

College of Asia & The Pacific Teaching Awards

Frequently Asked Questions – Nominators

How do I nominate my lecturer/tutor/a colleague for a College Teaching Award?

You can nominate through the online nomination form found at:

<https://apollo.anu.edu.au/default.asp?pid=2953>

Do I need to write a letter of support with my nomination?

No, you don't need to write a letter of support with a nomination for the College Teaching Awards, although you may like to provide one to your nominee directly for inclusion in their port folio.

Can I remain anonymous?

Yes. All information included in the online nomination form is seen only by relevant administrative staff. However, some nominees may like to know who nominated them. If you would prefer to remain anonymous, there is a box you can tick on the nomination form to indicate this.

I have nominated my lecturer/tutor/a colleague for a College Teaching Award and want also to nominate them for a Vice Chancellor's Teaching Award. Do I have to put in a separate nomination?

Yes. Nomination for College Teaching Awards and the Vice Chancellor's Teaching Awards are two separate processes. For more information about nominating someone for a Vice Chancellor's Teaching award, please go to the CEDAM webpage at:

<http://www.anu.edu.au/CEDAM/teachingandlearning/awards/index.php>

Can I nominate my lecturer/tutor/a colleague for an award in more than one category?

Yes. The nomination form will allow you to nominate someone for more than one award by holding down the CTRL key while you use the mouse to select the awards.

Can I self-nominate?

Yes, you can self-nominate.

Can I submit multiple nominations?

Yes, you can submit as many nominations as you wish. However, the nomination form will only allow you to nominate one person at a time. This means that you must submit a separate nomination form for each person you wish to nominate.

How many categories are there in the CAP Teaching Awards?

There are six categories in the CAP Teaching Awards. They are:

Award for Teaching Excellence

Award for Excellence in Language Teaching

Award for Excellence in Supervision

Award for a Program that Enhances Learning

Award for Outstanding Contribution to Student Learning

Award for Excellence in Tutoring

How do I know which category to nominate my lecturer/tutor/a colleague for?

Eligibility Criteria can be found for each award at:

http://asiapacific.anu.edu.au/teaching_awards/

If the online nomination form is not working, who should I contact?

Please contact the CAP Student Office via email:

cap.teachingawards@anu.edu.au

When do nominations close?

The nomination closing date can be found at:

http://asiapacific.anu.edu.au/teaching_awards/important_dates.php

Frequently Asked Questions – Nominators

I have been nominated for a CAP Teaching Award, what do I do now?

All nominees should provide a summary “Teaching Portfolio” to provide a basis for assessment of their teaching achievements. Further information about the portfolios can be found at:

Can I know who nominated me for the Award? How do I find out?

Nominators are able to request that they remain anonymous. CAP S/O staff would be happy to let you know, in cases where your nominator has not elected to remain anonymous. Please send a request to cap.teachingawards@anu.edu.au

What should I include in my portfolio?

A submission checklist containing everything that should be included in portfolios can be found at:

When do I need to submit my portfolio?

All applications should be received at CAP S/O by 13 October 2008.

How should I submit my portfolio?

Applications should be submitted by email as a Word or PDF document to cap.teachingawards@anu.edu.au

Is there help available in developing my portfolio?

Yes. A workshop will be held for academic staff who would like assistance in developing their portfolio. The workshop will be on

What criteria should I address when developing my portfolio?

Selection Criteria for each award can be found at:

- [Award for Teaching Excellence](#)
- [Award for Excellence in Supervision](#)
- [Award for Outstanding Contribution to Student Learning](#)
- [Award for a Program that Enhances Student Learning](#)
- [Award for Excellence in Language Teaching](#)
- [Award for Excellence in Tutoring](#)

If I have further questions, who should I contact?

For further information, please contact the CAP Student Office:
cap.teachingawards@anu.edu.au