THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Policy:

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

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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

(a) the provision of university education, within a context of Catholic faith and values; and
(b) the provision of an excellent standard of -
    i. teaching, scholarship and research;
    ii. training for the professions; and
    iii. pastoral care for its students.

2 PURPOSE

2.1 This Policy outlines the underpinning principles of the Vice Chancellor's Awards- Promoting Excellence in Learning and Teaching (PELT) (referred to as 'Awards' henceforth).

3 SCOPE

3.1 This Policy applies to all Staff of the University (including those with an adjunct or sessional contract) who are involved in any Awards processes on behalf of the University.

4 PRINCIPLES

4.1 Quality teaching is central to student learning, engagement, success and retention.

4.2 The process for earning an Award is transparent, fair and equitable.

4.3 There are three potential Award types available for individuals and teams:
4.3.1 *Vice Chancellor's Awards for Initiatives that Enhance Student Learning*;
4.3.2 *Vice Chancellor's Awards for Teaching Excellence*; and
4.3.3 *Vice Chancellor's Awards for Programs that Enhance Learning*.

4.4 The Awards seek to:
4.4.1 Recognise and reward quality learning and teaching practices that enhance student learning, engagement, success and retention;
4.4.2 Encourage and reward excellent leadership, innovation and creativity in learning and teaching;
4.4.3 Showcase, celebrate and share excellent learning and teaching practices across the University;
4.4.4 Engage all members of the University community (staff and students) in the process of recognising quality learning and teaching.

4.5 Faculties, Schools and other organisational areas use effective strategies to identify individuals and/ or teams for reward and recognition.

4.6 Awards are administered through the Curriculum and Quality Team under the direction of the Pro Vice Chancellor, Education and the Awards and Grants Officer.

4.6 The number of Awards given under the specific Award types may vary each year at the discretion of the Vice Chancellor.

4.7 Prizes for the Awards may vary each year at the discretion of the Vice Chancellor.

5 ELIGIBILITY

5.1 Individuals (including those within a team) must be staff members of the University at the time of nomination. If at the time of award, an individual or team member has left the organization, their inclusion in the award will be at the discretion of the Deputy Vice Chancellor, Academic.

5.2 The achievements and evidence that form the basis of the nomination and subsequent application must relate to the period of employment at the University and must be for a period of no less than three years (two years for sessional and early career staff).

5.3 Programs being nominated for the *Vice Chancellor's Award for Programs that Enhance Learning* must have continued for at least three years (not including development time).

5.4 Applicants may apply for only one Award as an individual and one award as part of a team in a single year as long as there is a significant difference between the nominations.

5.5 Nominations can be deferred, until the following round, at the discretion of the nominee.

5.6 Award recipients may nominate in the subsequent year in another Award type or Category providing evidence shows significant difference between nominations.

5.7 Subsequent submissions must demonstrate development and progress and so must be different from the initial application.

6 ROLES AND RESPONSIBILITIES

6.1 ***Curriculum and Quality*** is responsible for:

6.1.1 The administration of the Awards including:

6.1.1.1 ensuring that the correct and timely processes are followed;

6.1.1.2 providing resources to support potential nominees and subsequent applicants; and

6.1.1.3 making the initial review of applications to ensure that only applications which meet the Award criteria are forwarded to the Selection Advisory Panel.

6.2 ***Awards Officer*** is responsible for:

6.2.1 Managing the Award process from the call for recommendations, nominations and moderation, through to the presentation of the Awards;

6.2.2 Incorporating all successful Awards and external awards applications into the University's repository, for institutional capacity-building in future award applications.

6.3 ***Members of the Selection Advisory Panel*** are responsible for:

6.3.1 Declaring any perceived conflict of interest with an awards applicant;

6.3.2 Assessing the applications in a timely manner against the assigned rubric;

6.3.3 Attending scheduled Selection Advisory Panel meetings;

6.3.4 Ensuring that the decisions are transparent and defensible;

6.3.5 Determining recommendations for the Awards' recipient(s) to the Vice Chancellor for the Vice Chancellor's consideration and final decision; and

6.3.6 Adhering to the University *Employee Code of Conduct and Ethical Behaviour.*

6.4 ***Chair, Selection Advisory Panel*** is responsible for:

6.4.1 Appointment of the Selection Advisory Panel (SAP) with the support from the Awards Officer;

6.4.2 Determining whether it is appropriate for a SAP member to assess a nominee's application where a conflict of interest has been declared; and

6.4.3 Ensuring that the outcomes are representative of the Panel's deliberations and selections and not unduly influence these outcomes.

6.5 ***Nominees and subsequent applicants*** are required to submit their application using the appropriate institutional nomination and application forms by the stated deadline.

6.6 ***Recipients of Awards*** are responsible for:

6.6.1 Ensuring that any prize money associated with the Award is used towards resources/activities that will further contribute to learning and teaching, and/or their continuing professional learning (CPL) as a quality teacher;

6.6.2 Declaring any prize money in their tax return as it is in direct relation to the gaining of assessable income, if they are an individual recipient;

6.6.3 Spending prize money absorbed into the School/Area budget as CPL for learning and teaching, if they are team recipients;

6.6.4 Acting as "expert scholars" who share their expertise with the institution by contributing to the CPL of other academics as requested by University leaders.

7 RELATED DOCUMENTS

7.1 *Procedure: Vice Chancellor's Awards – Promoting Excellence in Learning and Teaching (PELT)*
7.2 *Academic Excellence Framework*
7.3 *Learning and Teaching Plan Strategy 2023 - 2026*
7.4 *Scholarship Framework*

8 DEFINITIONS

8.1 For the purpose of this Policy, the following definitions apply*:*

Awards Officer means the staff member, usually situated within Curriculum and Quality, that has the responsibility of managing the Awards' process.
Early Career means five years or less total experience as a teaching academic at any higher education institution. Interruptions such as unemployment, maternity/parental leave or medical conditions are not included in the time total (adapted from AAUT, 2022).
External Awards means those teaching and learning award schemes external to the University for which the Vice Chancellor has given approval for institutional participation.
Innovation means a new and original idea, or an existing idea approached in a new way.
Nomination means an individual or Team nominated for an Award according to the nomination process and eligibility criteria set out in this Policy and associated Procedure.

Nominee means an individual or Team nominated for an Award according to the nomination process and eligibility criteria set out in this Policy and associated Procedure.
PELT Awards means those awards provided by the Vice Chancellor for Promoting Excellence in Learning and Teaching.
Recipient means an individual or Team (as one entity), selected to receive an Award.
SAP means the Selection Advisory Panel that is convened from membership specified in this Policy and associated Procedure to evaluate nominee applications as the basis for making awards recipient recommendations to the Vice Chancellor.
Staff Member means individuals who are employed by the University in academic and general positions at the time of application.
Team constitutes one nomination and should be identified by a Team name. A Team can have up to ten staff members, one of whom must be a designated Team Leader.

Version	Date of approval	Approved by	Amendment
1	22 December 2010	Vice Chancellor	Effective date – new Policy.
2	September 2011	PVCA	Minor amendment
3	December 2013	PVCA	Minor amendment
4	November 2015	Vice Chancellor	Additional award - Schools
5	October 2016	PVCA	Minor amendment
6	September 2017	Vice Chancellor	Remove the cap on award categories
7	October 2018	PVCA	Minor amendment
8	14 August 2020	Vice Chancellor	Revised following a formal review of the PETL process in 2019; formatted to new policy template; process extracted to form new Procedure.
9	23 September 2020	University Secretary	Updated to reflect new Provost title.
10	29 November 2023	Vice Chancellor	Updated to reflect restructure of academic portfolio, AAUT amendments, review of implementation. Consequential changes to update role titles.