ANU College of Asia and the Pacific
Teaching Awards

Award for Excellence in Supervision

Eligibility

Nominations must relate to research supervision within the ANU College of Asia and the Pacific. All academic staff in the ANU College of Asia and the Pacific, full time or fractional, continuing or contract can be nominated. The nominee must be a member of academic staff of CAP during the period of the Award Committee’s deliberations and decision.

Both individual and team nominations are encouraged. Teams may be of any size, but nominations may name no more than five members.

The College accepts self-nomination.

Previously unsuccessful nominees are eligible for renomination.

Previous award recipients will have their nomination considered only if it substantially builds on and/or differs from the basis of their previous award. Otherwise previous award winners are only eligible for renomination after six years.

Selection Criteria

The core element of an application is a written statement in which nominees describe their supervisory activities and achievements, and specifically addresses each of the five selection criteria.

These selection criteria refer to supervision of Honours projects, research projects in coursework Masters and HDR supervision:

1. Clarification of mutual expectations with individual candidates and maintenance of professional working relationships throughout the period of the candidature.

Which may include induction of research students and ongoing clarification of mutual expectations; introduction to the department, meeting with other students and researchers and discussion of supervisory process; mentoring research students for career development; flexibility of approach to supervision and sensitivity to the diverse needs of students including those from equity groups; provision of appropriate pastoral support; regular monitoring and evaluation of the supervisory relationship including the composition and operation of the supervisory panel (for PhD supervision).

2. Fostering of a climate of intellectual rigour to promote research work of sound standing and the development of a skilled, knowledgeable and ethical researcher.
Which may include development of a research program that attracts and maintains high quality candidates; encouraging students to attend, and be involved in, departmental seminars, encouraging and assisting candidates with publication during their period of study; facilitation of student networking with other national and international researcher colleagues; development of independent, ethical researchers; ensuring that students access appropriate research education opportunities ranging from workshops on the concept of research through to using data sources.

### 3. Guidance in planning and undertaking the research process and provision of regular feedback on progress.

Which may include provision of resources, necessary coursework if required, and research plan design; developing students’ theoretical, analytical and methodological skills appropriate to the discipline; assisting candidates in the development of research, writing and communication skills; monitoring student progress e.g. through regular meetings, annual reviews and plans; constructive and timely comment on written work e.g. chapter drafts, early literature work, papers; journal manuscripts and structure of the dissertation including specific advice where required; constructive and timely feedback on candidate presentations e.g. proposal seminar, conference papers; oral feedback during regular meetings; selection of appropriate examiners and support for students during and following the examination process.

### 4. Developing a climate of intellectual engagement with a broad scholarly community.

Which may include evidence of modelling a scholarly approach to research in a global context which recognises the complexity and challenges of this context; encouragement and support for students to access a range of research scholars and projects nationally and internationally, providing opportunities for students to work within an international context through exchanges, meetings, and collaborative work; provision of career support and opportunities at a national and international level, leadership of, or contribution to, an effective supervisory panel; facilitating the construction of a well-balanced panel; encouragement to students to effectively utilise supervisory panel members; taking responsibilities for particular roles within a supervisory panel.

### 5. Systematic and scholarly approach to professional development of supervisory academic practice and skills.

Which may include evidence of advanced skills in evaluation and reflective practice; participating in and contributing to professional activities related to research supervision; coordination, management and leadership roles in relation to research supervisions; conducting and publishing research related to research supervision; leadership through activities that have broad influence on the profession, department, school and research candidates; contribution to relevant policy development.

**Application information**

The application is comprised of:

1. Application cover page
2. Written statement, including a synopsis, overview, and discussion addressing each of the five selection criteria (8 pages maximum)
3. Supporting teaching materials
4. Curriculum Vitae (3 pages for individuals; teams may allow 1 additional page per team member)
5. References (2 x references, one page each)

6. Digital photograph

Paper must be A4 and plain white. Margins must be at least 2cm with clear definition between paragraphs. Individual pages that do not meet the requirements, for instance by exceeding the pages limits, will be removed. Font must be a minimum of 11 point.

1. Application cover page
   Editable Form: (See attached)

2. The written statement. The written statement (8 pages maximum) should be presented in order, under the following headings:

   2.1 Synopsis

   (150–200 words, written in the third person) A summary of the nominee’s particular contribution and its specific context.

   2.2 Overview

   (1 page maximum) The overview provides the opportunity for nominees to commence the written statement with a focus on the specific character of their supervision and achievements. It is recommended that the overview be no more than one page and that it include the nominees’ educational or academic philosophy and beliefs, a description of the teaching and research context and an integrated summary of the claims relating to the selection criteria.

   2.3. Selection criteria

   Nominees must address all five selection criteria.

3. Supporting teaching materials

Selection is based primarily on the written statement addressing the selection criteria. However, selected teaching materials supporting claims made against the selection criteria must be included. The relevance of any such material must be made clear in the written statement.

Supporting teaching materials are limited to a maximum of two of:

- website (URL)
- audio, video or other media files in commonly accessible formats (e.g. .WAV, .AIF, .MP3, .MID, .MPG, .MOV, .WMV, .RM) and/or
- the equivalent of 10 pages of printed material in PDF (additional pages will be removed).

Nominees must ensure that material on websites is accessible to the VC Awards Committee.

4. Curriculum Vitae (3 pages for individuals; teams may allow 1 additional page per team member)
The Curriculum Vitae should outline the nominee's educational qualifications, career history, and supervisory experience. Include a list of your key publications.

5. References (2 x references, one page each)
Two references of no more than one A4 page each, are to be provided by people who are able to comment on the nominee's teaching against the selection criteria. One of the referees must be the Head of the nominee's Faculty / Centre / Department / School or College. If the application is from a team, the references should apply to the team. The references must be signed by the referee. Electronic signatures on references supplied by the referee to the nominee or institution by email are acceptable.

6. Digital photograph
A high resolution (300dpi) digital photograph must be submitted and will be used in a publication of all VC Award nominees.