# Application Guidelines

## Faculty of Health and Behavioural Science

## Tutor and Demonstrator Awards 2019

### Purpose and Objectives

The Tutor and Demonstrator (TDA) has been established to recognise and reward individuals who demonstrate how their teaching enhances the engagement and learning of students in the Faculty of Health and Behavioural Sciences.

### Eligibility

#### General eligibility

* Applications are open to tutors or demonstrators who, at the time of the application, have taught for a minimum of two full semesters in the Faculty of Health and Behavioural Sciences
* Online applications must be submitted attaching a completed 2019 application template
* Applications are open to individuals only
* Previously unsuccessful applicants of an equivalent award can reapply.

#### Eligibility of previous recipients

* Previous winners of Faculty of Social and Behavioural Sciences and HaBS Tutor Award are **not** eligible to reapply in this category.

### Procedures Statement

The Faculty of Health and Behavioural Sciences Tutor and Demonstrator Award is a commitment by the Faculty to recognise, encourage and reward individuals who demonstrate excellence in teaching and supervising students.

### Assessment Criteria

All applicants will be assessed on their written statement addressing how their contribution to teaching students (as part of their tutoring or demonstrating role) has **enhanced the engagement and learning** of students.

### Applications

#### Assessing applications

Applications will be assessed on the quality of the written statement against the assessment criteria and the extent to which their contribution has:

* resulted in teaching that enhances the engagement and learning of students;
* been sustained over a minimum of two full semesters; and
* gained recognition from fellow staff, students, and the School.

#### Previously unsuccessful applicants

Previous winners of Faculty of Social and Behavioural Sciences and HaBS Tutor Award are **not** eligible to reapply in this category.

#### Application details

Applicants are required to use the application template and attach the completed application template to their online application. Word limits will be strictly administered. Applicants must adhere to the formatting requirements embedded in the template.

* The written statement is maximum 500 words addressing the assessment criteria.
* The application template must be submitted electronically as a Word document.
* Applications that do not meet these requirements will not be accepted.

#### References

Applicants are required to provide the name and contact details of one colleague who agrees to provide the Selection Committee with a confidential statement on the applicant’s contribution to student engagement and learning. As an example, the course coordinator for the course in which the applicant is tutoring or demonstrating may be a relevant individual.

A reference must be no more than **one A4 page**.

Applicants are responsible for contacting the nominated referee and requesting that the report be forwarded electronically, preferably as a PDF, to **health.marketing@uq.edu.au** by the application due date. To facilitate the writing of the reference please provide your referees with a copy of your application before the due date.

### Selection Procedure

Membership of the Award Selection Committee comprises the following:

* Teaching and Learning Manager, Faculty of Health and Behavioural Sciences
* Two members of Teaching and Learning Committee, Faculty of Health and Behavioural Sciences (nominated by the Associate Dean (Academic))
* A past recipient of a Faculty Teaching Award.

### Presentation of Awards

The presentation of the Awards to the winners is made at the Faculty of Health and Behavioural Sciences awards ceremony on Tuesday, November 12, 2019.

### Terms and Conditions

Tutor and Demonstrator Awards are granted on the condition that all monies associated with the award are used to enhance the career of the recipients with emphasis on their teaching career. Award monies will be paid at the beginning of the calendar year immediately following receipt of the award and the money must be spent in the calendar year in which it is received.

Expenditure is subject to standard University policy and must be authorised by the Head of School or senior financial delegate.