



**Award Category 3:
Teaching Initiative Award 2011
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1. Introduction

The Faculty of Arts and Social Sciences seeks to recognise and reward excellent teaching that engages with and responds to evidence of effective student learning. The *Teaching Initiative Award* is specifically designed to encourage staff to engage in innovative and reflective teaching practices.

The Faculty encourages eligible staff to consider applying for this award. Applying for this award encourages critical reflection on teaching and learning. It involves the evaluation of teaching practice and engagement with higher educational research to strengthen and improve student learning. The other two award categories are: *Excellence in Teaching (Design and Practice)* and *Excellence in Teaching (Practice)*.

In 2011, the Faculty will provide up to \$2500 for each Teaching Initiative Award. There will be a maximum of two (2) winners in 2011.

All Applications Due: Friday 26 August 2011

NB: Applications are NOT returned to the applicant but are shredded after the judging panel's decisions are finalised. Please keep full and complete copies of your application along with the originals of any supporting documents, teaching materials and learning resources.

2. Guidelines for Teaching Initiative Award

Staff in the Faculty of Arts and Social Sciences at the University of Sydney are encouraged to apply for awards in categories for which they are eligible. See below for details about eligibility, award criteria and for details about putting together an application for a *Teaching Initiative Award*, and section 3 for important information relevant to ALL awards. Other awards in this program are *Excellence in Teaching (Design and Practice)* and *Excellence in Teaching (Practice) Awards*.

a) About the Teaching Initiative Award

This award supports teaching initiatives by providing funding to encourage staff to implement new ideas, programs, approaches to assessment, student feedback and evaluation, and so on. Two grants, to a maximum amount of \$2500 each, may be awarded in 2011. Applications must include a detailed justification of budget for the initiative and a clear statement as to how the initiative will contribute to enhanced teaching and learning. Recipients of the award are expected to report, in the following year, on outcomes achieved. Funding for conference travel or equipment is not covered under this scheme.

b) Eligibility

Open to fixed term contract or continuing staff (individually or in teams) within the Faculty who are involved in implementing new ideas, programs evaluations, and so on. Short term, casual staff can be included in applications for projects coordinated by continuing staff members.

c) Scope of the Award

The emphasis of the grant is on encouraging teaching and learning-focused approaches or initiatives. It is *not* the appropriate avenue for requesting equipment or infrastructure.

d) Method of Application for *Teaching Initiative Award*

- Please supply the information for points 1 to 9 below ***in no more than 3000 words in Times New Roman size 12 font, on single-sided A4 pages.***
- Points 10, 11 and 12 may exceed this limit as required.
- The list below also acts as your checklist.

1. A cover sheet including the name and department of the project coordinator and any other participants, with contact mail addresses, email addresses and phone numbers. The cover sheet should also include a brief statement, signed by the Chair of the project coordinator's Department, indicating that the project has departmental support.	0
2. Title of project and a brief description of its aims: why are you working on this project?	0
3. A description of the project: what will you be doing, and in what way is it innovative? Is there any part of the project that could be transferable to other teaching situations beyond your own department or field?	0
4. A brief budget breakdown: how you propose to spend the grant. Provide a brief justification of each budget item.	0
5. Has funding for this project been sought from any other source?	0
6. What do you expect the outcomes of the project will be?	0
7. Number and level of students affected by the project (potential or actual).	0
8. How will you evaluate the project?	0
9. How will you disseminate information about the project?	0
10. Details of any previous teaching awards (national, university or faculty) received by any of the team over the last 5 years, for this or any other project.	0
11. Details of any publications or presentations on teaching, and of any other significant teaching-related achievements.	0
12. Letter(s) from colleague(s) in your field commenting on your project.	0

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e) Selection Criteria for Teaching Initiative Award

1. Tangible benefits to student learning.
2. Demonstrated educational merit of the project.
3. Relevant expertise of the project team.
4. Appropriate project management timeline with milestones and monitoring procedure.
5. Appropriate evaluation process.
6. Realistic and appropriately justified budget.
7. The potential of your project for transfer or wider dissemination of expertise, methodology, materials, etc.
8. Departmental support ensuring completion and uptake of the project.

3. Important Information Applicable to all Awards

a) Support for Applicants

- Applicants are strongly encouraged to make use of the available support and to seek as much feedback as possible from suitable mentors and colleagues on their draft applications. This is designed to be a supportive and encouraging process.
- A Faculty of Arts and Social Sciences Teaching Award workshop will be held in July 2011 (semester 2). This workshop is to inform and support prospective applicants.
- Designated members of the Teaching and Learning Committee will be available to help candidates preparing their application (NB: Committee members on the judging panel do not provide advice to applicants). Your first point of contact is one of your **School Representatives** on the Faculty Teaching and Learning Committee. The Teaching and Learning Website has the details of current T&L School Representatives:
http://sydney.edu.au/arts/teaching_learning/governance/membership.shtml
- Previous Teaching Excellence Award winners may also assist applicants in writing or preparing of applications. A list of previous winners can also be found on the Teaching and Learning website: http://sydney.edu.au/arts/teaching_learning/governance/membership.shtml
- Copies of previously successful applications are held by the Dean's Personal Assistant and may be viewed in her office, during office hours (between 9.00 am and 5.00 pm, Room J2.05, A14 – Quadrangle). The Teaching and Learning Committee thanks the awards recipients for permitting us to make their applications available for this purpose.
- The Institute for Teaching and Learning (ITL) website has relevant advice on how to construct a case for a Vice Chancellor's Award for Outstanding Teaching. The Faculty of Arts and Social Sciences Awards are closely aligned with this VC's Award. The ITL's website carries advice about the range of evidence (sources or data) and how to use this evidence effectively in mounting your case: <http://www.itl.usyd.edu.au/awards/ot.htm>
- The ITL provides workshops for constructing VC and ALTC applications early in Semester 1 each year. These workshops are helpful for gaining experience in drafting any teaching award applications.
- For any other advice, please contact the director of Academic Support and Development, Teaching and Learning. For contact details visit:
http://sydney.edu.au/arts/teaching_learning/about/contact.shtml

b) Application Format and Submission

- Applications for Awards should follow the instructions set out for each award, and use the application pro forma provided.
- Six (6) copies should be submitted to the Dean's Personal Assistant in the Faculty of Arts and Social Sciences Office, on or before 5.00 pm on Friday 26 August 2011.

c) Responsibility of Awardees

- Each awardee's name and academic affiliation will be placed in a Teaching Award Recipients List on the Faculty of Arts and Social Sciences Teaching and Learning website. Awardees may be contacted by other members of academic staff in the Faculty in relation to the preparation of an application, or other matters related to their teaching.

- Permission may be sought from successful applicants to obtain a hard copy of their application for Teaching and Learning Committee archives and for use as an exemplar to support applicants in future years.
- Awardees will be asked to make a short presentation on their teaching at the Award presentation ceremony. This ceremony will normally be held in the semester following that in which the awards are announced.
- At the completion of the teaching initiative project, awardees will submit a final report to the Teaching and Learning Committee, including learning outcomes achieved, results of evaluation and a financial statement itemising project expenditure. Reports on teaching initiatives may then be placed on the Teaching and Learning website as a way of sharing these with other staff.

d) About the Judging Panel, Late Submissions and Appeals Policies

- Judging panels for the Faculty's Teaching Excellence and Initiative awards are normally comprised of five members: one active member of the Teaching and Learning Committee, the Pro-Dean of Teaching and Learning (Chair), at least one past award winner, one Head of School (on a rotational basis), and a representative from another Faculty's T&L Committee or the Institute for Teaching and Learning (ITL). Members of judging panels do not provide advice or guidance to candidates who are preparing applications.
- The Judging Panel assesses applications according to the *quality and strength of the case for excellence made against each of the criteria*. The number of successful Teaching Initiative awards in 2011, however, is limited to a maximum of two.
- Late submissions of applications cannot be accepted for equity and timeline reasons.
- Applications are NOT returned to applicants but shredded after the judging panel's decisions are finalised (except where successful applicants have granted permission for their application to be retained and used to support prospective applications). Please keep full and complete copies of your application along with the originals of any supporting documents, teaching materials and learning resources.
- Applicants who wish to appeal against the decision of the judging panel should note that appeals are considered only on the basis of a problem or fault in the application process. The judgement of the panel about the merits of applications relative to the criteria is final and not subject to appeal.