



UNSW Medicine

2019 Education Awards

UNSW Medicine Education Award Submission Guidelines 2019

Opening date: 24th October 2019 **Closing date:** 18th November 2019

Introduction

UNSW Medicine is committed to providing a working environment focused on excellence where employees are able to reach their full potential and develop their career. Medicine prides itself on the calibre of its staff and on recognising and celebration excellence. Faculty Education Awards are one way we can recognise and reward the outstanding and valuable contributions by staff to education, research and professional services.

Eligibility Criteria

Nominees must have an appointment (includes Conjoint) with UNSW Sydney on either a continuing or fixed term basis. For the casual-sessional award, the applicant must be a current member of casual or sessional academic staff and must have been in their current role for at least 12 months.

Guidelines for Nomination

Nominations will be accepted from any Head of School, Centre or Institute including the Office of the Dean and Office of Medical Education). Self-nominations and nominations by student or student-bodies are also acceptable but must be endorsed by head of school, centre or institute or dean's representative.

Selection Criteria for the Awards

Nominations for awards will be reviewed by a faculty appointed award panel and will be assessed against:

1. Evidence of outstanding performance in relation to education or student support services
2. Tangible outcomes and achievements that support the priorities and objectives of UNSW Medicine in relation to educational excellence or student support
3. Clear and strong endorsement from heads of school, institute or centre.

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myEducation Portfolio

In addition, **academic** applicants should address the relevant myEducation Portfolio dimensions of academic teaching practice:

1. Design and development of learning activities and assessment
2. Teaching and supporting student learning
3. Disciplinary expertise and professional development
4. Educational leadership.

Please follow the advice on the following webpages in constructing your application:

- UNSW [myEducation portfolio](#)
- [Collecting Evidence for your Portfolio](#)
- [Indicative Standards by Academic Level](#)

Submission instructions

Please see each award for specific instructions.

Each application should include:

1. **A signed nomination form:** nomination is most commonly by self-nomination, but the form must be authorised by signature of the appropriate Head of School, Institute or Centre, or Dean's representative.
2. **For P&T staff:** evidence as specified as a maximum of 2 x single A4 pages will be accepted per application. Support letters: maximum of 2 x single A4 pages.
3. **For academic staff awards:**
See specific instructions for each award. In general, each application will consist of:
 - a. **myEducation Portfolio** - Teaching Context and Philosophy max 500 words – summarising your career and current focus.
 - b. **Evidence according to the relevant dimension criteria** = 500 words (max) per relevant myEducation Portfolio dimension(s).
 - c. **Portfolio link:** This evidence will be viewed directly in your portfolio online, not sent in the application. >>> **Please supply a link to your MyEducation portfolio in the nomination form.**

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UNSW EDUCATION AWARDS 2019

UNSW Medicine recognises great educators on an annual basis by presenting the following categories of awards:

1. Award for Excellence in Enhancing the Student Experience (P&T Staff)
2. Award for Excellence in Professional Support Services (P&T Staff)
3. Award for Excellence in Educational Design or Development
 - a. Academic (Individual)
 - b. Team (All staff)
4. Award for Educational Excellence (Casual or Sessional Staff)
5. Award for Educational Excellence (Early Career Academic Staff)
6. Award for Educational Excellence (Conjoint Academic Staff)
 - a) Best Overall Conjoint Teacher
 - b) Best Innovation by Conjoint Staff Member in Teaching Program
 - c) Best Service in Teaching Delivery by Conjoint Staff Member
7. Award for Educational Excellence (Academic Staff)
8. Award for Educator of the Year

Detailed Instructions for each Education Award Category

1. Award for Excellence in Student Support Services (Professional & Technical Staff)

Expected nominees:

This award recognises student office staff who have **direct** involvement with student **support** (not teaching), specifically direct (triple S) student support, e.g. staff from MESO, exercise physiology student support, clinical school support staff, SPHCM student support staff.

Number of awards: one

Award: \$1,000 (subject to tax)

Application instructions:

1. Nomination form
2. 2-sides of A4 summarising excellence, using recent (past 3 years') supporting evidence (minimum font size 11 pt).
3. Also, 2 x max. 1-page supporting letters (e.g. supervisor, Program Authority, Head of School, etc).

Examples of valuable supporting evidence:

Formal and informal feedback from colleagues, academics (e.g. course convenors), faculty student groups, e.g. MedSoc etc, and individual students; formal evaluation feedback (e.g. from program surveys, mentions in course myExperience evaluations, etc); recommendations and recognition from non-faculty sources, etc.

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2. Award for Excellence in Educational Support & Development (Professional & Technical Staff)

Expected nominees:

This award recognises professional and technical staff with **indirect or direct** involvement with student **education** (e.g. P&T staff from teaching labs, Anatomy unit, MEDU, clinical school staff with educational responsibilities, and other staff whose main role is educational support).

Number of awards: one

Award: \$1,000 (subject to tax)

Application instructions:

1. Nomination form
2. 2-sides of A4 summarising excellence, using recent (past 3 years') supporting evidence (minimum font size 11 pt).
3. Also, 2 x max. 1-page supporting letters (e.g. supervisor, Program Authority, Head of School, etc).

Examples of valuable supporting evidence:

Formal and informal feedback from colleagues, academics (e.g. course convenors), faculty student groups, e.g. MedSoc etc, and individual students; formal evaluation feedback (e.g. from program surveys, mentions in course myExperience evaluations, etc; recommendations and recognition from non-faculty sources, etc).

3. a) Academic Award for Excellence in Educational Design or Development (Academic, Individual)

Expected nominees:

This award recognises academic staff who have been leading the design/development of new or improved learning educational activities, programs, courses, resources or other initiatives.

Number of awards: one

Award: \$1,000 (subject to tax)

Application:

1. Nomination form
2. Access to the nominee's myEducation Portfolio, which contains the following:
 - a. A 500-word portfolio summary (from the Teaching Context and Philosophy section of the applicant's myEducation Portfolio profile)
 - b. Detailed description of the relevant work (maximum 500-words) under the dimension of "Design and development of learning activities and assessment."
 - c. Other relevant material in the applicant's myEducation Portfolio may also be taken into consideration.

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3. b) Team Award for Excellence in Educational Design or Development (All Staff)

Expected nominees:

This award recognises teams of academic and/or professional & technical staff who have worked together as a team in the design/development of new or improved learning educational activities, programs, courses, resources or other initiatives.

Number of awards: one

Award: \$1,000 (subject to tax) to be paid into a team project fund as not awarded to an individual.

Instructions:

Application:

1. Nomination form
2. An application that follows the myEducation Portfolio format. This application should *provide specific reference to how the team made this excellence possible and providing detail of each team member's contribution*:
 - a. A 500-word summary
 - b. Detailed description of the team's relevant work and evidence of its effectiveness (max 1000 words) written with reference to the myEducation Portfolio criteria relating to the "Design and development of learning activities and assessment" dimension.

4. Award for Educational Excellence (Casual or Sessional Teaching Staff)

Expected nominees:

This award recognises individual sessional or short-term contract teaching staff who have demonstrated excellence in their teaching.

Number of awards: one

Award: \$500 (subject to tax)

Application Instructions:

1. Nomination form
2. Nominees should choose to address at least ONE of the 4 dimensions of the myEducation Portfolio (500 words maximum) and provide a 200-word summary (Total max. 2 A4 pages, minimum font size 11 pt)
3. Also, 2 x max. 1-page supporting letters (e.g. supervisor, head of program, head of school etc).

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5. Award for Educational Excellence (*Early Career Academic Staff*)

Expected nominees:

This award recognises individual staff who completed their last academic or medical specialist qualification no more than 5 years ago, and the period over which they have demonstrated excellence in their teaching can be as short as 2 years.

Number of awards: two

Award: \$500 (subject to tax)

Application Instructions:

1. Nomination form
2. Nominees should choose to address at least TWO of the 4 dimensions of the myEducation Portfolio (maximum 500 words each) and provide a 200-word summary (Total max. 2 A4 pages, minimum font size 11 pt)
3. Also, 2 x max. 1-page supporting letters (e.g. supervisor, Program Authority, Head of School, etc).

6. Award for Educational Excellence (*Conjoint Academic Staff*)

Expected nominees:

This award recognises individual conjoint staff who have shown sustained excellence in teaching, innovation or service in teaching delivery over the past two years within the hospital, general practice, community or allied health service, or as a campus-based conjoint teacher.

Number of awards: three (one award per category)

1. Best Overall Conjoint Teacher
2. Best Innovation by Conjoint Staff Member in a Teaching Program
3. Best Service in Teaching Delivery by Conjoint Staff Member

Award: \$500 (subject to tax)

Application Instructions:

1. Nomination form
2. Access to the nominee's myEducation Portfolio, which contains the following:
 - a. A 500-word portfolio summary (in the Teaching Context and Philosophy section of the applicant's myEducation Portfolio profile)
 - b. Evidence of achievement needs to be provided in ONE (relevant) dimension of myEducation Portfolio (maximum 500 words).
 - c. Other relevant material in the applicant's myEducation Portfolio may also be taken into consideration.

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7. Award for Educational Excellence (Academic Staff)

Expected nominees:

This award recognises individuals who have shown sustained excellence in teaching, enhancing student learning and/or the student experience over a period of at least three years.

Award: \$1,000 (subject to tax)

Application Instructions:

1. Nomination form
2. Access to the nominee's myEducation Portfolio which contains the following:
 - a. A 500-word portfolio summary (in the 'About Me' or 'Teaching Context and Philosophy' section of the applicant's myEducation Portfolio profile)
 - b. Evidence of achievement needs to be provided in all four dimensions of myEducation Portfolio (maximum 500 words per dimension).

8. Award for Educator of the Year

Expected nominees:

The Faculty panel may also recommend one award of 'Educator of the Year', chosen from amongst the individual applicants for any of the above categories of Awards for Educational Excellence.

Nomination: by the award panel

Number of awards: one

Award: \$1,500 (subject to tax).