



The Norman Curry Award for Innovation and Excellence in Support of and Service to Teaching and Learning (Program Award)

GUIDELINES 2009

Overview

The University will confer an annual program award, named the *Norman Curry Award*, to reward innovation and excellence in the support of and service to teaching and learning.

The purpose of the Award is to promote, recognise and reward excellence in the support of and service to teaching and learning. The Award is open to individuals and teams providing projects or services relating to teaching and learning in a centre, a department, a faculty or an institute within the University. The nomination of individuals or teams who are professional and/or academic staff members of the University is encouraged.

The criteria for the Award reflect the intent of the *Nine Principles Guiding Teaching and Learning: The framework for a first-class university teaching and learning environment*¹

The Award will consist of a grant of \$25,000 and a trophy. Winners may use the grant to extend or further develop the project or service for which the Award is given.

These guidelines are closely aligned with the procedures and timelines governing the *Awards for Australian University Teaching (AAUT)* conducted by the *Australian Learning and Teaching Council (ALTC)*. They are also designed to complement faculty award schemes.

Past and current winners of the *Norman Curry Award* may be selected by the University to nominate for the national *ALTC Awards for Programs that Enhance Learning*. The process is intended to enable winners of the University Awards to use their applications as the basis for an application for the ALTC Awards to minimise the additional work required. Nominees for the University awards may concurrently be nominees for the *ALTC Citations for Outstanding Contributions to Student Learning*.

¹ The revised *Nine Principles Guiding Teaching and Learning* can be downloaded from the CSHE website <http://www.cshe.unimelb.edu.au>.

Selection Committee

The Selection Committee for all awards and award nominations 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.

Eligibility

Norman Curry Award

- University 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 and/or academic staff 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 *Norman Curry Award*.

ALTC Awards for Programs that Enhance Learning

- *All* applications for the *Norman Curry Award* for 2009 will be considered for nomination for the ALTC Awards.
- Past winners of the *Norman Curry Award* are eligible and strongly encouraged to apply for nomination for the *ALTC Awards for Programs that Enhance Learning*.
- The University is able to put forward up to seven nominees for the *ALTC Awards for Programs that Enhance Learning* in the following seven categories:
 1. Assessment and feedback
 2. Educational partnerships and collaborations with other organisations
 3. The first-year experience
 4. Flexible learning and teaching
 5. Innovation in curricula, learning and teaching
 6. Postgraduate education
 7. Services supporting student learning



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 must be completed on the Application Cover Sheet (available at <http://www.cshe.unimelb.edu.au/awards/progaward.html>), and include two references of no more than one A4 page each (minimum of Arial 12 font or equivalent). One of these references is to be provided by the nominator. Referees should address the selection criteria, as appropriate to their position. Where the application is from a team, the references should apply to the team.

Portfolio – essential documentation

Nominated individuals or teams must submit a portfolio, consisting of the following:

- A supplied application cover sheet including names and contact details (including references, as above).
- A written statement including an introductory overview of the project or service. There is a word limit of 350 – 400 words for the overview. The statement must then specifically address each of the four selection criteria and provide supporting evidence. Documented evidence of the views of the intended target group will be a key element in the assessment of the project or service. The written statement is limited to eight A4 pages in total (minimum of *Arial* 12 font or equivalent).
- A curriculum vitae of no more than three A4 pages (minimum of *Arial* 12 font or equivalent) outlining the nominee's educational qualifications, career history and key professional achievements within the last two years to five years. For teams, a limit of one page per team member is recommended.

There should be an **original** and **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.)

Selection is based primarily on the written statement addressing the selection criteria. However, nominees may also include a selection of materials supporting their claims against the selection criteria. The relevance of any such material must be made clear in the written statement.

Supporting materials must be readily accessible and should be available via a single URL or can consist of up to five pages of printed material.



Selection Criteria

All selection criteria will be given equal consideration by the Selection Committee. Criteria are aligned with the *Awards for Australian University Teaching*. Applicants will be judged against:

- evidence of the effectiveness of the program in formal and informal evaluation
- the extent of creativity, imagination or innovation
- evidence of the sustained effectiveness of the program

1. Distinctiveness, coherence and clarity of purpose

Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation.

2. Influence on student learning and student engagement

Extent to which the program targets identified needs and directly or indirectly enhances student learning, student engagement and/or the overall student experience of higher education.

3. Breadth of impact

Extent to which the program has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program.

4. Concern for equity and diversity

Extent to which the program promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

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 / clairej@unimelb.edu.au

Applications will be acknowledged via email.

For further information on University Teaching awards and the selection process contact Leanne Howard, CSHE, ph. 8344 6306, l.howard@unimelb.edu.au

For further information on the ALTC awards, fellowships and grants contact Claire Jennings, CSHE, ph 8344 7577, clairej@unimelb.edu.au

