

## 2009 MELBOURNE MEDICAL SCHOOL TEACHING AWARDS

**CLOSING DATE: THURSDAY NOVEMBER 19, 2009**

The Melbourne Medical School wishes to recognise outstanding contributions in early career teaching, teaching excellence and programs that enhance student learning. The Melbourne Medical School Teaching Awards outlined below integrate with the University and national Excellence in Teaching and Learning Awards that include:

- University of Melbourne David White Teaching Excellence Awards
- University of Melbourne Norman Curry Award
- ALTC (Australian Learning and Teaching Council) Awards for University Teaching

### *Categories for the 2009 Teaching Awards*

Each application (whether from an individual or a team) must nominate one category on the application form.

The categories for 2009 are:

- Early Career (individual award for applicants who have held a substantive teaching appointment in a university for less than 7 years)
- Teaching Excellence (individual or team open award)
- Program Development (open award for teaching and learning support programs that contribute to the quality of student learning and the student experience)

Not all categories will necessarily be awarded, and more than one award may be given within categories.

Some applicants/teams may find it difficult to identify a category which clearly fits their teaching responsibilities. In such cases the applicants/teams should nominate the category which most closely suits their teaching responsibilities. No applicant/team will be disadvantaged because they do not fit 'neatly' into a category.

## *Award*

Each award will consist of a grant (\$1200 for the Early Career Award and \$2000 for the Teaching Excellence and Program Development awards) and a certificate signed by the Head of School and Dean of the Faculty of Medicine, Dentistry & Health Sciences. Winners may use the grant to support any project related to their academic teaching or research work. Grants will be paid to the relevant departments for the use of the winners.

Winners of the Melbourne Medical School Teaching Awards are strongly encouraged to apply for nomination for both University and national teaching awards. Previous Medical School winners have had notable success in these awards.

## *Eligibility*

The following staff of the Medical School are eligible for (re)nomination:

- Individual teachers or a team of staff responsible for the co-development and/or delivery of teaching material
- Previous unsuccessful nominees for the Melbourne Medical School Teaching Awards
- Past winners of the ALTC (formerly Carrick) Citations

Each individual staff member or individual team can only apply for one category in the annual award round.

Winners of the following awards are ineligible for (re)nomination:

- ALTC (formerly Carrick) Awards for Teaching Excellence
- David White Award

In addition, with the exception of Early Career Award recipients or members of a team, previous Medical School Award recipients are ineligible for renomination.

Previous winners of the Melbourne Medical School Early Career Award are eligible for renomination in a different category five years after their Early Career Award.

Previous recipients of the Melbourne Medical School Teaching Excellence or Program Development Awards are eligible to renominate if they are a member of a team and not the lead applicant; the team nomination should be for teaching or programs that do not substantially replicate the original teaching area or program.

## *Nominations*

Staff can self nominate, be nominated by another member of the Medical School staff, by their Head of Department, Centre or Unit, by the Director of the Medical Education Unit (MEU) or by the Head or Deputy Head of School. There is no limit to the number of nominations that can be submitted from any one area.

## *Adjudication*

Prize winners will be selected from applicants by a selection panel chaired by the Head of the Melbourne Medical School. The panel will also include the MEU Director, a current university student and 1-2 educational experts from outside the Medical School.

## *Selection Criteria: Early Career & Teaching Excellence Awards*

Teaching awards give recognition to teachers (individuals and teams) renowned for the excellence of their teaching, who have outstanding presentation skills and who have contributed to enhancing the quality of the teaching and learning experience for students. Nominees will be assessed on evidence they provide in relation to the following five selection criteria. Criteria are aligned with the *ALTC Awards for Australian University Teaching*.

### **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; enabling others to enhance their approaches to learning and teaching.

### **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; providing support to those involved in the development of curricula and resources; contributing professional expertise to enhance curriculum or resources.

### **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; contributing professional expertise to enhance assessment and/or feedback.

**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 these criteria, the selection panel will be looking for evidence of excellence, creativity, innovation and imagination, but this could just as well apply to more traditional forms of teaching as to the latest technological developments. The panel is also looking for evidence that candidates are putting their teaching philosophies into practice and that this is having an effect on student outcomes.

### *Selection Criteria: Program Development Award*

Program Awards recognise learning and teaching support programs and services that make an outstanding contribution to the quality of student learning and the quality of the student experience of higher education. Criteria are aligned with the *ALTC Awards for Australian University Teaching*.

All nominations for Program Awards will be assessed on evidence they provide in relation to the following four criteria.

**1. *Distinctiveness, coherence and clarity of purpose***

Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation.

**2. *Influence on student learning and student engagement***

Extent to which the program targets identified needs and directly or indirectly enhances student learning, student engagement and/or the overall student experience of higher education.

3. ***Breadth of impact***

Extent to which the program has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program.

4. ***Concern for equity and diversity***

Extent to which the program promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

In assessing nominations against the four selection criteria, the selection panel will take into account evidence of the effectiveness of the program in formal and informal evaluation, the degree of creativity, imagination or innovation, and evidence of the sustained effectiveness of the program.

## *Portfolio*

Nominated individuals or teams must submit a portfolio, consisting of the following:

1. A completed application (pro forma) form

2. A written statement, as follows:

**i. Early Career and Teaching Excellence Awards:**

The written statement for these awards must include an introductory overview in which the nominee describes their teaching activities and achievements. The statement must then specifically address each of the five selection criteria and provide supporting evidence. The written statement is limited to two A4 pages in total (minimum of *Arial* 12 font or equivalent) and should be addressed to the Head of the Medical School.

**ii. Program Development Award:**

The written statement for this award must include an introductory overview of the program and its teaching areas. The statement must then specifically address each of the four selection criteria and provide supporting evidence. Evidence of the views of the intended target group will also be considered in the assessment of the project or service. The written statement is limited to four A4 pages in total (minimum of *Arial* 12 font or equivalent) and should be addressed to the Head of the Medical School.

3. A curriculum vitae of no more than three A4 pages (minimum of *Arial* 12 font or equivalent) outlining the nominee's educational qualifications, career history, teaching positions and teaching experience. For teams, a limit of one page per team member is recommended.

4. **Early Career and Teaching Excellence Awards only:** Results of teaching evaluation tools in all relevant subjects in each of the last two years (these will include the University

Quality of Teaching surveys and any other relevant evaluation tools).

Selection is based primarily on the written statement addressing the selection criteria. However, nominees may choose to also include **one** exemplary sample of teaching material supporting their claims against the selection criteria. The relevance of any such material must be made clear in the written statement.

Supporting materials must be readily accessible and may include:

- a website link (where possible by single URL)
- a CD ROM or DVD
- 10 pages of printed material

Four copies of the portfolio and any sample teaching material should be submitted by 5pm on **Thursday November 19, 2009**, to:

**Teaching Awards Administrator**

**Medical Education Unit, Melbourne Medical School**

**(Level 7 North Wing, Medical Building)**

**The University of Melbourne VIC 3010**