THE DEAN’S AWARD FOR EXCELLENCE IN TEACHING (LEVELS A & B)

This award recognises and rewards individual teaching excellence for an academic staff member holding a Level A or B appointment. It is valued at $5,000. The Dean reserves the right not to make an award.

Eligibility
Staff holding a Level A or B appointment, are eligible for this award. All levels of teaching (undergraduate and postgraduate) are applicable. An individual who receives this award may not apply again within 3 years of receiving it.

Nomination
Staff can nominate themselves for this award or be nominated by their Head of Department. Applicants for this award must address all the criteria below.

Criteria
To be considered for this award, it is expected that applicants will have achieved above the departmental average on Question 4 of the University’s Student Evaluation Surveys. The remaining application is ranked on the basis of evidence provided of excellence in teaching and student learning outcomes.

These awards are intended to recognise and reward the very best teaching in the Faculty. It is anticipated that applicants will have a clear view on how their application meets standards of ‘excellence’ rather than for example, ‘good’ teaching.

Portfolio of Documents
In preparing an application, please consider the types of evidence that best supports the claims about your teaching. Evidence of student learning from the SES should be included where appropriate.

Full applications of no more than ten pages (minimum 11 font, 1.5 spaced Times New Roman and margins of no less than 1cm) to include:
1. An application cover sheet, completed by the nominee and signed by the nominee and the relevant Head of Department – one page
2. A one-page statement of teaching philosophy (i.e., what you believe as most important about your teaching) - one page;
3. A condensed CV (no more than two pages)
4. Supporting evidence of teaching excellence (between one to five pages)
5. Signed letter of support from the Head of Department – one page

Some examples of additional evidence could include:
• Documentation of the Peer Observation of Teaching
• Documentation of Subject and Curriculum review by colleagues (eg, an assessment task)
• Evidence of a seminar presentation (eg, in the WCLA seminar series) or a conference paper about your teaching or a teaching and learning initiative (internal or external) and/or
• A research publication resulting from your teaching

Selection Panel
The selection panel is drawn from the following representatives:
1. Deputy Dean (Faculty), or nominee
2. Deputy Dean (MBS), or nominee
3. Director, WCLA
4. Academic representative from Faculty Departments
5. Two learning associates
6. Previous Award recipient (when applicable)
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Submission of Application
Applications should be submitted to fbe-wcla@unimelb.edu.au by no later than 5pm, 10th October 2016.

Support
WCLA provides assistance in preparing an application. Applicants are also encouraged to speak with colleagues in their departments and previous teaching award recipients.

Citizenship Expectations of Award Recipients
Award recipients are expected to contribute to the life of teaching and learning in FBE. They may be asked to:
1. Present a WCLA seminar that describes their teaching excellence;
2. Prepare a short case study about their teaching that can be displayed on the WCLA’s website;
3. Act as a peer mentor for teaching and learning applicants in the following years of the award; or
4. Be available as a member of the Selection Panel.

Enquiries. For all enquiries, and to make an appointment for application assistance, please contact: Sonia Puglielli (sonia.p@unimelb.edu.au)