



HASS Faculty Award for Tutors Application Form

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, 12 September 2025**.



Required

1. A 150-200 word Synopsis covering your teaching area or discipline, your teaching experience, and the particular focus of your teaching and teaching methods. 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 two of the following Selection Criteria (all of equal weighting) (max. 1.5 pages, single spaced, 12 point font), showing how you:
 - *assist students to make effective connections between theory and practice*
 - *promote learner engagement in innovative or creative ways*
 - *create an inclusive learning environment for diverse learners*
 - *provide quality formal and/or informal feedback to students in class and/or on assessment tasks*
4. A 2 page summary of supporting evidence (e.g. SETutor data, 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.



Applications due: 5pm on Friday 12 September, 2025

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