

# Learning and Teaching Awards and Fellowships - Procedures



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## Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 1. Purpose of procedures

This document is to be read in conjunction with the Learning and Teaching Grants, Awards and Fellowships - Academic Policy. It outlines processes with which the University encourages, supports, manages and celebrates nomination for and receipt of internal and external awards.

## 2. Scope and application

These procedures apply to all staff applying for internal or external awards or fellowships. Guidelines and other local documents to support these procedures can be located on the Centre for Support and Advancement of Learning and Teaching (C-SALT) portal.

## 3. Identification of potential nominees

Members of the University Executive, the Pro Vice-Chancellor (Students), Associate Deans (Learning and Teaching), Directors, and Heads of Schools will identify potential nominees and encourage and support staff who demonstrate excellence in an identified category to nominate for internal and external awards and fellowships.

## 4. Opportunities and support

- 4.1 C-SALT will publish through the University website, intranet and targeted emails, a bi-annual calendar of professional development and internal and external award and fellowship nomination, assessment and submission timelines to support staff in forward planning.
- 4.2 C-SALT will provide information, support and opportunities to engage in professional development activities for potential nominees and nominees applying for internal and external awards and fellowships.
- 4.3 C-SALT coordinates the Support Funding Program (SFP) and to support salary and non-salary costs that facilitate the development of applications for Awards and Fellowships. Funds may be used for, but not limited to, the following:
  - pilot study expenses
  - research assistance, or
  - buy out of teaching or marking time.

## 5. Nominations and assessment

5.1 C-SALT will manage the internal nomination and assessment process as follows:

- (a) C-SALT will call for nominations from all staff and students of the University. Self-nomination is not permitted for internal awards.
- (b) Nominees must submit the appropriate application template to C-SALT outlining specific contributions for an award or fellowship and justify why they warrant the University or external funding body awarding this recognition and reward for exceptional achievement.
- (c) The Deputy Vice-Chancellor (Academic) will make a final assessment of the nominee's eligibility for the award or fellowship. Alternatively, the Deputy Vice-Chancellor (Academic) may constitute an Awards and Fellowships Selection Panel and delegate the chair to identify which internal nominees should be recommended for endorsement. The Panel will meet when necessary to consider nominations.
- (d) The Panel will draw criteria from a number of sources including relevant external reference points, including, but not limited to current legislation and standards:
  - (i) Education Services for Overseas Students (ESOS) Act 2000
  - (ii) Higher Education Standards Framework (Tertiary Education Quality and Standards Agency)
  - (iii) Higher Education Support Act 2003
  - (iv) Australian Qualifications Framework (AQF)

The weight attached to each criterion will be a matter of judgement by the Panel and associated with the category applied for.

### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

### RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Director, Centre for Support and Advancement of Learning and Teaching

### FIRST APPROVED

9 October 2014

### LAST AMENDED

7 January 2019

### EFFECTIVE START DATE

14 October 2014

### REVIEW DATE

30 September 2019

### STATUS

Active

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(e) The Panel may seek any additional information as necessary.

(f) The Panel will deliberate on applications of nominees for awards or fellowships for particular categories each year and will recommend to the Deputy Vice-Chancellor (Academic) the names and number of recipients. The Panel may recommend that awards or fellowships should be withheld in a particular category in any year.

(g) All the information, including the names of those nominated, must be regarded with the strictest confidence and only the Chair will be allowed to speak publicly on behalf of the Panel.

(h) The Deputy Vice-Chancellor (Academic) will make a final assessment of the nominee(s) eligibility for the award.

5.2 C-SALT will manage the external nomination and assessment process as follows:

(a) C-SALT will support the nominee with preparing the award and fellowship nominations, gain necessary executive approvals and submit nominations when required.

(b) The Deputy Vice-Chancellor (Academic) will make a final assessment of the nominee's eligibility for the award or fellowship. Alternatively, the Deputy Vice-Chancellor (Academic) may constitute an Awards and Fellowships Selection Panel to engage in clear and transparent processes to identify which nominations to endorse for submission to external bodies.

## 6. Privacy Information

6.1 The Awards and Fellowships Selection Panel will regard individual award nominations as highly confidential and will not publicly disclose Panel discussions, outcomes and individual nominations.

6.2 Nominations submitted to external bodies are subject to the external organisation's Privacy Information policy.

## 7. Disclosure and dissemination of outcomes and celebration

7.1 After confirmation by the successful nominees of their acceptance, a judgement will be made by the Deputy Vice-Chancellor (Academic), on advice from the Panel where appropriate, about the timing of the disclosure of the outcomes.

7.2 The University will acknowledge and celebrate successful Award and Fellowships winners through ceremonies and celebrations and when appropriate support applicants to attend external award and fellowship ceremonies.

7.3 C-SALT will ensure that:

(a) the University community is aware of the success of their colleagues both locally and at national levels through liaising with Marketing and External Engagement and reporting success to the Learning and Teaching Committee

(b) the University awards and fellowships winners are listed on the web and publicly displayed where possible

(c) the University award and fellowship winners and University representatives are invited to attend award ceremonies, and

(d) award and fellowship winners are invited to participate in learning and teaching activities and programs delivered by C-SALT as valued learning and teaching models of excellence.

## 8. Award monies

8.1 C-SALT and the recipients will manage the disbursement of internal award monies as follows:

(a) Award monies must be allocated to a project account in the school or department and not paid directly to the recipient.

(b) The award monies must be used for the professional development of the recipient and/or the further development or dissemination of good practice teaching or activities related to the award or their service/program.

(c) The recipients will provide a budget and expected expenditure with justification within three months of receiving the award or fellowship.

(d) The disbursement of award monies will comply with USC financial delegations and the Financial Management Practices – Managerial Policy and protocols in the Financial Management Practices Manual relating to University expenditure.

(e) In the case of an award with partner institutions C-SALT will prepare a memorandum of understanding with regards the sharing of the award money.

(f) If a recipient leaves the service of the University before funds are expended or does not expend the award monies within twelve months of receipt, the unexpended portion will revert to the issuing cost centre unless otherwise approved by the Deputy Vice-Chancellor (Academic).

(g) An award monies expenditure report will be required at the end of the twelve-month period.

8.2 C-SALT and the recipients will manage the disbursement of external award monies as per the funding body's requirements as outlined in authoritative documents.

## 9. Reporting and records management

9.1 C-SALT will provide regular reports to the Deputy Vice-Chancellor (Academic), the Pro Vice-Chancellor (Students) as the Chair of the Learning and Teaching Committee.

9.2 C-SALT will manage all award and fellowships files and accounts within the University's Records Management System. All records must be captured by all staff, at every stage of this activity, and should provide reliable and accurate evidence of business decisions and actions. All records must be captured in an approved records management system, in accordance with the University's Information and Records Management – Procedures.

END

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#### RELATED DOCUMENTS

Financial Management Practices - Operational Policy

Learning and Teaching - Academic Policy

Learning and Teaching Grants - Procedures

Learning and Teaching Grants, Awards and Fellowships - Academic Policy

#### LINKED DOCUMENTS

Learning and Teaching Grants, Awards and Fellowships - Academic Policy

#### RELATED LEGISLATION / STANDARDS

Higher Education Support Act 2003

Education Services for Overseas Students Act 2000

Australian Qualifications Framework

Higher Education Standards Framework (Threshold Standards) 2015