



# Award for Research Higher Degree Supervision

## GUIDELINES 2009

### Overview

The University will confer up to four awards annually to reward excellence in teaching and supervision.

- *The Barbara Falk Award* (Arts, Education, Law, Music)
- *The Edward Brown Award* (Architecture, Engineering, Economics & Commerce, Business)
- *The David White Award* (Science, Health, Agriculture, Veterinary Science)
- *The Research Higher Degree Supervision Award* (open to all disciplines, to be named annually in honour of an outstanding supervisor)

The purpose of the awards is to promote, recognise and reward excellence in teaching. The criteria for the awards reflect the *Nine Principles Guiding Teaching and Learning : The framework for a first-class university teaching and learning environment* and the *Eleven Practices of Effective Postgraduate Supervisors*<sup>1</sup>. Each award will consist of a grant of \$25,000 and a trophy. Winners may use the grant to support any project related to their academic work in teaching or research. Staff who have devoted considerable energy to teaching development may welcome the opportunity to fund research but the grants may not be used to reduce teaching load. The grants will be paid to the relevant departments, for the use of the winners.

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 University awards may be selected by the University to nominate for the AAUT. The process is intended to enable winners of the University Awards to use their applications as the basis for an application for the AAUT 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*.

University teaching award recipients receive their award and traditionally give a presentation at the Vice-Chancellor's Colloquium in December.

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<sup>1</sup> The revised *Nine Principles Guiding Teaching and Learning* and the *Eleven Practices of Effective Postgraduate Supervisors* 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 of Indigenous persons or people involved in Indigenous programs are received, an Indigenous representative will be appointed to the Committee.

## **Guidelines for the *Research Higher Degree Supervision Award***

(Please note, guidelines and selection criteria for the *Barbara Falk, Edward Brown and David White Awards* are provided separately.)

## Eligibility

All University employed teaching staff holding full-time or sessional, fractional, part-time positions are eligible for nomination. Nominees should have supervised at least five research higher degree students to completion at the University.

## Nomination process

Staff can be nominated by members of the University community including staff, students, managers, heads or deans. Nominations must come with the support of the Dean of the Faculty.

The nomination must be completed on the relevant Application Cover Sheet (available at <http://www.cshe.unimelb.edu.au/awards/teachawards.html>), and include two references of no more than one A4 page each (minimum of *Arial* 12 font or equivalent). The applicant's Head of Faculty, Department or School must provide one reference, while the second reference 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**

Nominees must submit a portfolio, consisting of the following:

A supplied Application Cover Sheet including name and contact details (including references, as above.)

A written statement including an introductory overview in which the nominee describes their supervision activities and achievements. The statement must then specifically address the selection criteria and provide supporting evidence. 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, academic positions and supervision experience.

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 Criteria**

Nominees for the *Research Higher Degree Supervision Award* are expected to show evidence of supervision practices of the highest quality and a sustained record of outstanding supervision.

Nominees will be assessed on evidence they provide in relation to the following five criteria:

### **1. The extent and range of supervision activity**

Which may include: the number of candidates supervised, the number of completions and the range of projects supervised; the nature of the research program and academic profile that attracts high calibre research students.

### **2. The outcomes for students**

Which may include: supervision practices that lead to research projects and research theses judged by examiners to be of outstanding quality; supervision practices that lead to candidates publishing books, chapters and articles, presenting papers at prestigious conferences, and winning prizes and awards; supervision practices that ensure students successfully complete their research and thesis writing in a timely manner.

### **3. Support for the development of students as individuals**

Which may include: the engagement of research students in the broader intellectual life of the department, faculty and University; support and encouragement for students to develop as independent researchers; support and encouragement for students to develop the full range of graduate attributes.

#### **4. Support for students' career development**

Which may include: the induction of students into the national and international research communities in their fields; the mentoring of students in their career development following completion of their research higher degrees.

#### **5. A contribution to the development of excellent supervision practices within faculties or the wider University**

Which may include: the mentoring of staff new to supervision; involvement in and contribution to supervisor workshops and training; development of faculty and department policies and programs to enhance the postgraduate community and the quality of the environment for postgraduate research.

All selection criteria will be given equal consideration by the Selection Committee.

### **DEADLINE FOR 2009 APPLICATIONS EXTENDED**

Print and electronic applications are to be submitted by **Monday 6 July 2009** 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 Teaching awards and the selection process contact Leanne Howard, CSHE, ph. 8344 6306, [l.howard@unimelb.edu.au](mailto: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](mailto:clairej@unimelb.edu.au)

