Application Guidelines

James Cook University is committed to excellence, equity, and inclusion. As noted in the JCU Statement of Strategic Intent (JCU, 2019), we embrace "the diversity of the communities we serve in two countries" and "we are enriched by and celebrate our communities' diversity". The JCU Citation for Sustained Commitment to Enhancing Diversity, Equity and Inclusion is one such example. This award recognises and rewards the sustained contributions of individuals or teams to the development of initiatives or programs that address the University's strategic goals around diverstity and inclusion and/or have made a significant contribution in supporting staff or students overcome such barriers.

This award acknowledges those who have demonstrated a sustained commitment to excellence by providing leadership to advance equitable access to education, address the needs of diverse populations of northern Queensland, northern Australia and the Tropics through community engagement, or foster equality through rigorous scholarly research.

Aims

In 2022, JCU will award up to two Citations for Sustained Commitment to Enhancing Diversity, Equity and Inclusion. These awards recognise and reward the diverse contributions that individuals and teams (including academic and, professional staff) make to enhance student learning outcomes and encourage continued excellence in learning and teaching. An Early Career academic category is available. Applications from JCUA and JCUS are eligible.

The winners of this award will be chosen by a panel of university teaching and learning stakeholders. Up to two citations valued at $4,000 each will be awarded across JCU. Winners will be formally recognised at the Celebrating Excellence in Learning & Teaching at JCU: Teaching Excellence Awards.

Eligibility

All nominations must relate to contributions to student learning in higher education. Signed applications must be submitted to your Associate Dean, Learning and Teaching by the date advertised within your College/ Division and forwarded to ltse@jcu.edu.au by COB on Monday, 29 August 2022. Only nominations that have been supported (signed) by the College ADLT, the College Dean, and the Divisional DVC will be submitted.

Nomination is open to academic and professional staff appointed in full-time or fractional, continuing or contract or sessional positions. Nominees must be employed by JCU at the time of nomination.

Both team and individual nominations are encouraged. Teams may be of any size; however, if a team is larger than five members, a team name must be provided and consideration given to the percentage contribution of each team member. *Team nominations can only include members with a contribution of 10 per cent or higher.*

Nominee(s) may only lead one nomination in any year. Applicants who have received an individual citation award in the previous five years are ineligible to apply for the same award category, but can apply for a different award Category. Unsuccessful nominees are eligible to re-apply. If applicants are part of a team nomination and are not the lead nominee, they are eligible to re-nominate within five years of receiving the citation.

Early Career

Nominees with no more than five years' cumulative experience teaching in a higher education institution may be considered in the Early Career category. The five years can be non-sequential. This includes all tutoring, marking and teaching, either fulltime, fractional or sessional. Nominees must indicate their Early Career status as part of their application. The Early Career status will only apply for teams whose lead nominee meets the early Career category, and whose contribution to the nomination is at least 50%.

Accountability

Citation winners will be invited to join the Community of Learning and Teaching Excellence and are expected to share their good practices in learning and teaching with the wider teaching and learning communities within their College/Division and across JCU. They will be key to disseminating good practice, providing support, and participating in peer review processes for future nominees, including the use of their winning Citations submissions as exemplars for future nominees.

Categories

Nominees will select ONE of the following four categories to address:

1. Developing teaching practice, curricula or learning environments that foster inclusion for a diverse range of students

2. Building and supporting inclusion and diversity at JCU, fostering inclusive teams and positively influencing the learning environment.

3. Enhancing cohesion and understanding in a diverse community for staff and/or students and/or community.

4. Engaging with the wider community to encourage participation.

Examples of claims that might be included are given below:

1. **Developing teaching practice, curricula or learning environments that foster inclusion for a diverse range of students; e.g.**

   Creating curriculum to enable the development of student intercultural competence.

   Mentoring undergraduate or post graduate students from diverse backgrounds and pathways.

   Designing curriculum that intentionally values all learners and the experiences they bring by purposefully engaging students form diverse backgrounds and pathways.

   Consistently applying universal design principles to maximize learning opportunities for all students.

   Adopting innovative approaches to teaching and learning that recognise diversity of the student body and support flexibility and choice.

   Expanding and incorporating resources and learning opportunities that challenge bias (conscious and unconscious) and provide alternatives to the dominant paradigms in Western Culture.

2. **Building and supporting inclusion and diversity at JCU, fostering inclusive teams and positively influencing the learning environment; e.g.**

   Implementing effective strategies to address the barriers that have prevented full participation of students from diverse backgrounds and pathways in higher education.

   Developing programs or partnering with central student support services (e.g. counselling and wellbeing, The Learning Centre) or other areas of the University to enhance educational opportunities and success for students from diverse backgrounds and pathways.

Promoting an inclusive and supportive learning culture where LGBTI students feel comfortable and safe to bring their whole selves to the learning environment.

3. **Enhancing cohesion and understanding in a diverse community for staff and/or students and/or community**
Developing University culture, practices, or programs that have had a demonstrable and important effect in helping JCU achieve the goals of the Statement of Strategic Intent.

Actively contributing to committees or Universtiy service that has significantly enhanced policy or processes that advance the principles of diversity, equity and inclusion at JCU in support of student participation and learning.

Making a significant contribution towards improvement for students from diverse backgrounds and pathways and confronted with personal challenges.

4. **Engaging with the wider community to encourage participation**
Engaging in innovative research that enhances understanding of race, class, gender, culture and other identities affecting access and opportunity in higher education.

Establishing partnerships with business and industry that respond to mutual needs to foster diversity and equal opportunity in teaching, research, and public service.

Serving activities or organisations related to equity, inclusion, and diversity at the regional, national or international level with outcomes that impact participation in higher education and the student learning experience.

Evidencing your contribution

With a focus on the chosen 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 identification of the issue, or 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. In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

Types of evidence

Applicants will be expected to provide a range of justified qualitative and quantitative evidence and/ or data that clearly supports their nomination. Types of evidence may include, but are not limited to, the following:

- student engagement data (e.g. Learning Analytics)
- survey responses including cohort size and response rates, scores and comments (e.g. YourJCU)
- evidence of student success (e.g grade distribution)
- student feedback (e.g. quotes from student–staff forums)
- evidence of institutional and/or external recognition (e.g. PROTs, IRU Calibration outcomes,

testimonials from stakeholders)

Nomination process

All nominees for Citations for Sustained Commitment to Enhancing Diversity, Equity and Inclusion are required to provide the following documentation:

1. **Nomination form** available from: https://www.jcu.edu.au/learning-and-teaching/professional-development-and-recognition/jcu-citations-for-outstanding-contributions-to-student-learning (under **Review the criteria and requirements).** The completed nomination must be signed by the Associate Dean Learning & Teaching, the College Dean, and the Divisional Deputy Vice Chancellor.

2. **Proposed Citation** of up to 25 words, which includes the discipline or field of work and the distinctive contribution of the nominee or team. If the nomination is successful, this will be the title of the citation. The concise Citation description should:

   o include "For…" at the beginning of the citation title

   o be written in the third person

   o avoid jargon and use plain English

   o inform the broadest possible audience about the work of the nominee.

3. **Statement of claims** against one of the four assessment criteria which describes the nominee's commitment to enhancing diversity, equity, and inclusion in line with the selected criterion and provides evidence to support claims. This section is limited to **four A4 pages** in total, comprising all of the following elements:
   • **Overview** of the contribution and its context
   • **Statement** addressing **the selected category** (including category heading) with supporting evidence about impact on participation, engagement, or success of students from diverse backgrounds and pathways;
   • **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the four pages. Links to reference lists online will not be reviewed by assessors.
4. **Statement of contribution** (for team nominations only)
5. **Two letters of reference** of no more than **one A4 page each**, including one who is the nominee's line manager or at a higher level.
6. **Photograph** of nominee(s)

Other supporting materials are not to be submitted. Assessment will be based solely on the written statement and references. Nominees must, therefore, ensure that all claims they make meet the selection criteria are supported by evidence, and that the evidence is included in the written statement.

Formatting requirements

Please ensure that all documents are A4 page size, fonts are 11 point Arial or Calibri (narrow fonts are not permitted), margins are at least 2cm all around, there is clear definition between paragraphs, and page numbers and section headings are included.

Photo requirement

An up-to-date, formal digital photograph of the individual nominee or team (group photo) must be submitted with each nomination, in line with the following specifications:
- In colour
- Background colour: white
- Image definition parameters: head and shoulders only
- Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px
- File Format: JPEG
- File size: Between 1MB and 10MB

If the nomination is successful, the submitted digital photographs will be used for publication purposes, including awards presentation, the LTSE website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination within the one photo. Low quality photographs will not be accepted. Changes cannot be made to photographs after submission.

Presentation

Please complete the attached checklist of formatting instructions and adhere to these guidelines. **Applications that do not adhere to these formatting guidelines will not be considered.**

Closing Dates

Signed applications must be submitted through your Associate Dean Learning & Teaching. Particular Divisional Offices may direct earlier dates for submission, review, and signatures. Please contact your ADLT for guidance. Contact details for college ADLTs can be found here: https://www.jcu.edu.au/learning-and-teaching/directorate-of-learning-teaching-and-student-engagement/contacts

The College ADLTs will submit all nominations to the Directorate of Learning, Teaching and Student Engagement via email to ltse@jcu.edu.au by **COB Monday, 29 August 2022.**

Late applications will not be considered.

Assessment Panel

At an institutional level, the JCU Awards Selection Committee will:
- select up to 2 nominees to receive a *JCU Citation for Sustained Commitment to Enhancing Diversity, Equity and Inclusion*

The JCU Awards Selection Committee will be comprised of:

- the Deputy Vice-Chancellor Students

- the Dean, Learning, Teaching and Student Engagement

- college ADLTs of their delegates; and

- up to two other members co-opted to bring specialist expertise

Intending nominees should:

- consult with their Associate Dean of Learning and Teaching, outlining their proposed criteria and evidence as soon as possible

- ensure they can block out time for preparation and refinement in the lead up to submission

- update their submission consistent with any feedback provided

- ensure submissions are finalised, signed, and forwarded to their college ADLT for submission to ltse@jcu.edu.au by COB on Monday, 29 August 2022.

Attachments:

Written Statement: Formatting Instructions / Checklist	Check Box
The application is written in 11 point Arial or 11 point Calibri (narrow fonts must not be used)	
Margins must be at least 2 cm on all sides with clear definition between paragraphs. No columns should be used	
Claims against assessment criteria is maximum of 4 A4 pages	
Claims against assessment criteria contains, in the following order:	
1. proposed Citation (maximum 25 words), describing the distinctive contribution of the nominee	
2. a summary of the particular contribution and its specific context	
3. a statement addressing the chosen criterion and providing evidence of the contribution	
Claims against assessment criteria must provide empirical evidence for the ways in which the contribution has: • impacted on student learning, student engagement or the overall student experience; • gained recognition from fellow staff, the institution, and/or the broader community; • shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based development; • drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice; and • been sustained for a period of no less than three years (two years for early career).	
All claims made in the claims against assessment criteria meet the selection criteria, are supported by evidence, and the evidence is included in the written statement. No supporting materials are to be submitted.	

Letters of Reference: Formatting Instructions / Checklist	Check Box
Two letters of reference are included. One must be from the head of the nominee's discipline, college, or divisional unit.	
The references are provided by people able to comment on the nominee's contribution to student learning against the nominated selection criteria. If the nomination relates to a team, the references should apply to the team	
Each reference is no more than one A4 page	

References have been signed by the referees. Electronic signatures on references supplied to the nominee or institution by email are acceptable.	

Photograph / Checklist	Check Box
Photograph is included and meets specifications • In colour • Background colour: white • Image definition parameters: head and shoulders only • Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px • File Format: JPEG • File size: Between 1MB and 10MB	