# Application Template

## Faculty of Health and Behavioural Science

## Awards for Teaching Excellence (ATE) 2019

### Instructions

Applicants must provide:

1. A written statement using this template (maximum of **three A4 pages** in the specified format)
2. A Curriculum Vitae (maximum of **three A4 pages** for an individual application). Team applications may have one additional A4 page for each team member
3. Statement of Contribution for team applications (**one A4 page**)
4. Contact details for two referees including the applicant’s Head of School/Division or Organisational unit whichever is most appropriate to be included in the online application form. Referees are to provide their reports in **confidence and separately** from this application to [health.marketing@uq.edu.au](file:///C%3A%5CUsers%5Cuqiwhiti%5CAppData%5CLocal%5CPackages%5CMicrosoft.MicrosoftEdge_8wekyb3d8bbwe%5CTempState%5CDownloads%5Chealth.marketing%40uq.edu.au)
5. **One A4 page** summary of the applicant’s teaching evaluations
6. Supporting Materials (optional).

Comprehensive details of the award and application requirements are contained in the Faculty of Health and Behavioural Sciences Awards for Teaching Excellence Guidelines.

***The completed application template must be attached to the online application, as a Word document.***

### Applicant Details

|  |  |
| --- | --- |
| **Applicant or lead representative** | Applicant |
| **School/Faculty** | School/Faculty |
| **Email** | Click or tap here to enter text. |
| **Team Name (if applicable)** | Click or tap here to enter text. |

Team Members (if applicable, please list all team members)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First Name | Surname | School/Faculty/Centre/ Institute | Academic qualifications (including institution) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Note: Please ensure the academic qualifications provided are complete and accurate. For successful applications, this information will be used on the award certificates.*

### Written Statement (maximum three (3) A4 pages)

#### Synopsis (maximum 200 - 300 words)

[SAMPLE TEXT: The synopsis must cover the applicant’s teaching area or discipline, teaching experience, the particular focus of their teaching, teaching methods, and their research/teaching interests. Should the applicant be successful, the synopsis will be used in communications regarding the recipient’s success. **200-300 words** maximum; written in the THIRD PERSON.

It may include:

* the applicant’s educational philosophy and beliefs;
* a description of the teaching context;
* an integrated summary of the claims relating to the assessment criteria;
* teaching experience and responsibilities at all levels – undergraduate, postgraduate coursework, including continuing professional education and postgraduate research activities.

Delete this example text]

#### Statement addressing the assessment criteria and providing supporting evidence

SAMPLE TEXT: In assessing the submission against the for assessment criteria, the Selection Committee will take into account the:

* Extent to which the claims for excellence are supported by formal and informal evaluation;
* Extent to which innovation, creativity or imagination, irrespective of whether the approach involves traditional learning environments or technology-based development; and
* Information contained in the references, student data or institutional student surveys, and selected teaching materials submitted by the applicant. The Selection Committee may contact nominees and/or referees for clarification or further information.

##### Criteria One: Approaches to teaching and the support of learning that influence, motivate and inspire students to learn

[Delete this example text]

[Delete this example text]

[Delete this example text]

##### Criteria Two: Development of curricula, resources, or services that reflect a command of the field

[Delete this example text]

[Delete this example text]

[Delete this example text]

##### Criteria Three: Evaluation practices that bring about improvements in teaching and learning

[Delete this example text]

[Delete this example text]

[Delete this example text]

##### Criteria Four: Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

[Delete this example text]

[Delete this example text]

[Delete this example text]

### Curriculum Vitae (maximum three A4 pages)

### <Name>

#### Academic Qualifications

* <Name of Qualification, Institution, (Year)>

#### Employment History, Teaching Positions and Teaching Experience

|  |  |
| --- | --- |
| Year | Position, School Institution |
| e.g. 2004 – present | Lecturer in Education, School of Education, The University of Queensland |
|  |  |

<*Brief Summary of your teaching experience>*

|  |  |
| --- | --- |
| Courses Coordinated and Taught | Courses Contributed |
|  |  |
|  |  |

#### Research Higher Degree Supervision

|  |  |
| --- | --- |
| Year of Graduation | Student and Degree |
|  |  |
|  |  |

#### Teaching Awards and Recognition

* <Award or recognition (date of award: Day Month Year)

#### Leadership Positions, Roles and Responsibilities

* <Position, Year)

#### Personal Service and Engagement

<Concise paragraph, highlights, include professional affiliations>

#### Relevant Recent Publications

Please **bold** your name in joint publications

Formatted with hanging indent, publications style

#### Teaching and Learning Grants

* <Year, grant scheme, project leader/s, value>

### Statement of Contribution (maximum one A4 page)

Note: Only team applications are required to complete this section.

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First and last name | Percentage contribution  | Staff type (e.g.A = Academic, P = Professional staff) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL | 100% |  |

[Include a short description of the role of each team member below. Delete this text]

### References

#### Referee one:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Contact Number:** |  |
| **Email:** |  |

#### Referee Two:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Contact Number:** |  |
| **Email:** |  |

Please provide the names and contact details of two referees, including your Head of School (or delegate), Division or Organisational Unit, who agree to provide confidential statements on your teaching against the selection criteria.

Applicants should instruct their referees to email these statements (PDF format preferred, no more than one A4 page in length) to [health.marketing@uq.edu.au](file:///C%3A%5CUsers%5Cuqiwhiti%5CAppData%5CLocal%5CPackages%5CMicrosoft.MicrosoftEdge_8wekyb3d8bbwe%5CTempState%5CDownloads%5Chealth.marketing%40uq.edu.au).

If the application is from a team the references should apply to the team.

### Supporting materials

[Applicants can choose to submit two of the following supporting materials:

* A three minute video
* Website URL
* Five pages of printed teaching materials
* One A4 page evaluation of the applicant’s teaching (need not be restricted to SECaTs and may include external evaluation)

The relevance of all material must be made clear in the written statement.

Delete this example text]