

# Application Guidelines

## Faculty of Health and Behavioural Science

### Citation for Outstanding Contribution to Student Learning: Tutors

#### 1. Purpose and Objectives

The Citation for Outstanding Contribution to Student Learning: Tutors (COCSL-T) award is intended to recognise and reward individuals who demonstrate how their teaching makes a significant contribution to student learning and engagement in the Faculty of Health and Behavioural Sciences.

For the purposes of this award, the term “Tutor” is used to capture, the outstanding practices of lab demonstrators, problem-based or case-based learning (PBL or CBL) leaders, clinical educators and supervisors, as well as tutors of small and large group tutorials across a range of settings. These UQ employees lead classes, tutorials, workshops, labs, practical sessions, problem-based or case-based learning, drop-in sessions, peer assisted study sessions and groups online.

While not its only objective, this award may be considered a pathway to applying for a UQ Citation for Outstanding Contributions to Student Learning: Tutors.

#### 2. Eligibility

##### 2.1. General eligibility

- All applications must relate to contributions to student learning at The University of Queensland that have been sustained for a period of at least two (2) semesters (not necessarily continuously). There is no requirement to meet a minimum number of teaching hours per semester.
- Tutors, demonstrators, institutional associates or industry fellows, academic title holders, clinical education staff, and/or professional practice supervisors who teach may apply.
- Applications are open to individuals only.
- Online applications must be submitted by completing a 2023 application template in the online application portal.

##### 2.2. Eligibility of previous recipients

- Previous winners of the Faculty of Health and Behavioural Sciences COCSL-T, 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 of the Faculty of Health and Behavioural Sciences COCSL-T award, Tutor and Demonstrator Award, or Excellence in Clinical and Professional Skills Education Award may apply in this category. They should take into account any feedback they received on their previous application.

### 3. Procedures Statement

The Faculty of Health and Behavioural COCSL-T is a commitment by the Faculty to recognise, encourage and reward individuals who demonstrate excellence in teaching and supervising students.

### 4. Assessment Criteria

COCSL-T applicants are invited to address the following assessment criteria, determined by the nature of their contribution to student learning. Applications will be assessed on evidence provided in relation to the below criteria:

- assists students to make effective connections between theory and practice;
- promotes learner engagement in innovative or creative ways;
- creates an inclusive learning environment for diverse learners; and
- provides quality formal and informal feedback to students in class and on assessment tasks.

### 5. Applications

#### 5.1. Assessing applications

Applications for COCSL-T will be assessed against the responses to the criteria, and the extent to which the submission shows evidence that the applicant's teaching has:

- Impacted student learning, student engagement or the overall student experience demonstrated in student testimonials, or student improvement in results, and/or strong SETutor results.
- Shown creativity or innovation, irrespective of whether the approach involves digital technologies.
- Been sustained over time (min. two (2) semesters of teaching).
- Gained recognition from students, staff, School, Faculty, and/or the University.
- Demonstrated use of scholarship, or research or professional learning or other evidence-informed approaches as the basis for effective practice

All applications will be assessed relative to opportunity. Applicants may attach a brief summary (max 200 words) of any factors they would like to be taken in consideration by the committee.

#### 5.2. Application details

Applicants are required to use the application portal to submit their online application. The submission should include the following:

- Written statement including:
  - Citation Statement (max. 25 words): A summary of your contribution to student learning. The citation should avoid jargon and include the discipline or field of work and the distinctive contribution of the applicant; the citation should inform the broadest possible audience about the work of the applicant.
  - Statement addressing chosen criterion (max. 500 words): This should describe your contribution to student learning and engagement and the resulting impact on students. You should provide a range of credible evidence to support your claim against the chosen assessment criteria.

- References

### 5.3. References

Applicants are required to provide a reference statement (along with the referee's name and contact details) from one colleague able to attest to 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 to act as a referee. 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, 23 November 2023.

## 8. Terms and Conditions

COCSL:Tutors 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.