

CAP Teaching Awards Overview

College System	CAP
	Nomination/application-based
Process	<p>CAP's teaching/supervision awards system entails a 5-step process:</p> <ol style="list-style-type: none"> 1. In week 8 of Semester 1 and 2, we send out an email to CAP staff and students, to invite individual nominations for two award categories: <ol style="list-style-type: none"> a. Commendation for Excellence in Education: This award recognises teachers and professional staff, including casual sessional workers, those renowned for their excellence as educators or who have made a broad and deep contribution to enhancing the quality of learning and teaching in higher education through mentoring or other forms of support. b. Commendation for Excellence in Supervision: This award recognises a sustained record of innovative and outstanding supervision of higher degree by research (HDR) students, including honours and research students within coursework Master's Degrees. <p>NB: we encourage everyone to consider nominating ECRs (those with less than 5 years' experience working in HE; see also below under "Criteria and eligibility"), those supporting indigenous education, as well as professional staff. They will be given particular consideration by the committee. Staff may not self-nominate.</p> <p>To nominate, students/staff should use this form. Deadline: Friday 5pm, week 11.</p> <ol style="list-style-type: none"> 2. In addition, each semester a survey is sent out to graduating students to ask them to identify an exceptional course/teacher from their university experience: which courses and teachers had the most positive impact on your learning experience at ANU? How do they compare? This information will be collated, and repeated mentions and/or nominations will be considered by the Education Awards Selection Committee, which may find it equivalent to a nomination. In this case, the committee will proceed with step 3. 3. Nominees are sent the nominations they have received (anonymised where that has been requested by the nominator) by email and are asked to submit 500-word "CAPCEA" applications (see below) via Wattle. Reference reports are not needed, but the ADSE may consult with the applicant's DDE or supervisor to better understand their workload and their involvement in the program or course(s) for which they are nominated. Deadline: Monday 9am, in the week after the end of the semester. 4. In case of the Commendation for Excellence in Education, both the nominations and applications are sent to relevant course/program reps (at undergraduate/postgraduate level). In case of the Commendation for Excellence in Supervision, where a nominated supervisor has more than one HDR student, both the nominations and applications are sent to the HDR student rep (PARSA). In both cases, the student reps are asked to collate feedback from the student cohort on the nomination and the nominee's "CAPCEA" response and submit a max. 250-word "CAPCEF" feedback form (see below) via Wattle. Deadline: Monday 5pm, in the second week after the end of the semester. 5. Committees assess applications: The Commendation for Excellence in Education is decided on by the Education Awards Selection Committee, chaired by the ADSE, while the Commendation for Excellence in Supervision is decided on by CAP's HDR Committee, chaired by the ADHDR. The

	<p>latter committee also has access to milestones. Both committees will bear in mind that feedback may not always be entirely “honest” because of hierarchy issues.</p>
<p>Categories</p>	<ul style="list-style-type: none"> • Commendation for Excellence in Education • Commendation for Excellence in Supervision <p>The combined total number of Commendations aimed for is ± 10, though in some cases the committee may go up to 12 (max.).</p>
<p>Documents</p>	<ol style="list-style-type: none"> 1. Nominations by individual students (any, including graduating students) and/or individual staff. Staff may not self-nominate. 2. CAPCEA applications from nominees 3. CAPCEF feedback from course/program reps (max. 250 words, incl. a) summary statement, and b) ranking.
<p>CAPCEA form (application form for nominees)</p>	<p>At the top of the CAP Commendation for Excellence Application (CAPCEA) form (see Appendix A), provided on the CAP teaching awards Wattle site, nominees fill in their name, UNI ID, any team members who they have closely collaborated with in achieving the result, (where applicable) the course they have been nominated for, and the role(s) they took on in that course. There is a text box for them to enter a 500-word (max.) response to the nomination. Below the textbox they can add the date and their signature.</p> <p>Max. 500 words:</p> <ul style="list-style-type: none"> • for educators ± 200 words on teaching philosophy/approach + ± 300-word response to nomination. NB: in their feedback, course/program reps may seek to solicit feedback on the approach taken and comment on whether it worked. Informal language welcomed. • for supervisors ± 200 words on how they achieved best practice + ± 300-word response to nomination. NB: in their feedback, course/program reps may seek to solicit feedback on the approach taken and comment on whether it worked. Informal language welcomed. <p>No reference reports required.</p> <ul style="list-style-type: none"> • NB: since it is possible that while showing great dedication to a particular course, a staff member may not be fully deserving of a teaching award because of their actual commitment to or engagement with a course, the ADSE may consult the nominee’s DDE or supervisor to better understand their workload and their involvement in the program or course(s) for which they are nominated.
<p>CAPCEF form (feedback form for course or program reps)</p>	<p>At the top of the CAP Commendation for Excellence Feedback (CAPCEF) form (see Appendix B), provided on the CAP teaching awards Wattle site, course/program reps fill in their name, UNI ID, and where applicable the course they have collated student feedback on. There is text box for them to enter a 250-word (max.) response to the nomination. Below the textbox they can add the date and their signature.</p> <p>Max. 250 words:</p> <ul style="list-style-type: none"> • The course or program reps send back a response to the nomination(s), in which they a) provide a summary statement of no more than 250 words that collates student feedback on the nomination and the nominee’s response; and — where several people were nominated within a particular program — b) provide a preference list based on the feedback received about potential awardees. • Course/program reps may seek to solicit feedback on the approach taken and comment on whether it worked. Informal language welcomed.

	<ul style="list-style-type: none"> Recognising that such responses do not necessarily signal agreement, course/program reps will seek to avoid “like/unlike” responses from the cohort. Using a secure Padlet is recommended (but not mandatory): discussions must not be held publicly.
Criteria and eligibility	<p>The criteria are the same as those of the Vice-Chancellor's Awards for Excellence in Education/Supervision. For details, see the “CAP Teaching Awards - Criteria” document.</p> <p>All academic/professional staff in the ANU College of Asia and the Pacific, full time or fractional, continuing or contract can be nominated, but self-nominations are not accepted. Except ECRs who may apply after having been employed at ANU for at least 1 year, all nominees must have been employed at ANU for at least 3 years. They must also be a member of staff at the ANU during the period of the Selection Committees’ deliberations and decision.</p>
Awards Selection Committees	<p>The Commendation for Excellence in Education Awards Selection Committee comprises the following members, all nominated by the Chair:</p> <ul style="list-style-type: none"> CAP ADSE (Chair) 1 SFHEA/FHEA representative 3 previous award winners 1 CAP ANUSA representative 1 CAP PARSA representative 2 external representatives <p>The Commendation for Excellence in Supervision Awards Selection Committee comprises the following members, all nominated by the Chair:</p> <ul style="list-style-type: none"> CAP ADHDR (Chair) CAP HDR Committee 1 CAP PARSA Representative 1 previous supervision award winner
Timeline	<p>Nominations open twice: S1: week 8 – Friday 5pm, week 11. S2: week 8 – Friday 5pm, week 11.</p> <p>S1/S2: nominees send in their response (CAPCEA) by Monday 9am, in the week after the end of the semester. S1/S2: course/program send in their response (CAPCEF) by Monday 5pm, in the second week after the end of the semester.</p> <p>S2: the CAP Education/Supervision Awards Selection committees meet at least 1 week before the last College Forum of the year.</p>
Commendation	No prize money is involved. A digital Commendation letter signed by the CAP Dean and ADSE will be sent to awardee by email.
Announcement	Announced at last College Forum of the year