

Faculty of IT Teaching Awards Procedure and Guidelines – 2011

Purpose

- To assist in building a culture in the Faculty where excellence in teaching, including course and curriculum development is seen as a desirable and rewarded goal;
- To provide public recognition of individuals and groups within the Faculty who have demonstrated excellence in teaching (in the broadest sense);
- To assist in the early identification of Faculty staff and projects with the potential to be developed towards applications for University and external teaching awards.

Responsible work unit

Education Quality

Award categories, number of awards and value

- *Citations for Outstanding Contributions to Student Learning*
 - Up to four worth \$500 each
- *Awards for Teaching Excellence*
 - Up to two worth \$2000
- *Award for Programs that Enhance Learning*
 - One worth \$1000 (may not be awarded every year)

Eligibility

All academic, professional, sessional staff and associates of the Faculty of IT. Both team and individual nominations are encouraged.

Announcements

- Announcements to students about the scheme will be made via the online learning environment (Moodle), the Faculty webpage and via a global email
- Announcements to staff about the scheme will be made via their school meetings, the Faculty webpage and via a global email.

Nomination and Application process

- Students and staff will be invited to nominate staff or programs for an award at <http://www.infotech.monash.edu.au/resources/staff/academic-award/>
- Nominated staff will be encouraged to prepare an award application.
- Nominees complete a written statement (including support material and nomination form); and submit an application as a .zip file at <https://secure.monash.edu/infotech/resources/staff/academic-award/?nominatetype=self>

Assessment of Application

In assessing nominations against the selection criteria, the Selection Committee will take into account:

1. Evidence of **impact** of the program in formal and informal evaluation
2. The **degree** of creativity, imagination or innovation
3. Evidence of the **sustainable effectiveness** of the program

It is expected that the Faculty of IT award winners will be well placed for the Vice-Chancellors Teaching Awards in the following year.

Selection Panel

The panel reviews all applications and makes recommendations. The Panel comprises:

1. Associate Dean Education (ADE) (or nominee) as Chair
2. Director of Education Quality (or nominee)
3. Two senior members of Academic teaching staff within the Faculty of IT
4. One senior member of Academic teaching staff from outside the Faculty of IT

* The Chair may co-opt a member where a gender is not represented

Faculty nominees for Vice-Chancellor's Teaching Awards

The Associate Dean Education in consultation with the Dean will select the Faculty nominees for the Vice-Chancellor's teaching Awards from the Faculty Award recipients.

Timelines

Date	Detail
Early August	Nomination forms open for students and staff
	Nominees are notified automatically when nominations come through; staff invited to prepare applications
End October	Nomination forms close
October	Nominated staff invited to submit applications (written statement, support material and nomination form)
End November	Faculty applications close
	Faculty applications sent to selection panel
	Selection panel meeting
December	Announcement of Faculty Teaching Awards