a sessional academic within the last three years) and university associates (full-time or fractional, continuing or contract), provided they have taught at Curtin for at least two years.
3. Both team and individual nominations are encouraged. Teams may be of any size. If a team is larger than five members, a team name must be provided. To include only members with a contribution of 10% or higher.
4. Nominee(s) may be included in only one nomination in any year, unless the nominee is part of a team nomination and is not the lead nominee.
5. Nomination for an Early Career Citation is open to staff with no more than five years' experience teaching in a higher education setting (this should be interpreted as five cumulative calendar years and includes all tutoring, part-time teaching, and teaching at other higher education institutions). The five years can be non-sequential and must be counted on a semester basis. In assessing the evidence supporting nominations in this category, consideration will be given to the career stage of the nominees.
6. Individual Citation recipients are not eligible for renomination within five years of receiving a Citation (e.g. if a recipient in 2013, then not eligible to reapply until 2019).
7. Previous recipients of Citations are eligible to renominate if they are a member of a team and not the lead nominee; the team nomination should be for teaching or programs that do not substantially replicate the original Citation or Program.
8. Members of teams that have received Citations are eligible to renominate; the nomination should be for teaching or programs that do not substantially replicate the original Citation or Program.
9. Recipients of a Faculty Excellence and Innovation in Teaching Award (Teaching Excellence or Program) are not eligible for nomination for a Citation except if they are a member of a team and not the lead

nominee; the team nomination should be for contributions to student learning that do not substantially replicate the original Award. Nomination for, or receipt of, a Citation does not affect eligibility for a Teaching Award.

10. Previously unsuccessful nominees for Citations are eligible for renomination for a Citation, or for nomination for a Teaching Award.

## Assessment Criteria

The nomination will be judged against **one** chosen criterion on the extent to which nominees show evidence that their contribution has:

1. Influenced student learning, student engagement or the overall student experience;
2. Gained recognition from fellow staff, the institution, and/or the broader community; and
3. Been sustained for a period of no less than **three** years (two years for early career).

Nominees are required to select ONE of the four selection criteria listed below, determined by the nature of their contribution to student learning. Nominees should not feel limited by the following illustrative examples. If you are unsure of the most appropriate criteria for you, please contact the Dr Helen Flavell, Coordinator of SoLT.

The assessment criteria are:

- 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 student through effective communication, presentation and interpersonal skills.
  - Enabling others to enhance their approaches to learning and teaching.
  - 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.
  - Contributing professional expertise to enhance curriculum or resources.
- 3. Evaluation practices that bring about improvements in learning and teaching.**  
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.
  - Dissemination and embedding 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.
- Influencing the overall academic, social and cultural experience of higher education.

## Nomination guide and structure

Each nominee must submit the following documents, in one set, in the following order:

1. Nomination form (provided, final pages of this document).
2. Claims against the assessment criteria (limited to four A4 pages).
3. Statement of Contribution (for team nominations).
4. Two references (limited to one A4 page each).
5. Certificate of Peer Review of Educational Practice or Peer Review of Teaching, if completed.

### 1. Nomination form (following)

The nomination form indicates the chosen selection criterion/a, the proposed Citation wording (maximum 25 words). The completed nomination must be signed by the nominee and the nominee's Head of School or administrative unit.

### 2. Claims against the assessment criteria

This component is limited to four A4 pages and describes the nominee's contribution to student learning in line with the selected criterion, providing evidence to support claims. It should comprise the following elements presented in 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 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.

### 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 or higher), in addition to the team information included within the nomination form.

### 4. References

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

*References should:*

- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.
- For team nominations, apply to the team not individual team members.
- References must be signed – electronic signatures are accepted.

## Formatting requirements

Please ensure that the document is formatted as per the below:

- A4 page size
- font must be 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, and no columns should be used
- include page numbers
- include section headings.

**Privacy statement**

Personal information collected is handled in accordance with the Australian Privacy Principles. Further information on privacy at Curtin University is available at: <http://rim.curtin.edu.au/privacy/>

**Submission**

By 5.00pm on **Friday, 26 October 2018**, please email the complete application in one PDF file (**one** digital copy only) to [cl.doherty@curtin.edu.au](mailto:cl.doherty@curtin.edu.au), (Cassandra Doherty, Learning and Teaching Executive Officer, Faculty of Health Sciences).

**FACULTY OF HEALTH SCIENCES  
Citation For Outstanding  
Contribution To Student Learning  
Nomination Form 2018**



**Curtin University**

Individual nomination    Team nomination   Tick (✓) one box

**CONTACT DETAILS (FOR NOMINEE OR ONE TEAM REPRESENTATIVE)**

Title (Mr, Ms, Dr, Professor etc)			
First and last name			
Department / School/ Faculty			
Campus			
Email address			
Telephone			
Position title			
Staff type tick (✓)	<input type="checkbox"/> Academic staff	<input type="checkbox"/> Professional staff	
Gender (tick ✓)	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Another Gender

**CITATION WORDING**

Describe the distinctive contribution of the nominee/s – absolute maximum of 25 words.

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**SELECTION CRITERIA**

Nominate ONE selection criterion for assessment, as appropriate to your particular contribution.

(✓)	
	1. Approaches to the support of learning and teaching that influence, motivate and inspire students to learn
	2. Development of curricula, resources and services that reflect a command of the field
	3. Evaluation practices that bring about improvements in learning and teaching
	4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

**TEAM NOMINATIONS** (please list all members – if more than five, a separate list may be attached)

Title	First and last name	Gender (F/M/AG)*	Staff type (A/P)*

\* Use one of the following, as appropriate: F = Female A = Academic  
AG = Another Gender P = Professional  
M = Male

**TEAM NOMINATIONS (SIX OR MORE MEMBERS)**

Team name				
	Female	Male	Another Gender	Total
Academic Staff				
Professional Staff				

**NOMINEE'S DECLARATION**

I/We (print name of nominee or team representative).....	
<input type="checkbox"/> accept nomination for a Citation for Outstanding Contributions to Student Learning <input type="checkbox"/> accept nomination in the Early Career Category	
Signature	Date

**Head of School / Department / Unit's Support for Nomination and Authorisation**

I support this nomination on the basis of the attached application. I confirm that the contact details provided are correct and that the nominee/s referred to on this form is/are currently a member/s of this School/Department/Unit's staff.			
Name (print)			
School/Department/Unit			
Signature		Date	

Deadline for submission: **Friday, 26 October 2018**