

Learning and Teaching Awards and Grants Procedure

Section 1 - Purpose

(1) This Procedure sets out responsibilities associated with funding, designing, and administering learning and teaching award and grant schemes, supporting the implementation of the [Learning and Teaching Awards and Grants Policy](#).

Scope

(2) This Procedure applies to Academic and Professional staff at all campuses and locations of Macquarie University and Macquarie University College (The College).

Section 2 - Policy

(3) Refer to the [Learning and Teaching Awards and Grants Policy](#).

Section 3 - Procedures

Responsibilities and Required Actions

(4) There is a [Learning and Teaching Awards Flowchart](#) and a [Learning and Teaching Grants Flowchart](#) available for this Procedure.

(5) Processes for all learning and teaching award and grant schemes can be found on the Awards and Recognition website.

Staff

(6) All Macquarie University staff should be aware of award and grant opportunities made available both internally (centrally and within Faculties, Departments and Offices), and externally via Government, Private Sector and other Non-Government and Research bodies. Staff must also ensure they adhere to the University's privacy obligations, in accordance with the [Privacy Policy](#) as follows:

- a. Personal and health information contained in applications (e.g. student names, details of enrolment or admission at the University, other personal identifiers, the fact of any learning difficulties or disabilities) must only be included in an application with the consent of the individual to whom the information relates.
- b. The parts of the application which contain personal and health information of anyone but the applicant must be kept confidential to the assessment panel and those facilitating the award / grant process. Personal and health information must not be made public through the publication of applications online, unless the identity of individuals is redacted (and not reasonably able to be ascertained) or removed altogether.

Deputy Vice-Chancellor (Academic)

(7) Deputy Vice-Chancellor (Academic) Portfolio (DVCA Portfolio) provides funding for a range of learning and teaching award and grant schemes administered by the Office of the Pro Vice-Chancellor (Learning and Teaching). For the purposes of the remaining section of this document, all references to grants and awards are associated with Learning and Teaching.

Learning and Teaching Leaders

(8) Award and grant scheme design is undertaken by the Office of the Pro Vice-Chancellor (Learning and Teaching) in consultation with relevant key stakeholders such as Faculty Associate Deans (Learning and Teaching). Ultimately it is at the discretion of the Deputy Vice-Chancellor (Academic) and the Pro Vice-Chancellor (Learning and Teaching) to determine annual scheme offerings and available annual funds.

Internal Awards

Office of the Pro Vice-Chancellor (Learning and Teaching)	Provides administrative, communications and events support for all internal learning and teaching award schemes. The Office of the Pro Vice-Chancellor (Learning and Teaching) funds and co-ordinates the formal presentation of the Vice-Chancellor's Learning and Teaching Awards to successful staff.
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Faculties / Offices Award Panels

All Faculties and Offices are required to establish panels to consider and assess the Student nominations and the Vice-Chancellor's Learning and Teaching Award applications. At a minimum, these panels will be comprised of expert representatives from across the Faculty / Office including:

1. Associate Dean (Learning and Teaching) / Director and /or nominee;
2. two to four staff representatives from across the Faculty /Office; and
3. a learning and teaching professional staff member and / or student representative.

The Faculty / Office Learning and Teaching Award Panels will participate in a two-level assessment process:

1. Shortlist and invite staff to apply for the Student nominated Award; and
2. Assess Vice-Chancellor's Learning and Teaching Award Applications.

Shortlist and invite staff to apply for the Student nominated award:

The number of staff invited to apply for the student-nominated award is up to 10 per Faculty / Office. There is discretion for the panel to invite additional applicants if required in exceptional circumstances. Faculty / Office award panels are required to be transparent and consistent with how staff are shortlisted. Faculty / Office panels must:

1. assess the nominations by students to ensure shortlisted applicants have the potential to meet at least two (2) criteria of the student-nominated award; and
2. inform all nominated staff of their nomination (including those who are not short-listed) and provide the testimonial(s) from students.

Assess Vice-Chancellor's Learning and Teaching Award Applications:

After the closing date, the Office of the Pro Vice-Chancellor (Learning and Teaching) will collate and provide all Vice-Chancellor's Learning and Teaching Award applications to each Faculty / Office.

The Office of the Pro Vice-Chancellor (Learning and Teaching) will advise Faculty / Office of the number of Faculty-nominated Highly Commended Finalists to be progressed per award category.

Faculty / Office Learning and Teaching Award Panels will be required to assess all [their Faculty / Office] applications by Award Category.

Each application will be assessed against the relevant Assessment criteria / rubric provided by the Office of the Pro Vice-Chancellor (Learning and Teaching).

All applicants will be advised of the outcome by the Chair of the Faculty / Office Award Panel in writing with relevant feedback.

Faculty / Office Award Panels must advise all outcomes to the Office of the Pro Vice-Chancellor (Learning and Teaching).

All Faculty-nominated Highly Commended Finalists will be progressed to the Office of the Pro Vice-Chancellor (Learning and Teaching) for the Central Award Panel to assess and identify the overall winner(s) for each award category.

<p>Office of the Pro Vice-Chancellor (Learning and Teaching)</p> <p>Central Award Panels</p>	<p>The Office of the Pro Vice-Chancellor (Learning and Teaching) will establish Central Award Panels to consider and assess the Faculty-nominated Highly Commended Finalists in each category. The Pro Vice-Chancellor (Learning and Teaching) will endorse panel composition prior to the panel meeting to ensure there are no conflicts of interest and there is equitable representation on the panel. These panels will comprise expert representatives from across the University including:</p> <ol style="list-style-type: none"> 1. Chair: Pro Vice-Chancellor (Learning and Teaching); 2. Chair of Senate Learning and Teaching Committee; 3. Associate Dean (Learning and Teaching) / Director and / or nominee; 4. Past Vice-Chancellor's Learning and Teaching Award recipients; 5. two to four staff representatives from across the Faculties / Offices; and 6. one to two student representative(s) (except for the Student-Nominated Award). <p>The Central Award panels will assess the following award categories:</p> <ol style="list-style-type: none"> 1. Student-nominated Award; 2. Sessional Staff Award; 3. Early Career Award; 4. Learning Innovation Award; 5. Teaching Excellence Award; and 6. Educational Leader Award. <p>Each Highly Commended Finalist application will be assessed against the relevant Assessment criteria / rubric.</p> <p>The Central Award Panel will identify the overall winner(s) of each award category from the list of Highly Commended Finalists.</p> <p>The Vice-Chancellor will approve award winners based on the recommendations received from the panel for the Vice-Chancellor's Learning and Teaching Awards.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) will administer the award funds and certificates to successful award winners.</p> <p>The winners will be announced at the annual Vice-Chancellor's Learning and Teaching Award ceremony.</p>
<p>Deputy Vice-Chancellor (Academic) Finance Manager</p> <p>Faculties / Offices Finance Officers</p>	<p>The Finance Manager in the Office of the Deputy Vice-Chancellor (Academic) is responsible for:</p> <ol style="list-style-type: none"> 1. ensuring income allocation to successful award recipients including internal journal transactions between the Pro Vice-Chancellor (Learning and Teaching), Faculties, and Offices (as specified) and associated communications; and 2. ensuring inter-year reallocations and requests are managed with approval. <p>Faculty / Office Finance Officers are responsible for:</p> <ol style="list-style-type: none"> 1. financial approval of expenses out of established accounts in liaison with award recipients.

External Awards

<p>Office of the Pro Vice-Chancellor (Learning and Teaching)</p>	<p>Provides administrative and communications support for all Learning and Teaching external award schemes in consultation with Learning and Teaching Leaders in Faculties / Offices.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) will provide all endorsed award submissions to the Vice-Chancellor and/or Deputy Vice-Chancellor (Academic) (depending on the award guidelines) for final approval before submission.</p>
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Faculties / Offices	<p>Faculties / Offices are expected to engage and support staff with external learning and teaching award schemes, the development of applications (peer-review), endorsement of submissions and active promotion of relevant opportunities to staff.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) must be notified of intended applications for external awards related to learning and teaching at the beginning of the application process.</p> <p>Formal approval for submissions needs to be given by the Faculty Executive Dean and or Associate Dean (Learning and Teaching) (or Office equivalent) depending on the award guidelines.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) must receive all relevant award submissions (and supporting documentation) 14 working days prior to submission deadline.</p>
Deputy Vice-Chancellor (Academic) Finance Manager Faculties / Offices Finance Officers	<p>Where external contractual arrangements exist (post-award) between Macquarie University and external award schemes, the Finance Manager in the Office of the Deputy Vice-Chancellor (Academic) is responsible for:</p> <ol style="list-style-type: none"> 1. establishment of accounts; 2. receipt of external award funding; 3. administration of external award funding according to award conditions; and 4. financial acquittal of external award grants. <p>Faculty and / or Office Finance Officers are responsible for:</p> <ol style="list-style-type: none"> 1. financial approval of expenses out of established accounts in liaison with award recipients.

Internal Grants

Office of the Pro Vice-Chancellor (Learning and Teaching)	<p>Provides administrative, communications and events support for all internal learning and teaching grant schemes in consultation with Learning and Teaching leaders in Faculties / Offices. The Office of the Pro Vice-Chancellor (Learning and Teaching) funds the internal grants.</p>
Faculties / Offices	<p>Step 1: Expression of Interest (EOI)</p> <p>Faculty / Office staff interested in applying for an internal grant must liaise with Associate Dean, Learning and Teaching / Director regarding the grant EOI.</p> <p>The Associate Dean, Learning and Teaching / Director will consider EOIs. Projects will be short-listed against criteria and staff invited to participate in a 'Pitch Project' process.</p> <p>Outcomes from the EOI process will be advised to EOI applicants by the Associate Dean, Learning and Teaching / Director in writing with relevant feedback.</p>

Office of the Pro Vice-Chancellor (Learning and Teaching)	<p>The Pro Vice-Chancellor (Learning and Teaching) will endorse the Grant Panel composition prior to the panel meeting to ensure there are no conflicts of interest and there is equitable representation on the panel. These panels will be comprised of expert representatives from across the University including:</p> <ol style="list-style-type: none"> 1. Chair: Pro Vice-Chancellor (Learning and Teaching); 2. Chair of Senate Learning and Teaching Committee; 3. Associate Dean, Learning and Teaching / Director and / or nominee; 4. two to four staff representatives from across the Faculty / Office; and 5. one to two student representative(s). <p>Step 2: Pitch Process</p> <p>Applicants of invited projects will be required to pitch their project idea to the Grant Panel. Applicants will have three (3) minutes to present their proposal.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) Grant Panel will have two (2) minutes to raise questions or seek clarity following the pitch. The Panel may vary proposed project budgets and make recommendations for broader partnerships where required.</p> <p>Each 'Pitch Project' application will be assessed against the Assessment criteria / rubric. The selection criteria will include:</p> <ol style="list-style-type: none"> 1. projects that specifically support the University's Learning and Teaching strategies and plans; 2. projects that will have a positive and ongoing impact upon teaching practice and learning outcomes at the University; and 3. projects potentially leading to further grant proposals (internal and external) that expand and/or extend the project outcomes. <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) Grant Panel will invite successful pitch applicants to submit a full application and budget.</p> <p>Unsuccessful 'Pitch applicants' will be advised of the outcome by the Chair of the Panel in writing with relevant feedback.</p>
Office of the Pro Vice-Chancellor (Learning and Teaching)	<p>Step 3: Application Process</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) Grant Panel will assess each Learning and Teaching Grant application against the Assessment criteria / rubric.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) Grant Panel will determine the successful project(s) from the list of projects invited to complete a Macquarie University Learning and Teaching Grant Application.</p> <p>All applicants will be advised of the outcome by the Chair of the Panel in writing with relevant feedback.</p>
Deputy Vice-Chancellor (Academic) Finance Manager Faculties / Offices Finance Officers	<p>The Finance Manager in the Office of the Deputy Vice-Chancellor (Academic) is responsible for:</p> <ol style="list-style-type: none"> 1. ensuring income allocation to successful grant recipients including internal journal transactions between the Office of the Pro Vice-Chancellor (Learning and Teaching), Faculties / Offices (as specified) and associated communications; and 2. ensuring inter-year reallocations and requests are managed with approval from the Pro Vice-Chancellor (Learning and Teaching) and / or Deputy Vice-Chancellor (Academic). <p>Faculty / Office Finance Officers are responsible for:</p> <ol style="list-style-type: none"> 1. Financial approval of grant expenses out of established accounts in liaison with grant recipients.
Project Lead	<p>The project lead must obtain the necessary Faculty / University ethics approvals for grants that involve research involving human subjects.</p> <p>The project lead will be required to adhere to all the grant terms and conditions e.g. submit a detailed final report outlining the project outcomes to the Office of the Pro Vice-Chancellor (Learning and Teaching) and disseminate learning and teaching project outcomes through University fora, including workshops and online resources.</p> <p>Human Resources staff should be contacted for advice and support concerning employment related matters arising from successful grant applications.</p>

External Grants

Office of the Pro Vice-Chancellor (Learning and Teaching)	Provides administrative and communications support for all external learning and teaching grant schemes in consultation with Learning and Teaching leaders in Faculties / Offices and Office of the Pro Vice-Chancellor (Research Services) (pre-award).
Faculties / Offices	<p>Faculties / Offices are expected to engage and support staff with external learning and teaching grant schemes through the development of applications (peer-review), endorsement of submissions, and active promotion of relevant opportunities to staff.</p> <p>Associate Deans (Learning and Teaching) / Directors must ensure that the proposed grant is strategically aligned with prevailing strategies and plans including:</p> <ol style="list-style-type: none"> 1. Our University: A Framing of Futures; 2. Learning and Teaching Strategic Framework: 2020-2024; and 3. University Operating Plan 2020-24. <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) must be notified of intended applications for external grants related to learning and teaching prior to the beginning of the application process.</p> <p>Evidence of extensive consultation needs to be provided. The project lead will need to consult with:</p> <ol style="list-style-type: none"> 1. learning and teaching colleagues and / or Supervisor; 2. Head of Department; 3. other Faculties / Offices as appropriate; and 4. Office of the Pro Vice-Chancellor (Research Services) (pre-award). <p>Formal approval to apply needs to be given to applicant(s) by the Faculty Executive Dean (or Office equivalent). Written endorsement from the Faculty Executive Dean (or Office equivalent) for the grant application must be provided to the Pro Vice-Chancellor (Learning and Teaching).</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) must receive all relevant grant details (and supporting documentation) 14 working days prior to submission deadline.</p>
Office of the Pro Vice-Chancellor (Learning and Teaching)	<p>The Office of the Pro Vice-Chancellor (Learning and Teaching) will assess each grant proposal against the criteria and ensure it strategically aligns with prevailing strategies and plans (as specified above).</p> <p>Further consultation may be required with Associate Deans (Learning and Teaching), the Deputy Vice-Chancellor (Academic) and / or Faculty Executive Deans.</p> <p>The Office of the Pro Vice-Chancellor (Learning and Teaching) will provide all endorsed grant proposals to the Vice-Chancellor and / or Deputy Vice-Chancellor (Academic) (depending on the award guidelines) for final approval before submission.</p>
Deputy Vice-Chancellor (Academic) Finance Manager Faculties / Offices Finance Officers	<p>Where external contractual arrangements exist (post-award) between the University and external grant schemes, the Finance Manager in the Office of the Deputy Vice-Chancellor (Academic) is responsible for:</p> <ol style="list-style-type: none"> 1. establishment of accounts; 2. receipt of external grant funding; 3. administration of external grant funding according to grant agreement; and 4. financial acquittal of external grants. <p>Faculty and / or Office Finance Officers are responsible for:</p> <ol style="list-style-type: none"> 1. financial approval of grant expenses out of established accounts in liaison with grant recipients.
Project Lead	<p>The project lead must obtain the necessary Faculty / University ethics approvals for grants that involve research involving human subjects.</p> <p>The project lead will be required to adhere to all the grant terms and conditions e.g. submit a detailed final report outlining the project outcomes to the Office of the Pro Vice-Chancellor (Learning and Teaching) and disseminate learning and teaching project outcomes through University fora, including workshops and online resources.</p> <p>Human Resources staff should be contacted for advice and support concerning employment related matters arising from successful grant applications.</p>

Section 4 - Guidelines

(9) Nil.

Section 5 - Definitions

(10) Nil.

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	22nd February 2023
Approval Authority	Academic Senate
Approval Date	20th October 2020
Expiry Date	21st May 2024
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