

Application Guidelines

Faculty of Health and Behavioural Science

Tutor and Demonstrator Awards 2022

1. 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.

2. Eligibility

2.1. 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 by completing a 2022 application template in the online application portal
- Applications are open to individuals only
- Previously unsuccessful applicants of an equivalent award can reapply.

2.2. Eligibility of previous recipients

- Previous winners of the Faculty of Health and Behavioural Sciences Tutor and Demonstrator Award or Excellence in Clinical and Professional Skills Education Award are **not** eligible to reapply in this category.

2.3. Previously unsuccessful applicants

- Previously unsuccessful applicants may provide a revised application using the current application template, including current evidence to support their claims. They should take into account any feedback they received on their previous application.

3. 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.

4. Assessment Criteria

All applicants will be assessed on the evidence they provide in relation to the **quality and impact of teaching and learning** (for example around one or more of the following):

- innovative teaching and learning approaches and strategies
- motivating and inspiring students to learn
- respecting students as individuals and catering to their learning needs
- impacting on the teaching and learning practices of others

5. Applications

5.1. 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 students learning;
- promoted student engagement and improved the student experience;
- developed and been sustained over time (minimum of two full semesters); and
- gained recognition from fellow staff, students, and the School.

5.2. Application details

Applicants are required to use the application portal to submit their online application.

- The written statement is limited to **500 words**.

5.3. 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 should upload their referee statement (PDF format preferred, no more than one A4 page in length) to the application portal by the application closing date. To facilitate the writing of the reference please provide your referee with a draft copy of your application before the due date.

6. 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.

7. Presentation of Awards

The presentation of the Awards to the winners is made at the Faculty of Health and Behavioural Sciences awards ceremony on Thursday, 24 November 2022.

8. 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.