



## Gerry Barretto Awards

Program Awards for Excellence in Teaching and Learning

### GUIDELINES 2009

#### Overview

The *Gerry Barretto Awards* have been established in recognition of the 30-year contribution made to the University of Melbourne by Mr Gerry Barretto who died in December 2007 at the age of 50 after a short illness. The *Gerry Barretto Awards* are established in Gerry's honour and memory, and will be presented annually to professional members of staff who demonstrate excellence in the provision of service to students. The awards are part of the University's suite of excellence awards that are administered through the Centre for the Study of Higher Education (CSHE).

#### Objectives of the Award

The *Gerry Barretto Awards* provide for up to **two awards per year to professional staff** of the University of Melbourne. The awards recognise outstanding performance by professional staff of the University who contribute to creating a high quality student experience; the awards provide development opportunities for the recipients and benefits to the University through the advancement of its administrative and management practices. The awards have the key objectives of enabling professional staff to further develop their expertise and to pass on what they have learned for the benefit of the University of Melbourne.

#### Eligibility to apply

- University professional staff holding positions full-time or fractional part-time employed by the University are eligible for nomination
- Individuals or teams may be nominated
- The nomination of professional staff at HEW 5-8 level is strongly encouraged
- Individuals should have been employed at the University for at least two years
- Past winners are not eligible for re-nomination for the *Gerry Barretto Awards*

#### Value of the Award

Up to \$12,500 will be awarded annually to **each of two award recipients (or teams)** to spend up to two months on a management project, investigation or secondment; to attend a relevant course of study; or to attend a development program. Recipients will receive an award from the Vice-Chancellor in addition to the grant. The grants will be paid to the departments for the use of the winners.

While conference attendance could be part of the application, it is not expected that an application would be solely based on conference attendance. It is expected that the project or study will be undertaken within twelve months of receipt of the award.

#### Nomination process

Individuals or teams can be nominated by members of the University community including staff, students, managers, heads or deans with nominations coming with the support of the Dean of a Faculty, or the Head of a Division.

The nomination process will be managed by the Centre for the Study of Higher Education as part of the *Program Awards for Excellence in Teaching and Learning*.



## Application- essential documentation

- i) The nomination must be completed on an **Application Cover Sheet** – available at <http://www.cshe.unimelb.edu.au/awards/progaward.html> signed by the nominator(s), nominee and Dean of the Faculty or Head of the Division.
- ii) **Two references** of no more than three A4 pages (minimum of Arial 12 font or equivalent) must be provided by people who are able to comment on the nominee's qualities. References should address the selection criteria as appropriate to the nominator's position.
- iii) A **written statement** from the nominee including an introductory paragraph in which the nominee describes their personal approach in the provision of service to students. The statement must then specifically address the selection criteria as appropriate and provide supporting evidence. The written statement is limited to up to four A4 pages (minimum of Arial 12 font or equivalent.)
- iv) A **current curriculum vitae** from the nominee of no more than three A4 pages outlining the nominee's educational qualifications, career history and experience. For teams, a limit of one page per team member is recommended.

## Submission of application

There should be an **original** plus **twelve** print copies of each of these documents. An **electronic copy** should also be forwarded to CSHE by the due date (see submission details below.)

All submissions are confidential.

## Selection criteria

All nominations will be assessed on the description of achievements and evidence provided in relation to the **three selection criteria**:

1. A proven record of **excellence and innovation** in areas that contribute to creating a high quality student experience;
2. A proven record of delivering **sustained service outcomes** over time; and
3. Evidence of **outstanding quality service**.

All selection criteria will be given equal consideration by the Selection Committee. The Selection Committee will also take into account the applicant's capacity for further career development and ability to be a good ambassador for the University of Melbourne.

## Selection Committee

The Selection Committee for the *Gerry Barretto Award* is drawn from the following representatives:

- Provost Selection Committee Chair
- Pro Vice-Chancellor (Teaching, Learning and Equity)
- President of the Academic Board or nominee
- Pro Vice-Chancellor (Graduate Research), Melbourne School of Graduate Research or nominee
- Chair of the Teaching and Learning Quality Assurance Committee or nominee
- Director of the Centre for the Study of Higher Education
- Senior Vice-Principal or nominee
- Vice-Principal Human Resources or nominee
- Two professional staff managers nominated by the Provost
- Member of the Research Higher Degrees Committee
- Member of the Research and Research Training Committee
- Academic and professional staff representatives who have previously won a University Award
- Undergraduate and graduate student representatives

If nominations for Indigenous persons or people involved in Indigenous programs are received, an Indigenous representative will be appointed to the Committee.



## **Scholarship Requirements**

Following their return from study leave, award recipients will be expected to make a presentation to appropriate staff of the University of Melbourne about their project and experiences and provide a written report on the outcome of their program of visits or study.

### **DEADLINE FOR 2009 APPLICATIONS**

Print and electronic applications are to be submitted by **Tuesday 10 March** to:

**Leanne Howard or Claire Jennings**  
**Centre for the Study of Higher Education (CSHE)**  
**715 Swanston St, Level 1**  
**Phone 8344 6306 (Leanne) / 8344 7577 (Claire)**  
**Email [l.howard@unimelb.edu.au](mailto:l.howard@unimelb.edu.au) / [clairej@unimelb.edu.au](mailto:clairej@unimelb.edu.au)**

Applications will be acknowledged via email.

For further information on University awards and the selection process visit [http://www.cshe.unimelb.edu.au/academic\\_dev/awards.html](http://www.cshe.unimelb.edu.au/academic_dev/awards.html) or contact Leanne Howard, CSHE, ph. 8344 6306, [l.howard@unimelb.edu.au](mailto:l.howard@unimelb.edu.au)



