



# Barbara Falk, Edward Brown and David White Awards for Excellence in Teaching

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

### **Guidelines for the *Barbara Falk Award, Edward Brown Award and David White Award***

(Please note, guidelines and selection criteria for the *Research Higher Degree Supervision Award* are provided separately.)

## Eligibility

All University employed teaching staff holding full-time or sessional, fractional, part-time positions are eligible for nomination. Individuals or teaching teams may be nominated. Individuals should have been teaching in the University for at least two years.

## 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 the Faculty. Multiple nominations from faculties and nominations for early career academics are encouraged.

The nomination must be completed on an Application Cover Sheet - available at <http://www.cshe.unimelb.edu.au/awards/teachawards.html> - supported by 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**

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 in which the nominee describes their teaching activities and achievements. The statement must then specifically address each of the five 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, teaching positions and teaching experience. For teams, a limit of one page per team member is recommended.
- A summary of results of the University *Quality of Teaching* surveys in all relevant subjects in each of the last two years.

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 **one** exemplary sample of teaching material 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 claims against the selection criteria
- the extent of creativity, imagination or innovation
- student feedback and information contained in the QoT summary and references

## **1. Approaches to learning and teaching that influence, motivate and inspire students to learn**

Which may include: fostering student development by stimulating curiosity and independence in learning; contributing to the development of students' critical thinking skills, analytical skills and scholarly values; encouraging student engagement through the enthusiasm shown for learning and teaching; inspiring and motivating students through high-level communication, presentation and interpersonal skills.

## **2. Development of curricula and resources that reflect a command of the field**

Which 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.

## **3. Approaches to assessment and feedback that foster independent learning**

Which may include: integrating assessment strategies with the specific aims and objectives for student learning; providing timely, worthwhile feedback to students on their learning; using a variety of assessment and feedback strategies; implementing both formative and summative assessment; adapting assessment methods to different contexts and diverse student needs.

## **4. Respect and support for the development of students as individuals**

Which may include: participating in the effective and empathetic guidance and advising of students; assisting students from equity and other demographic subgroups to participate and achieve success in their courses; influencing the overall academic, social and cultural experience of higher education.

## **5. Scholarly activities that have influenced and enhanced learning and teaching**

Which may include: showing advanced skills in evaluation and reflective practice; participating in and contributing to professional activities related to learning and teaching; 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.

### **DEADLINE FOR 2009 APPLICATIONS**

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

**Leanne Howard or Claire Jennings, 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)

