

Faculty Award for Tutors

Application Form



CREATE CHANGE

Telephone: +61 7 3365 1333

Email: academicadmin@hass.uq.edu.au

Internet: www.uq.edu.au/hass

CRICOS PROVIDER NUMBER 00025B

The Awards:

The Faculty are offering a total of 5 awards, each to the value \$1000, paid as a grant to individual winners through Workday. Awards will recognise outstanding examples of sustained excellence in tutoring. Tutors may choose to use the award money for academic purposes such as conference fees, conference travel, academic books and equipment.

Eligibility: The award is open to sessional/casual staff who have tutored for a minimum of three semesters and are currently employed at the University of Queensland.

Application Procedure:

Send completed application forms, signed by the Head of School, together with supporting documentation to HASS Academic Administration (academicadmin@hass.uq.edu.au) by **Friday, 20 September 2024**

Required:

1. A 150-200 word **Synopsis** covering your teaching area or discipline, your teaching experience, the particular focus of your teaching and teaching methods, and your research/teaching interests. The synopsis must be written in the third person.
2. A 1/2 page **Overview** describing the specific character of your teaching and achievements and including:
 - *a description of your teaching context including experience and responsibilities; and*
 - *your educational philosophy and beliefs.*
3. No more than half a page each on three of the following **Selection Criteria** (all of equal weighting) (max. 1.5 pages, single spaced, 12 point font), showing how you ensure:
 - *provision of an optimal learning environment which recognises diverse student needs*
 - *effective planning for tutorials and clarification of expectations for student learning*
 - *promotion of learner engagement in innovative and creative ways*
 - *provision of quality feedback to students in class and on assessment tasks*
4. A 2 page summary of supporting evidence (e.g. SECaTs, peer observations, emails, qualitative comments on teaching evaluations and any other relevant material) providing an assessment of your effectiveness as a University teacher and including numbers of courses/enrolments and numbers of responses (maximum two pages).
5. **Confidential reference** (max. 1 page, single spaced, 12 point font) from the academic or course coordinator for whom you tutor. This letter, which should be sent independently, should comment on your ability to:
 - *plan and create optimal learning environments for diverse students*
 - *provide quality feedback on learning*
 - *assist students to make effective connections between course content and real-world applications.*

NB: Pages over word limit will be removed.

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Applications due: 5pm on Friday 20 September, 2024

Please lodge applications and direct any enquiries to HASS Academic Administration:

Room E211, Bldg. 1
E: academicadmin@hass.uq.edu.au
T: (07) 3365 7937

First Name:			
Surname:			
Postal Address:			
Email:			
Telephone:	Work:	Home:	Mobile
School:			
Head of School: (Please print name)			
Signature: (Head of School)			

Application form to be accompanied by supporting documentation