THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Procedure:

Vice Chancellor's Awards - Promoting Excellence in Learning and Teaching (PELT)

Effective: 29 November 2023

Audience: Staff

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Policy Sub-category: Learning and Teaching

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1 PURPOSE

1.1 This Procedure sets out the main processes to support implementation of the *Policy: Vice Chancellor's Awards - Promoting Excellence in Learning and Learning (PELT).*

2 RELATED POLICIES AND REGULATIONS

2.1 This Procedure should be read in conjunction with the following:

2.1.1 *Policy: Vice Chancellor's Awards - Promoting Excellence in Learning and Teaching (PELT)* (**Policy**).

3 COMPOSITION OF SELECTION ADVISORY PANEL

3.1 The Selection Advisory Panel (SAP) is comprised of the:

3.1.1 Chair - Deputy Vice Chancellor, Academic or delegate
3.1.2 Pro Vice Chancellor, Education
3.1.3 Head, Innovation and Design
3.1.4 One Associate Dean Learning and Teaching
3.1.5 One Associate Dean Research
3.1.6 Three Staff Representatives who has previously won a PELT Award
3.1.7 Undergraduate student representative
3.1.8 Equivalent of Director of Learning and Teaching or senior leader in learning and teaching from another University
3.1.9 Awards Officer (ex-officio).

3.2 SAP members who accept nomination for any of the PELT Awards must relinquish membership of the Panel for the entire year in which the nomination is made and an appropriate interim replacement Panel member will be sought.

3.3 SAP members are bound to the University *Employee Code of Conduct and Ethical Behaviour* to avoid situations that give rise to a conflict of interest, or the appearance of a conflict of interest, and to maintain the integrity, confidentiality and privacy of any information concerning the Awards.

4 NOMINATION FOR VICE CHANCELLOR'S PELT AWARDS

4.1 A Nomination for PELT Awards is either a one or two step process and is usually made in one of three ways:

4.1.1 By student recommendation where:
4.1.1.1 a student recommends a Staff Member, Team or Program Team for nomination and,
4.1.1.2 the recommended Staff Member(s) submit(s) a formal nomination; or

4.1.2 By staff recommendation where:
4.1.2.1 a Staff Member recommends a colleague, Team or Program Team for nomination and,
4.1.2.1.1 Any staff member can recommend a colleague or team. For example, the recommendation may come from:

- Teaching colleague(s), School Administration staff;

- Colleague(s) or team members(s) in a Business Support area or equivalent e.g. Pathways; Library;
- Executive Deans, Heads of School, Associate Deans, Program Coordinators, Directors of an organisational area or equivalent.

4.1.2.2 the recommended Staff Member(s) submit(s) a formal nomination; or

4.1.3 By self-nomination from an individual Staff Member, Team or Program Team who submit a formal nomination.

4.2 All award applications are assessed on the case made in the application, and not on the source of the nomination.

4.3 A Staff Member who receives a recommendation may accept or decline to submit a formal nomination.

4.4 The Process for Recommendations for Nominations

4.4.1 The call for recommendations for nominations for PELT Awards is made by the Awards Officer towards the end of teaching periods semester one and two.

4.4.2 Staff Members and students can recommend a colleague or member of staff for nomination at the end of each semester. Such nominations do not become formal until the nominee has submitted a *Nomination Form*.

4.4.3 Staff Members receiving recommendations for nominations by colleagues or students can decide whether or not to proceed with a formal Nomination Application. The Awards Officer will inform staff of any recommendations received in a timely manner to facilitate their decision.

4.4.4 The identity of all nominators will remain anonymous.

4.5 Completion of the Nomination Process

4.5.1 The call for completing the nomination for PELT Awards by the Awards Officer is made towards the end of semester 2.

4.5.2 At this time all Staff Members (general and academic) may wish to:

4.5.2.1 Act on the recommendations for nomination from students or colleagues and proceed to Nomination

4.5.2.2 Self-nominate.

4.5.3 Staff Members should seek the advice of their Executive Dean (or delegate), as to suitability for nomination. The Awards Officer may provide advice on the timing or suitability of a nomination.

4.5.4 Nominees should be familiar with the Policy and Procedure including the categories, eligibility criteria and definitions prior to lodging a nomination.

4.5.5 Staff Members may nominate, in the same round, for only one award as an individual and one award as part of a Team of up to 10 colleagues.

4.5.6 Nominees must select one Award type and one category per award application as set out in this Procedure.

4.5.7 The Nomination Form must be completed according to the instructions and returned by no later than the specified due date as advised by the Awards Officer.

4.5.7.1 Evidence must be used to support all claims made and should be incorporated into the written statement (narrative).

4.5.7.1.1 **Evidence should be drawn from as wide a range of sources as possible, and should be both qualitative and quantitative.** It may include formal and informal evaluation, student data, institutional student surveys, references and selected teaching materials (see section 10).

4.5.7.1.2 Each criterion is weighted evenly.

4.5.7.2 Maximum page numbers for each section must be observed.

4.5.7.3 Applications must adhere to formatting requirements outlined in section 9.

4.5.7.4 Applications should be submitted to curriculum.quality@nd.edu.au as **a single pdf**.

4.5.8 Incomplete applications will not be assessed.

4.5.9 Nominations will not be accepted without the endorsement of the Executive Dean(or delegate) of the nominee concerned.

4.5.10 Nominees will be notified by the Awards Officer if the nomination has or has not been accepted.

4.5.11 There is no limit on the number of nominees per School/Area.

4.6 Nominations received for each Award type will be evaluated and ranked by members of the Selection Advisory Panel (SAP) based on the extent to which the contribution has demonstrated excellence according to the evidence provided against the assessment criteria specified.

5 APPLICATIONS FOR VICE CHANCELLOR'S AWARDS FOR *INITIATIVES THAT ENHANCE STUDENT LEARNING*

5.1 Applicants submitting for an Award for *Initiatives that Enhance Student Learning* must select one (1) of the award categories below:

5.1.1 Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn.

5.1.2 Development of curricula, resources or services that reflect a command of the field.

5.1.3 Effective assurance of learning and assessment practices that bring about improvements in student learning, including practices that engage students in authentic assessment, improve feedback to students, and foster academic integrity.

5.1.4 Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience including digital strategies.

5.2 All applications will be assessed against the following five (5) assessment criteria to show how their contribution:

5.2.1 Has impacted on student learning, student engagement or the overall student experience for a period of no less than three years at the University of Notre Dame (two years for a sessional or an early career Staff member), not including the time taken for development or trial of an activity;

5.2.2 Has gained recognition from colleagues, the institution, and/or the broader community;

5.2.3 Has shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments;

5.2.4 Has drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice; and

5.2.5 Shows alignment with the Objects and strategic priorities of the University and contributes to outcomes within the Learning and Teaching Strategy including its associated Frameworks.

5.3 Applicants must prepare an application portfolio in accordance with the relevant sections listed below:

Award for *Initiatives that Enhance Student Learning* Documents required for application submission	**Max pages**
Cover sheet	1
Claims against Assessment Criteria (see sections 5.3 and 5.4)	4
Team statement of contribution (only required for Team nominations)	(1)
Two letters of Reference (max one page each)	2
Total pages (max)	7(8)

5.4 Format of application further explained

5.4.1 The claims against assessment criteria will be four pages in length and include:

5.4.1.1 Proposed citation of up to 25 words, which includes the discipline or field of work and its distinctive contribution of the nominee or Team. It must be written in the third person and inform the broadest possible audience i.e. avoid jargon or highly specialised terms. It should begin with the word "For" *e.g. For sustained excellence in the teaching of undergraduate Arts students, to develop engaged global citizens with strong commitment to social justice.*

5.4.1.2 Overview of the contribution and its context.

5.4.1.3 Statement addressing the claims against the assessment criteria. The statement should feature the following:

5.4.1.3.1 The chosen category heading;

5.4.1.3.2 Sub-headings reflecting the assessment criteria clause

5.4.1.3.3 The evidence should be integrated throughout the statement; and

5.4.1.4 Reference list using a recognised reference style.

5.5 Team Statement of contribution

5.5.1 The one page statement should comprise:

5.5.1.1 The name and percentage contribution of each Team member; and

5.5.1.2 An explanation of the role of each Team member.

5.6 Letters of reference

5.6.1 The application should include two letters of reference of no more than **one A4 page each**.

5.6.1.1 Letters should be signed on official letterhead.

5.6.1.2 At least one should be from the Executive Dean(or delegate) of the nominee's Faculty or if from a Business Area, the leader of that Area.

5.6.1.3 The reference needs to speak to the nomination criteria/application theme specifically.

6 APPLICATIONS FOR VICE CHANCELLOR'S AWARDS FOR *TEACHING EXCELLENCE*

6.1 Applicants for Awards for *Teaching Excellence* must nominate under one of the teaching areas listed below.

6.1.1 Undergraduate teaching.

6.1.2 Postgraduate teaching.
6.1.3 Early career (no more than 5 years of university teaching experience).
6.1.4 Sessional teaching.
6.1.5 Indigenous Education.

6.2 In their application, applicants must address all four (4) of the categories below in the context of their chosen teaching area.

6.2.1 Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn.
6.2.2 Development of curricula, resources or services that reflect a command of the field.
6.2.3 Effective assurance of learning and assessment practices that bring about improvements in student learning, including practices that engage students in authentic assessment, improve feedback to students, and foster academic integrity.
6.2.4 Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience.

6.3 All applications will be assessed against the following five (5) assessment criteria to show how their contribution:

6.3.1 Has positively impacted student learning, student engagement or the overall student experience for a period of no less than three years at the University of Notre Dame (two years for a sessional or an early career Staff member), not including the time taken for development or trial of an activity;
6.3.2 Has gained recognition from colleagues, the institution, and/or the broader community;
6.3.3 Has shown creativity, imagination or innovation;
6.3.4 Has drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice; and
6.3.5 Is aligned to the Objects of the University and contributes to outcomes within the Learning and Teaching Strategy (including its associated Frameworks).

6.4 Applicants must prepare an application portfolio in accordance with the relevant sections listed below:

Award for *Teaching Excellence* Documents required for application submission	**Max pages**
Cover sheet	1
Claims against Assessment Criteria (see sections 6.2 and 6.3)	8
CV Individual = max 3 pages Team = Team leader maximum 3 pages + max 1 page for each member	 3 (12)
Team statement of contribution (only required for team nominations)	(1)
Two letters of Reference (max one page each)	2
Supporting Materials (up to 10 pages of additional evidence and/or a website URL)	10
Total pages (max)	24(37)

6.5 Format of application further explained

6.5.1 The claims against assessment criteria will be eight pages in length and include:
6.5.1.1 Synopsis of up to 200 words, which includes the discipline or field of work and its distinctive contribution of the nominee or Team. It must be written in the third person and inform the broadest possible audience i.e. avoid jargon

or highly specialised terms.

6.5.1.2 Overview of the nominee's teaching and context.

6.5.1.3 Statement addressing the assessment criteria (see section 6.3). The statement should feature the following:

6.5.1.3.1 The category headings;

6.5.1.3.2 Evidence to support each criterion;

6.5.1.3.3 The evidence should be integrated throughout the statement and in the supporting materials; and

6.5.1.4 reference list using a recognised reference style.

6.6 Team Statement of contribution

6.6.1 The one-page statement should comprise:

6.6.1.1 The name and percentage contribution of each Team member; and

6.6.1.2 An explanation of the role of each Team member.

6.7 Letters of reference

6.7.1 The application should include two letters of reference of no more than one A4 page each.

6.7.1.1 Letters should be signed on official letterheads.

6.7.1.2 At least one should be from the Executive Dean (or delegate) of the nominee's Faculty or if from a Business Area, the leader of that Area.

7 APPLICATIONS FOR VICE CHANCELLOR'S AWARDS FOR *PROGRAMS THAT ENHANCE LEARNING*

7.1 Applicants for Awards for *Programs that Enhance Learning* must nominate under one of the award categories listed below:

7.1.1 Student experience that supports diversity and inclusive practices.

7.1.2 Collaborative educational partnership in learning and teaching.

7.1.3 Curriculum transformation and innovative pedagogy.

7.1.4 Work integrated learning (WIL) programs that value and enhance student employability.

7.2 All applications will be assessed against the following five (5) assessment criteria to show how their contribution:

7.2.1 Has positively impacted student learning, student engagement or the overall student experience for a period of no less than three years at the University of Notre Dame (two years for a sessional or an early career Staff member), not including the time taken for development or trial of an activity;

7.2.2 Has gained recognition from colleagues, the institution, and/or the broader community;

7.2.3 Has shown creativity, imagination or innovation;

7.2.4 Has drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice; and

7.2.5 Is aligned to the Objects of the University and contributes to outcomes within the Learning and Teaching Strategy (including its associated Frameworks).

7.3 All applicants must prepare an application portfolio with the relevant sections listed below:

Awards for *Programs that Enhance Learning* Documents required for application submission	**Max pages**
Cover sheet	1
Claims against Assessment Criteria (see sections 7.4 and 7.5)	10
Team statement of contribution (only required for team nominations)	(1)
Two letters of Reference (max one page each)	2
Supporting Materials (up to 10 pages of additional evidence and/or a website URL)	10
Total pages (max)	23(24)

7.4 Format of application further explained

7.4.1 The claims against assessment criteria will be ten pages in length and include:

7.4.1.1 Synopsis of up to 200 words, which includes the program and its contribution to student learning. It must be written in the third person and inform the broadest possible audience i.e. avoid jargon or highly specialised terms.

7.4.1.2 Overview of the program and its context.

7.4.1.3 Statement addressing the assessment criteria. The statement should feature the following:

7.4.1.3.1 The category headings;

7.4.1.3.2 Evidence to support each criterion;

7.4.1.3.3 The evidence should be integrated throughout the statement and in the supporting materials.

7.4.1.4 reference list using a recognised reference style.

7.5 Team Statement of contribution

7.5.1 The one page statement should comprise:

7.5.1.1 The name and percentage contribution of each team member; and

7.5.1.2 An explanation of the role of each team member.

7.6 Letters of reference

7.6.1 The application should include two letters of reference of no more than one A4 page each.

7.6.1.1 Letters should be signed on official letterhead.

7.6.1.2 At least one should be from the Executive Dean (or delegate) of the nominee's School or if from a Business Area, the leader of that Area.

7.6.1.3 The reference needs to speak to the nomination criteria/application theme specifically.

8 FORMATTING REQUIREMENTS

8.1 In addition to the specifications detailed in the above clauses, the following formatting must be strictly adhered to:

8.1.1 Font should be regular 11-point type in Calibri or Arial font for body text.

8.1.2 Headings (Bold 11-point).

8.1.3 Single line spacing.

8.1.4 Left and right margins should be at least 2cm and no columns must be used.

8.1.5 Header: First and last name of nominee/Team name (Arial or Calibri regular, 9 point).

8.1.6 Footer: Name of Award (Arial or Calibri regular, 9 point).

9 EXAMPLES OF EVIDENCE SOURCES TO SUPPORT APPLICATIONS

9.1 Self

9.1.1 Critically reflective extracts from a teaching journal illustrating practice wisdom in the scholarship of teaching and learning, systematic efforts to improve, insights into how to improve, data to support improvement.

9.1.2 Personal analysis of University conducted student evaluations of learning and teaching results over time (quantitative and qualitative).

9.1.3 Teaching philosophy.

9.1.4 Self-reflections, analysis, evaluation.

9.1.5 Membership of relevant School/University committee (e.g. curriculum review, teaching interest group).

9.1.6 See Academic Excellence Framework Appendix 1.

9.2 Student Reactions

9.2.1 See Academic Excellence Framework Appendix 1.

9.3 Student Learning

9.3.1 Students' self-reported knowledge/skills gained.

9.3.2 Student success – low fail rates, inverse attrition, success rates, progression to postgraduate.

9.3.3 Course identification and evaluation of generic skills/outcomes/attributes.

9.3.4 Student work – assessment, theses, projects.

9.3.5 Employer/workplace feedback.

10 ALIGNMENT WITH EXTERNAL AND NATIONAL AWARD SCHEMES

10.1 PELT Awards are aligned with external and national teaching/learning awards schemes. The avenue for becoming a potential institutional nominee for external awards is usually, but not exclusively, through participation in the internally driven VC PELT Awards.

10.1.1 Progression to external or national awards is not automatic for VC PELT Awards recipients and is at the discretion of the DVC Academic.

10.1.2 Nominees who have prepared VC PELT applications but do not receive VC PELT Awards may, from time to time on the recommendation of the SAP and with the Vice Chancellor's approval, be invited to articulate into external awards schemes.

10.2 Only if there is scope will a separate call for external awards nominations be made beyond VCPELT Awards participants. In such a case, those individuals/Teams will be expected to go through a preliminary nomination process; that is, endorsement through formal preliminary nomination, SAP recommendation, and Vice-Chancellor approval to proceed prior to preparing an application.

11 RELATED DOCUMENTS

11.1 *Nomination Form for Vice Chancellor's Awards (PELT) Awards*

11.2 *Application Cover Sheet: Vice Chancellor's Awards for Initiatives that Enhance Student Learning*

11.3 *Application Cover Sheet: Vice Chancellor's Awards for Teaching Excellence*

11.4 *Application Cover Sheet: Vice Chancellor's Awards for Programs that Enhance Learning*

12 DEFINITIONS

12.1 **For the purpose of this Procedure, the definitions outlined in the *Policy: Vice Chancellor's Awards - Promoting Excellence Learning and Teaching* apply.**

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Version	Date of approval	Approved by	Amendment
1	14 August 2020	Vice Chancellor, upon endorsement by Academic Council	Effective date – new Procedure.
2	23 August 2020	University Secretary	Updated to reflect new Provost title.
3	29 November 2023	Vice Chancellor	Updated to reflect restructure of academic portfolio, AAUT amendments, review of implementation. Consequential changes to update role titles.

13 PROCESS SUMMARY

Process Step	***Responsibility***
Call for recommendations for nominations to staff and students (Semester 1)	Awards Officer
Call for recommendations for nominations to staff and students (Semester 2)	Awards Officer
Call for formal nominations sent by C&Q to University community.	Awards Officer
Participation in information sessions delivered by C&Q**:** Information session 1: *Are you ready to apply for a VC PELT Award?* (available online) Information session 2: *Writing your VC PELT award application.* (available online)	Potential Applicants
Submission of formal nomination forms to C&Q by Nominees (signed by Executive Dean or delegate).	Potential Applicants
Submission of written PELT Award applications to C&Q by the scheduled due date.	Potential Applicants
Assessment PELT Award applications and forward recommendations to Vice Chancellor for approval.	Awards Officer and Members of SAP
Notification of outcome to all applicants.	Awards Officer
Vice Chancellor announces Award Recipients.	Communications Team
Notification to Executive Deans & Heads of School of successful applicants.	Awards Officer
Record all successful PELT Awards applications to University repository.	Awards Officer
Responsibilities of awardees met as outlined in clause 6.6 of the associated Policy.	Recipients of Awards
Articulation to external awards	Awards Officer & Award Recipients