



# VICE-CHANCELLOR'S EDUCATION EXCELLENCE AWARDS

## Teaching Award Guidelines 2021

## Contents

THE VICE-CHANCELLOR'S EDUCATION EXCELLENCE AWARDS OVERVIEW	<b>3</b>
Why should I apply?	3
Nomination process	4
Eligibility for Citations, Teaching Excellence, Innovation and Program Awards:	4
Definitions	4
2021 VICE CHANCELLOR'S AWARDS KEY INFORMATION	<b>5</b>
Dates	5
Selection Panels	5
Support and contact	5
Details about the awards	6
SELECTION CRITERIA FOR CITATIONS, TEACHING EXCELLENCE AND INNOVATION AWARDS	<b>7</b>
ASSESSMENT CRITERIA - EVIDENCING YOUR CONTRIBUTION	<b>8</b>
THE VICE-CHANCELLOR'S CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING	<b>9</b>
THE VICE-CHANCELLOR'S AWARDS FOR TEACHING EXCELLENCE	<b>10</b>
THE VICE-CHANCELLOR'S AWARDS FOR INNOVATION IN LEARNING AND TEACHING	<b>11</b>
THE VICE-CHANCELLOR'S AWARDS FOR PROGRAMS THAT ENHANCE LEARNING	<b>12</b>
Six Program Award categories	12
Selection criteria for Program Award	13
VICE-CHANCELLOR'S AWARD FOR EXCELLENCE IN HONOURS SUPERVISION	<b>15</b>
Eligibility	15
Nominations	15
Selection Criteria	15
References	16
Reference Details	17

# THE VICE-CHANCELLOR'S EDUCATION EXCELLENCE AWARDS

## OVERVIEW

The Vice-Chancellor's Education Excellence Awards recognise the contribution of Monash staff to create quality student learning experiences and to provide world-class university education. The following five award categories are open for application:

1. VICE-CHANCELLOR'S CITATIONS FOR OUTSTANDING CONTRIBUTION TO STUDENT LEARNING
2. VICE-CHANCELLOR'S AWARDS FOR TEACHING EXCELLENCE
3. VICE-CHANCELLOR'S AWARDS FOR INNOVATION IN LEARNING AND TEACHING
4. VICE-CHANCELLOR'S AWARDS FOR PROGRAMS THAT ENHANCE LEARNING
5. VICE-CHANCELLOR'S AWARD FOR EXCELLENCE IN HONOURS SUPERVISION

### Why should I apply?

Awards are an opportunity for you to gain recognition in the University for your contributions in the area of teaching and learning. Benefits of receiving a Vice-Chancellor's award:

- Personal recognition;
- Recognition for your faculty or unit;
- Winners receive between \$1000 - \$3000 depending on their category
- Nomination may lead to a national award nomination;
- Preparation for this award will assist in preparation for an application for promotion
- Recipients of awards have the opportunity to demonstrate educational leadership and to promote engagement of their innovations to other Monash staff through, for example, running workshops, giving presentations, mentoring, etc.
- Recipients will receive a permanent citation on the [Records and Archives](#) website

The following sections provide a summary of the five award categories with the Monash guidelines for 2021. Potential nominees should note that individual faculties and divisions will have their own processes and deadlines for faculty awards and VC nominations.

## Nomination process

Nominations for all Vice-Chancellor's award nominees are due to be received by Faculty by **April 30th 2021**. Faculty Deputy/ Associate Deans of Education will be sent a link to a file in a timely manner in order for them to submit the names and details of their faculty nominations.

## Eligibility for Citations, Teaching Excellence, Innovation and Program Awards:

- Nominees must have worked for at least one year at Monash University and must be employed by the University at the time of their nomination. Nominees may be based at any campus, including Malaysia.
- Applications are **open to academic and professional staff**, and include Teaching Associates, full-time or fractional, fixed term, tenured or casual staff.
- Both team and individual nominations are encouraged. Teams may be of any size and be composed of both, or either, professional and academic staff. If a team has five or more members, a team name must be provided.
- Nominees may not be nominated for more than one award category in the same year. A nominee, may however, be included in a team nomination as long as they are not the team lead.
- Early Career award recipients are eligible to renominate under the General category at any time.
- All other previous recipients of a Citation, Teaching Excellence Award, Innovation Award or Program Award are eligible for renomination after a minimum of five years, however the new nomination should be for teaching or programs with a different focus and must not substantially replicate the original Award or program. For Teaching Excellence awards, at least three criteria should be substantially new and the other should show sustained excellence.
- If the recipient/s of a previous award form part of a team nomination but are not the lead nominee, they are eligible to reapply within the 5-year timeframe. However, the application should not replicate the work of the previous award application.
- Nomination for, or receipt of, a Citation or Innovation award does not affect eligibility for a Teaching Excellence Award. Recipients of a Teaching Excellence award are eligible to apply for an Innovation award if the focus of the application is for something new and does not replicate the original work or program.
- Innovation Award recipients are not eligible for nomination for a Citation.
- Teaching Associate Citation recipients are eligible to apply for another Citation after three years, but the application should be for teaching that does not substantially replicate the original program of work.

## Definitions

### **Early Career – Citation, Teaching Excellence and Innovation:**

Nominees with no more than five (5) years' experience teaching in a higher education institution, including part-time teaching, may apply as an Early Career applicant. The five years can be non- sequential and must be counted on a semester basis.

**Honours Supervision:** Nominees must be members of academic staff, tenured or contract, and have at least four (4) years of current and continuous experience at the University supervising Honours students, at the time of nomination. Nominees must be employed by Monash University at the time of their nomination.

For staff whose supervision activity has been interrupted (e.g. maternity leave, secondments, outside studies programs) while still being continuously employed by Monash, 'continuous' can be taken to mean a minimum total of 3 years supervision experience at the University. Previous winners are not eligible.

# 2021 VICE CHANCELLOR'S AWARDS KEY INFORMATION

## Dates

Tasks	2021 Dates
Nominations Submitted	Friday 30th April
Honours References Submitted	Monday 2nd August
Applications Submitted	Thursday 12th August
Selection Panel Meetings	w/c 6th September
VC Awards Ceremony	Monday 22nd November

## Selection Panels

The Vice-Chancellor's Teaching Awards Panel reviews all applications and makes recommendations to the Vice-Chancellor. It is usually the same panel as the one that selects Monash's nominees to national teaching awards.

The Panel is constituted as follows:

1. Academic Director, Learning and Teaching
2. President, Academic Board, or nominee
3. One Deputy or Associate Dean, Education or Teaching
4. One staff member with educational expertise
5. Past teaching award winner
6. One student representative.

For the Honours Supervision Awards, the panel will be constituted as follows:

1. Vice-Provost (Faculty and Graduate Affairs), or nominee (Chair)
2. Two Faculty nominees
3. Previous award winner

Members of the Monash Education Academy team observe meetings of the Monash Teaching Awards Panels. On the basis of those observations, they provide general advice to Monash and AAUT teaching award applicants and to faculties and divisions seeking to refine their awards procedures.

## Support and contact

The Monash Education Academy strongly encourages Citation, Teaching Excellence and Program nominees to participate in the Peer Leadership Learning Program (PLLP), a peer-led program that supports the development of an evidence base for applications and takes participants through the writing process itself. Participation improves nominees' chances of success. Contact staff in the Monash Education Academy team to find out more about the program at [mea@monash.edu](mailto:mea@monash.edu)

## Details about the awards

	Teaching Excellence	Innovation	Citation	Program Awards	Honours Supervision
<b>Number of possible nominations per faculty - including staff at onshore and Malaysian campuses</b>	2 general + 1 Early Career	2	1 general + 1 Early Career + 1 teaching associate	1	2
<b>Number of possible awards presented</b>	4	2	5	1	1
<b>Award</b>	Medallion & \$3000 grant	Medallion & \$3000 grant	\$1000 grant	Medallion & \$3000 grant	Medallion & \$3000 grant
<b>Additional notes</b>		one award is focussed on technological innovation and one on curriculum innovation			

Recipients will be recorded on the University's [Records and Archives website](#)

# SELECTION CRITERIA FOR CITATIONS, TEACHING EXCELLENCE AND INNOVATION AWARDS

Nominations will be assessed on evidence provided in relation to the selected criterion outlined. Awards differ regarding how many criteria you need to address. This is outlined and highlighted in checklist tables listed below under awards.

## **1. Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn**

This may include:

- Fostering student development by stimulating curiosity and independence in learning.
- Participating in effective and empathetic guidance and advice for students.
- Assisting students from equity and other demographic subgroups to participate and achieve success in their courses.
- Encouraging student engagement through the enthusiasm shown for learning and teaching.
- Inspiring and motivating students through effective communication, presentation and interpersonal skills.
- Enabling others to enhance their approaches to learning and teaching.
- Developing and/or integrating assessment strategies to enhance student learning.
- Provision of support services or programs that improve the student experience and enable learning.

## **2. Development of curricula, resources or services that reflect a command of the field**

This may include:

- Developing and presenting coherent and imaginative resources for student learning.
- Implementing research-led approaches to learning and teaching.
- Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning.
- Communicating clear objectives and expectations for student learning.
- Providing support to those involved in the development of curricula and resources.
- Contributing professional expertise to enhance curriculum or resources.

## **3. Evaluation practices that bring about improvements in teaching and learning**

Evaluation comprises making judgements about the quality of programs and activities that are part of the academic, cultural and social experience of higher education.

This may include:

- Showing advanced skills in evaluation and reflective practice.
- Using a variety of evaluation strategies to bring about change.
- Adapting evaluation methods to different contexts and diverse student needs and learning styles.
- Contributing professional expertise to the field of evaluation in order to improve program design and delivery.
- Dissemination and embedding of good practice identified through evaluation.

Please note that evaluation practices do not include student assessment.

#### 4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or student experience

This may include:

- Participating in and contributing to professional activities related to learning and teaching.
- Innovations in service and support for students; coordination, management and leadership of courses and student learning.
- Conducting and publishing research related to teaching.
- Demonstrating leadership through activities that have broad influence on the profession.
- Providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort.
- Influencing the overall academic, social and cultural experience of higher education including on-campus, off-campus and online courses.

### ASSESSMENT CRITERIA - EVIDENCING YOUR CONTRIBUTION

With a focus on the chosen selection criterion, applicants are required to make a case that they have:

- A. Impacted on student learning, student engagement or the overall student experience for a period of no less than three years (two years for early career), not including time taken for development or trial of any activity.
- B. Gained recognition from colleagues, the institution, and/or the broader community.
- C. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.
- D. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

This case needs to be **strongly supported by a wide range of evidence** in the form of qualitative and quantitative data. This may include: formal and informal evaluation, student data, institutional student surveys, references and selected teaching materials

In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

## THE VICE-CHANCELLOR'S CITATIONS FOR OUTSTANDING CONTRIBUTIONS TO STUDENT LEARNING

This category recognises individuals and teams who are innovative and uplift education excellence at Monash.

Up to five (5) Citations may be awarded in total to individual or team nominees who demonstrate superior performance. Each faculty/service area may nominate up to three (3) nominees for Citations (see the table on page 6). This includes one (1) General nomination, one (a) Early Career nomination and one (1) Teaching Associate nomination for nominees who demonstrate superior performance for their career stage.

Essential component	Word limit	Page limit	Formatting requirements	Notes
Application form	n/a	n/a	n/a	Online google form provided on website
Title of Citation	25 words max	n/a	n/a	Catchy encapsulation of the main focus of your contribution to teaching and learning
Synopsis	100 words max	n/a	n/a	Written in third person and should describe the nominee's contribution to student learning and engagement and the resulting impact on students.
Written statement addressing one of the selection criteria	n/a	4 A4 pages max (including citation and synopsis)	11-point Arial or Calibri  Single line spacing  Margins of 25mm all around  Include page numbers and section headings	Must address one selection criterion and include evidence for the ways in which the contribution has: influenced student learning, engagement and/or the overall student experience; been recognised by fellow staff, the institution, and/or the broader community; and been sustained over at least two years.
References x 2	n/a	1 A4 page each	n/a	One of the referees must be the head of the nominee's faculty, department or school  Must be signed by referee, on letterhead

[Click here for Selection criteria](#)

[Click here for Assessment Criteria - Evidencing Your Contribution](#)

## THE VICE-CHANCELLOR'S AWARDS FOR TEACHING EXCELLENCE

This category recognises educators who deeply engage students and, importantly, who also have made a broad contribution to enhancing the quality of learning and teaching at Monash.

Up to four (4) awards are available for teaching excellence by individuals or teams (including one for Early Career). Each faculty/service area may nominate up to three (3) staff for a Teaching Excellence award (see the table on page 6). This includes one (1) Early Career nomination.

Essential component	Word limit	Page limit	Formatting requirements	Notes
Application form	n/a	n/a	n/a	Online google form provided on webpage
Synopsis	150 words max	n/a	n/a	Written in third person
Written statement addressing all four of the selection criteria	n/a	8 A4 pages max (including synopsis)	11-point Arial or Calibri Single line spacing Margins of 25mm all around Include page numbers and section headings	Written in first person. The main statement should address the selection criteria and provide evidence in response to the assessment criteria.
Curriculum vitae	n/a	3 A4 pages	11-point font	One additional page per team member
References x 2	n/a	1 A4 page each	n/a	One of the referees must be the head of the nominee's faculty, department or school Must be signed by referee + be on letterhead If the nomination is for a team, the references should refer to the team as a whole.
Optional supporting materials		Up to 2 may be may be supplied		Should illustrate and provide evidence of claims made in the application. <b>Accepted materials:</b> <ul style="list-style-type: none"> <li>• A three-minute video</li> <li>• One website (URL) – include link in your PDF submission.</li> <li>• 10 pages of supporting material in PDF format (inclusive of the URL links).</li> </ul> The relevance of all material must be made clear in the written component

[Click here for Selection criteria](#)

[Click here for Assessment Criteria - Evidencing Your Contribution](#)

## THE VICE-CHANCELLOR'S AWARDS FOR INNOVATION IN LEARNING AND TEACHING

This category recognises innovation driven by technologies or curriculum which improves student engagement, teaching, learning or assessment.

Up to two (2) awards are available for individuals or teams for innovation in learning and teaching. The focus of the innovation can be on technological innovation or curriculum innovation. Each faculty/service area may nominate one nominee (1) for technological innovation and one nominee (1) for curriculum innovation for the award (see the table on page 6).

Essential component	Word limit	Page limit	Formatting requirements	Notes
Application form	n/a	n/a	n/a	Online google form provided on webpage
Synopsis	150 words max	n/a	n/a	Written in third person, and covering the teaching and learning context of the innovation, teaching area or discipline of the students impacted by the change, the teaching, technical or professional experience of the nominee(s), with a particular focus of their work in relation to student learning.
Written statement addressing of one of the selection criteria	n/a	8 A4 pages max (including synopsis)	11-point Arial or Calibri with single line spacing Margins of 25mm all around Page numbers and section headings	Written in first person. Should address the chosen selection criteria in terms of the innovation and provide evidence of impact.
Curriculum vitae or role description form	n/a	3 A4 pages	11-point font	Outlining the nominee's (nominees') educational qualifications, brief employment history and current role at Monash, and the contribution to the project of each nominee if it is a team application. One additional page per team member (i.e. a team of three may have five pages (3+2)).
References x 2	n/a	1 A4 page each	n/a	One of the referees must be the head of the nominee's faculty, department or school Must be signed by referee + be on letterhead If the nomination is for a team, the references should refer to the team as a whole.
Optional supporting materials		Up to 2 may be supplied		Should illustrate and provide evidence of claims made in the application. <b>Accepted materials:</b> <ul style="list-style-type: none"> <li>• A three-minute video</li> <li>• One website (URL) – include link in your PDF submission.</li> <li>• 10 pages of supporting material in PDF format (inclusive of the URL links).</li> </ul> The relevance of all material must be made clear in the written component

[Click here for Selection criteria](#)

[Click here for Assessment Criteria - Evidencing Your Contribution](#)

## THE VICE-CHANCELLOR'S AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

In line with the national AAUT Programs Award, this award is designed to recognise learning and teaching **support programs and services** that make an outstanding contribution to the quality of student learning and the quality of the student experience.

The programs and services that receive this Award must have demonstrated their effectiveness through rigorous evaluation that will set benchmarks for similar activities at Monash. Both **individuals and teams**, whether they are academic and/or professional staff, or a mix of both, are encouraged to apply. Teams may be of any size. If a team has five or more members, a team name must be given. It is expected that winners of VC awards will be well placed for the AAUT Program Awards in succeeding years.

It is intended that eligible programs are **broader than a single unit or a limited service that involves only a few students**. Program award nominees may derive from teams of academic and professional staff working collaboratively, cut across year levels, or across units at one level, or be offered across the University. For example, programs may involve a service or program provided at the institutional, faculty or school level, a program of study across a year or number of years, or a service or program directed at particular groups of students.

### Six Program Award categories

1. **Widening participation**, encompassing approaches to learning and teaching, and/or student experience which enhance student access, widen participation, and support progression.
2. **Educational partnerships and collaborations with other organisations including industry**, encompassing partnerships between universities, and universities and other organisations - such as schools, private higher education providers, registered training organisations, professional bodies, businesses and industries in collaborative approaches to learning and teaching.
3. **Innovation and flexibility in curricula, learning and teaching**, encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning and innovations that encourage novel approaches to learning and teaching, innovations that align assessment with curriculum design, innovations that encourage or support multi-disciplinary, research-based learning and teaching approaches, innovations that utilise the potential of new and/or emerging technologies.
4. **Higher Degree Research**, encompassing programs and other activities that focus on postgraduate research students, postgraduate research supervision and research higher degree candidature, and postgraduate learning support and professional development.
5. **Student experiences and services supporting learning, development and growth in higher education**, encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, language and learning support, counselling and disability support. Quality of learning engagement and other learning and teaching experiences within large student groups to sustain and retain students, student enhancement, whole personal development learning and the quality of the first-year student experience.
6. **Global citizenship and internationalisation**, including valuing and enhancing the international student experience, student exchange, international recruitment, transition programs for international students and internationalising the curriculum.

## Selection criteria for Program Award

Applications for this award must **address all four (4) selection criteria** below.

- 1. Distinctiveness, coherence and clarity of purpose** - Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation.
- 2. Influence on student learning and student engagement** - Extent to which the program targets identified needs and directly or indirectly enhances student learning, student engagement and/or the overall student experience of higher education.
- 3. Breadth of impact** - Extent to which the program has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program
- 4. Addressing equity and diversity** - Extent to which the program promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

The assessment will also consider a) evidence of the effectiveness of the program in formal and informal evaluation and b) the degree of creativity, imagination or innovation c. evidence of sustained effectiveness of the program for no less than three years.

Essential component	Word limit	Page limit	Formatting requirements	Notes
Application form	n/a	n/a	n/a	Online google form supplied on webpage
Synopsis	150-200 words max	n/a	n/a	Written in third person Describes the program and its teaching areas, the program's contribution to student learning and engagement and the program's impact on students
Written statement addressing <b>all four</b> of the selection criteria	n/a	9 A4 pages max (including synopsis)	11-point Arial or Calibri with single line spacing Margins of 25mm all around Page numbers and section headings	Written in first person The main statement should address the chosen selection criteria and provide evidence in response to the assessment criteria.
Curriculum vitae	n/a	3 A4 pages	11-point font	Outlines the nominees' educational qualifications, employment history, teaching positions held and teaching experience One additional page per team member e.g. a team of three may have 5 pages (3+2)
References x 2	n/a	1 A4 page each	n/a	One of the referees must be the head of the nominee's faculty, department or school. Must be signed by referee If the nomination is from a team, the references should refer to the team as a whole
Optional supporting materials		Up to 2 may be supplied		Should illustrate and provide evidence of claims made in the application. <b>Accepted materials:</b> <ul style="list-style-type: none"> <li>• A three-minute video</li> <li>• One website (URL) – include link in your PDF submission.</li> <li>• 10 pages of supporting material in PDF format (inclusive of the URL links).</li> </ul> The relevance of all material must be made clear in the written component

## VICE-CHANCELLOR'S AWARD FOR EXCELLENCE IN HONOURS SUPERVISION

The Honours Supervision award is intended to recognise outstanding contribution to honours supervision. It is not intended to recognise leadership in Honours such as the contribution to Honours by Coordinators, and applicants in these positions would be more suited to apply under criteria 4 of the Citations (See p. 7) or for a Teaching Excellence Award. Supervisors of final year projects in four-year degree programs are considered honours supervisors for the purposes of this award.

### Eligibility

The nominee must:

- be a current member of academic staff, tenured or contract, and
- have at least four (4) years of current and continuous experience at the University supervising Honours students, and three years of data on their impact, at the time of nomination.

For staff whose supervision activity has been interrupted (e.g. maternity leave, secondments out, outside studies programs) while still being continuously employed by Monash, 'continuous' can be taken to mean a minimum total of three years supervision experience at the University. Previous award winners are not eligible to apply.

### Nominations

Nominations for the VC Award for Honours Supervision are made by the faculty. Nominations can be from a variety of sources, either by a faculty award, or by honours students, academic colleagues or the panel has no objection to faculties approaching supervisors for nomination. Staff may also express interest in nominating to their faculty. Regardless of how nomination is made, the nominee is responsible for completing the application form. All nominees must have sought endorsement from their faculty and provided details of the referees at the time of nomination. Each faculty is restricted to a maximum of two nominees per faculty.

### Selection Criteria

The award nominee is responsible for the preparation of the written statement. In the written statement, the nominee must **address all four (4) selection criteria** below. The application should address how the nominee demonstrates excellence in relation to each criterion. While being an honours coordinator is valuable, the focus of the application should be on honours supervision. The content should be clearly structured into four sections, each relating to one of the four defined criteria, and should be written in the first person.

1. **The supervisor as a teacher** which may encompass: their context or background in their current academic position; their philosophy of honours supervision; the development of the student as a researcher and an academic; encouragement of student supervision in project planning and development; development of academic skills; the practicalities or 'how to' of effective supervision; provision of timely and constructive feedback; problem management; developing student independence; the underpinning of honours supervision by engaging in education-based research and/or professional development.

2. **The supervisor as a mentor** which may include: support and encouragement given to students; assisting students to establish and use networks with other students and academics in their field of study; assisting the student to access specialist expertise (e.g. statistics, computing, language); availability to students; provision of a sympathetic atmosphere; knowledge and communication of the University’s administrative processes relating to supervision; advice to students on further study and career pathways; facilitation of a cohort.

3. **The supervisor as a model** which may include: evidence of the nominee’s research quality and impact; publications record, especially jointly with research students; the supervisor’s record of finding support for her/his scholarship and research; peer recognition as indicated by journal editing; speaking invitations, invited chapters or articles; invitations to be an external examiner; evidence of collegiality and teamwork; evidence of open-mindedness about the knowledge interpretations of others.

4. **Supervisor’s track record** Nominees should include a tabulated summary of their honours supervision outcomes *in the past five years only*, as in the examples shown below:

No.	Student name	Cohort year	Supervision role (main/co)	Grade	% of students in cohort with H1 *	Award?	Destination	Publication	Presentation
1		2020	Main	E.g. H1		Top student in Genetic Honours	E.g. PhD	2020, Global Change Biol	Oral presentation at AIMB
2		2019	Co				E.g. Research position, private sector	Submitted, conference proceedings	

\*(or equiv) for the year or average cohort mark for the year

## References

Nominees are to seek written references from four referees and ensure that these references are submitted by the referees directly to the MEA at [mea@monash.edu](mailto:mea@monash.edu). References will be included in the application package that is sent to the Monash Teaching Awards Panel for assessment.

The four references are to be from:

- One current student
- One past student
- One senior academic colleague with at least seven years of supervision experience.
- Head of Dept/School or Associate Dean

References are to be emailed by the referees directly to the [mea@monash](mailto:mea@monash) by **Monday August 2nd**.

References are strictly limited to a maximum of two A4 page.

## REFERENCE DETAILS

### Current and Past Student:

The reference should address the following two questions:

1. What are the exceptional qualities of this person as a supervisor?
2. What is your personal experience of the supervisor?

### Senior Academic Colleague and Head of Dept/School or Associate Dean:

The reference should address the four selection criteria, that of: the Supervisor as a Teacher, the Supervisor as a Mentor, the Supervisor as a Model and the Supervisor's track record.

Senior academic referees will also need to supply the following information about themselves: number of years of supervision experience, total number of supervisions, the number of first class honours awarded to those students.

Essential component	Word limit	Page limit	Formatting requirements	Notes
Application form	n/a	n/a	n/a	Online google form provided on webpage
Synopsis	150 words max	n/a	n/a	Written in third person Covers the nominee's area or discipline, their honours supervision experience, its focus and impact on students, and their research/supervision interests.
Written statement addressing all four of the selection criteria	n/a	5 A4 pages max (including synopsis)	11-point Arial or Calibri Single line spacing Margins of 25mm all around	Written in first person Should address each of the four selection criteria. Evidence to support the claims must be provided in the application.
Curriculum vitae	n/a	7 A4 pages	11 point font Arial or Calibri	Outlining the nominee's educational qualifications, employment history, teaching positions held and teaching and supervision experience, and publications in the past 5 years.
References	n/a	2-page max each	n/a	A written reference from each of the following four people: <ul style="list-style-type: none"> <li>● One current student</li> <li>● One past student</li> <li>● One senior academic colleague</li> <li>● Head of Dept/School or Associate Dean</li> </ul> 2-page max for each reference Nominees are responsible for seeking references and ensuring their submission to the Monash Education Academy at <a href="mailto:mea@monash.edu">mea@monash.edu</a> by the <b>due date: Monday August 2nd.</b>