

NOMINATION GUIDELINES FOR THE STEPHEN COLE THE ELDER AWARDS FOR EXCELLENCE IN TEACHING

The Stephen Cole the Elder Awards were established through a bequest to the University by Mrs Isabella Cole Weinberg who was born at Kingston, South Australia in July 1895. Isabella left SA at the age of 20, eventually marrying and settling in Sweden. Stephen Cole the Elder, a South Australian pioneer, was her maternal grandfather and Isabella was his last living descendant; and she chose to honour him and her SA connection by leaving a bequest to the University upon her death. The Stephen Cole the Elder Awards were first presented in 1991, and are the University of Adelaide's premier teaching awards. Up to four Stephen Cole the Elder Awards for Excellence in Teaching will be offered in 2007, each worth \$8000 to the winner. Both undergraduate and postgraduate coursework teams and teachers may be nominated. The three categories of award are:

- 1 Stephen Cole the Elder Award for Excellence in Early Career Teaching (five years or less)
- 1 Stephen Cole the Elder Award for Excellence in Team Teaching
- 2 Stephen Cole the Elder Awards for Excellence in Teaching (more than five years)

Part A: Selection criteria

All nominees for Stephen Cole the Elder Awards for Excellence in Teaching will be assessed by the Committee for Learning and Teaching Awards on evidence they provide in relation to the following five criteria.

1. *Approaches to 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.

In assessing nominations against the five selection criteria, the Committee for Learning and Teaching Awards will take into account:

- the extent to which the claims for excellence are supported by formal and informal evaluation
- the extent of creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments
- the information contained in student feedback, references and selected teaching materials submitted by the nominee.

The five selection criteria will be given equal consideration by the Selection Committee. However, in assessing nominations in the **Early Career** category against criterion 5, the Selection Committee will take into consideration the career stage of the nominee.

Part B: Guidelines and detailed instructions for nomination

1 Eligibility

- Nomination is open to academic staff who have been employed in teaching-related roles for a minimum of three years at the University of Adelaide, including clinical, affiliate and adjunct titleholders.
- Both individual and team nominations are encouraged. (Teams may be of any size and may include, but not consist solely of, contract or sessional academic and professional staff.)
- Recipients of the Award are eligible to re-apply six years after receiving the Award.
- Applications are valid for two years; and unsuccessful applications are automatically considered the following year, when they may be updated by the nominee.

2 Nomination

- Candidates for the Awards for Excellence in Teaching must be nominated by at least three people who are members of the academic staff of the University or who are current or former students (i.e. those who have been taught by the nominee within the last three years). Of the three people who nominate, at least one must be an academic staff member and one must be a student, either current or former.
- Self-nominations will not be accepted.
- Nominations must be submitted on the nomination form provided with these guidelines.
- The nominee is asked to indicate which award is being applied for (ECT, Team etc) and whether the nominee has been nominated before, and when.
- The Executive Dean of the nominee's Faculty must certify the eligibility of the nominee and the validity of the nomination form.
- Nominators must sign the form and briefly provide their reasons for nominating the individual or team in the space provided.

3 Essential documentation

All nominees for Stephen Cole the Elder Awards for Excellence in Teaching must provide the following documents:

- 1 Nomination form (nomination form available from the Stephen Cole the Elder Awards for Excellence in Teaching website at <http://webdev.adelaide.edu.au/dvca/grants/ua/sce.html>)
- 2 Written statement, including an overview and an argument addressing each of the five selection criteria (no more than 11 pages) (proformas available from the Stephen Cole the Elder Awards for Excellence in Teaching website at <http://webdev.adelaide.edu.au/dvca/grants/ua/sce.html>)
- 3 Two references (a single A4 page each)
- 4 Curriculum vitae (no more than four pages)
- 5 Student feedback received within the previous three years must be provided in the documentation. Feedback will come from SELTs and can be supplemented from other feedback mechanisms put in place by the nominee. It may be either quantitative or qualitative or both.

4 Instructions

- 1 **Nomination form.** The completed nomination must be signed by the Executive Dean of the Faculty or a delegate. The Nominators must sign the form and provide their rationale for nominating the individual or team in the space provided. The nomination form is available on the web from the Stephen Cole the Elder Awards for Excellence in Teaching site at <http://webdev.adelaide.edu.au/dvca/grants/ua/sce.html>
- 2 **Written statement.** The candidate's written statement is the central element in the nomination. It provides the opportunity for candidates to describe their teaching activities and achievements, and specifically address each of the five selection criteria. The written statement should be presented under the following six headings, in order, using the proforma provided.
 1. Overview
 2. Approaches to teaching that influence, motivate and inspire students to learn
 3. Development of curricula and resources that reflect a command of the field
 4. Approaches to assessment and feedback that foster independent learning
 5. Respect and support for the development of students as individuals
 6. Scholarly activities that have influenced and enhanced learning and teaching

The overview provides the opportunity for nominees to commence the written statement with a focus on the specific character of their teaching and achievements. It is recommended that the overview be no more than one page and that it include the nominees' educational philosophy and beliefs, a description of the teaching context and an integrated summary of the claims relating to the selection criteria.

The majority of the written statement should be devoted to addressing each of the five criteria in turn. Nominees must provide evidence in support of their claims against these criteria. The written statement is limited to 11 A4 pages in total.

Page layout

Proformas for the written statement have been provided for your convenience. The layout is as follows and *must not be altered*. If you have any questions about using the proforma, please contact barbara.brougham@adelaide.edu.au or phone on 37457.

Margins (cm): L=1.5; R=1.5; T=1.5; B=1.7

Font: Proforma A: Times New Roman 11pt with 13pts of space (leading) or
Proforma B: Verdana 9pt with 13pts of space (leading).
(The leading or space between the lines is the equivalent of standard single space.)

Proformas are available on the web from the Stephen Cole the Elder Awards for Excellence in Teaching site at <http://webdev.adelaide.edu.au/dvca/grants/ua/sce.html>.

Alignment: Aligned left

- 3 **References.** Two references, of no more than one A4 page each, must be provided by people who are able to comment on the nominee's teaching against the selection criteria. One of the referees must be the Head of the nominee's Faculty, School or Discipline. If the nomination is from a team, the references should apply to the team.
- 4 **Curriculum vitae.** The curriculum vitae should outline the nominee's educational qualifications, career history, teaching positions and teaching experience. The curriculum vitae is limited to four A4 pages for nominations from individuals. Teams may extend this limit, but a limit of one page per team member is recommended.
- 5 **Evidence of student evaluation of teaching.** Documentation highlighting students' assessment of the nominee as a teacher assist the Selection Committee for University Teaching Awards and Grants to gauge student perspectives on the teaching of nominees. Either qualitative and/or quantitative data can be submitted.
- 6 **Optional supporting materials.** Selection is based primarily on the written statement addressing the selection criteria. However, nominees may include selected teaching materials supporting their claims against the selection criteria. The relevance of any such material must be made clear in the written statement. Supporting materials are limited to a maximum of two of:
 - website (URL)
 - CD ROM* or DVD*
 - video or audio tape
 - 10 pages of printed material.

*Nominees are encouraged, where possible, to provide digital material via a single URL. Only one copy of supporting materials should be provided.

Part C: Lodgement and processing of nominations

Presentation

There is no advantage in elaborate presentation of nominations. The nomination form (provided) is adequate as a cover page. If optional supporting materials are included, these should be separately packaged and labelled as Supporting Teaching Material. The label should also include the date and the name(s) of the nominee(s).

Submission of applications

Nominations should be sent to Barbara Brougham, Project Officer, Major Projects, Office of the DVC&VP(A), Mitchell Building to arrive on or before Friday 7 September 2007.

Receipt of nominations

Receipt of all nominations will be acknowledged by email by the Project Officer, Major Projects. If you do not receive a confirmatory email within a week of postage, please contact barbara.brougham@adelaide.edu.au.

The Committee for Learning and Teaching Awards

The Committee for Learning and Teaching Awards will recommend winners for the endorsement of the University Learning and Teaching Committee.

- Director, Centre for Learning and Professional Development (Chair)
- Nominee of the Executive Dean [usually the Associate Dean (Learning and Teaching)] of the:
 - Faculty of Engineering, Computer and Mathematical Sciences
 - Faculty of Health Sciences
 - Faculty of Humanities and Social Sciences
 - Faculty of the Professions
 - Faculty of Sciences
- Dean of Graduate Studies
- Director, Student Support Services
- Director of Wilto Yerlo and Centre for Australian Indigenous
- University Librarian
- One academic staff representative who has previously won a Carrick Institute award
- One professional staff representative who has previously won a Carrick Institute award
- One currently enrolled undergraduate student representative
- One currently enrolled postgraduate student representative

Notification

Winners of Stephen Cole the Elder Awards for Excellence in Teaching will be notified in October. They will receive a certificate recognising their accomplishment and a grant for \$8,000, to be paid through academic units and used by the winners to assist with their professional development. They may be asked to provide a half page biography accompanied by a good quality passport size photograph, and be invited to an informal function with the Selection Committee. The names of Award winners will be made public on the University of Adelaide website and in the *Adelaidean*.