

# SCHOLARSHIP INDEX 2009 (Reference Year 2008)

## Criteria and evidence requirements

*Note: Applications submitted without supporting documentary evidence will be discounted.*

Criterion	Weight	Evidence requirements and notes
A. Qualification in university teaching	10	<p><b>Evidence:</b> Copy of certificate of completion in <b>2008</b>. In cases where it is unclear from the certificate that the qualification is in teaching in university/higher education, the transcript must also be provided with the relevant sections highlighted. If the certificate is written in a foreign language, a certified translation must be provided. Courses must be the equivalent of one year's part-time study or more.</p> <p><b>Notes:</b> This criterion refers very specifically to qualifications in <u>university teaching/higher education</u>. eg. Graduate Certificate in Educational Studies (Higher Education) <a href="http://www.itl.usyd.edu.au/programs/gradcert/">http://www.itl.usyd.edu.au/programs/gradcert/</a> All other qualifications are not eligible, including teaching qualifications in school, adult, further, tertiary or language education, unless transcripts are supplied showing that a significant proportion of the work undertaken was in the area of university teaching.</p> <p>Qualifications completed in the reference year 2008 only will be counted.</p>
B. National or state teaching award (AAUT or ACE winner)	10	<p><b>Evidence:</b> Copy of AAUT or ACE award letter.</p> <p><b>Notes:</b> Awards achieved in 2008 only may be claimed. AAUT Awards include the Prime Minister's Award, Teaching Awards, Neville Bonner Award and Institutional Awards.</p>
C. National teaching award finalist	5	<p><b>Evidence:</b> Copy of letter showing finalist status.</p> <p><b>Notes:</b> Only awards made in 2008.</p>
D. Vice-Chancellor's Award winner (includes awards for Outstanding Teaching, Excellence in Research Higher Degree Supervision and Support of the Student Experience)	5	<p><b>Evidence:</b> Copy of award letter, including names of all recipients.</p> <p><b>Notes:</b> This criterion includes excellence in teaching awards, excellence in research higher degree supervision awards and support of the student experience awards. TIES projects and other grants are not eligible. Where a single award has been made jointly to a number of recipients in a school or faculty, it can only count once in that school or faculty. Only awards made in 2008 can be claimed.</p>

Criterion	Weight	Evidence requirements and notes
E. Formal Mentoring	2	<p><b>Evidence:</b> Copy of letter from ITL confirming participation</p> <p><b>Notes:</b> Approved formal mentoring schemes for 2008 are: Semester 2 Graduate Certificate in Educational Studies (Higher Education). Only for activities completed in 2008 and only for those involved as mentors.</p>
F. Publication on university teaching - <i>book</i>	10	<p><b>Evidence:</b> Copy of publication data (please highlight date) and contents pages.</p> <p><b>Notes:</b> Scholarly papers submitted as research publications and counted as Excellence in Research Australia data may <b>not</b> be counted towards the Scholarship Index.</p> <p>This criterion refers specifically to books <u>about university teaching</u> and learning and the target readership is the academic teaching community, not students on courses in the disciplines.</p> <p>A book about teaching and learning could be a book about curriculum development (a part of teaching and learning) where some parts of a curriculum were examples in the book, but not the focus of the book. The audience for the book would be those interested in using the book to develop their curriculum (not to learn that curriculum).</p> <p>Text books are excluded.</p> <p>Where a book has been written jointly by more than one member of staff of the University, the 10 points will be divided equally amongst all joint authors.</p> <p>Only books published in 2008 can be claimed.</p>
G. Publication on university teaching – <i>refereed chapter</i>	2	<p><b>Evidence:</b> This criterion refers specifically to chapters in books <u>about university teaching</u>. The evidence required is in line with the <u>DIISR Higher Research Data Collection (HERDC) specifications</u> <a href="http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Documents/2009%20HERDC%20Specifications%20FINAL%20290109.pdf">http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Documents/2009%20HERDC%20Specifications%20FINAL%20290109.pdf</a></p> <p>Points will be awarded to chapters in books that have been published by commercial publishers as listed in the <u>DEST Register of Acceptable Commercial Publishers</u> <a href="http://www.dest.gov.au/NR/rdonlyres/4E2ADB51-4F0C-4FC0-A6C3-6AC0D2295068/10057/RegisterofAcceptableCommercialPublishers31Dec05.pdf">http://www.dest.gov.au/NR/rdonlyres/4E2ADB51-4F0C-4FC0-A6C3-6AC0D2295068/10057/RegisterofAcceptableCommercialPublishers31Dec05.pdf</a></p> <p>Copy of:</p> <ul style="list-style-type: none"> <li>(i) publication data (please highlight publisher and publication date);</li> <li>(ii) contents page;</li> <li>(iii) the first page of the chapter (<i>please do not submit the full chapter</i>);</li> </ul>

Criterion	Weight	Evidence requirements and notes
		<p>(iv) evidence of refereed status highlighted whether stated in publication or on a copy of the relevant page on the DEST Register.</p> <p><b>Note:</b> Scholarly papers submitted as research publications and counted as Excellence in Research Australia data may <b>not</b> be counted towards the scholarship index.</p> <p>Where a chapter has been written jointly by more than one member of staff of the University, the 2 points will be divided equally amongst all joint authors. Only chapters published in 2008 can be claimed.</p>
H. Publication on university teaching – <i>refereed article</i>	2	<p><b>Evidence:</b> Copy of:</p> <p>(i) journal publication data (please highlight date);</p> <p>(ii) contents page;</p> <p>(iii) the first page of the article (please do not submit the full article); and</p> <p>(iv) evidence of the refereed status of a journal, includes:</p> <ul style="list-style-type: none"> <li>• Photocopy of journal listing from the <u>DEST Register of Refereed Journals</u> <a href="http://www.dest.gov.au/NR/rdonlyres/62C11493-90DB-442E-87AF-E5E4D6D4DEBE/10055/RegisterOfRefereedJournals03022006.pdf">http://www.dest.gov.au/NR/rdonlyres/62C11493-90DB-442E-87AF-E5E4D6D4DEBE/10055/RegisterOfRefereedJournals03022006.pdf</a></li> <li>• Photocopy from Journal listing in <u>Ulrich’s Periodicals Directory</u> (or equivalent) showing refereed status</li> <li>• Photocopy from journal’s own publishing details, with “refereed” statement highlighted.</li> </ul> <p><b>Notes:</b></p> <p>Scholarly papers submitted as research publications and counted as Excellence in Research Australia data may <b>not</b> be counted towards the scholarship index.</p> <p>This criterion refers specifically to refereed articles <u>about university teaching</u>. Articles on other issues, such as a member of staff’s research, are not eligible.</p> <p>Only articles published in 2008 can be claimed.</p> <p>Articles published in <u>Synergy</u> count as a refereed article.</p> <p>Where a refereed article has been written jointly by more than one member of staff of the University, the 2 points will be divided equally amongst all joint authors.</p>
I. Publication on university teaching – <i>non-refereed chapter, article, or refereed or non-referred published conference paper</i>	1	<p><b>Evidence:</b> Copy of:</p> <p>(i) publication data (please highlight date);</p> <p>(ii) contents page;</p> <p>(iii) the first page of the chapter/article (please do not submit the full article).</p> <p><b>Notes:</b> Scholarly papers submitted as research publications and counted as Excellence in Research Australia data may</p>

Criterion	Weight	Evidence requirements and notes
		<p><b>not</b> be counted towards the scholarship index.</p> <p>This criterion refers specifically to non-refereed chapters/articles <u>about university teaching</u>, and refereed or non-refereed published conference papers about <u>university teaching</u>. Chapters/articles on other issues, such as a member of staff's research, are not eligible.</p> <p>Only chapters/articles/conference papers published in 2008 can be claimed.</p> <p>Where a chapter, article or published conference paper has been written jointly by more than one member of staff of the University, the one point will be divided equally amongst all joint authors.</p>
<p>J. Presented conference paper or poster on university teaching</p>	<p>1</p>	<p><b>Evidence:</b> Copy of:            (i) conference details;            (ii) abstract (please highlight date and time).</p> <p><b>Notes:</b>            Scholarly papers submitted as research publications and counted as Excellence in Research Australia data may <b>not</b> be counted towards the scholarship index.</p> <p>Only presented conference papers or posters presented in 2008 can be claimed.</p> <p>This criterion refers specifically to papers/posters <u>about university teaching</u>. Papers/posters on other issues, such as a member of staff's research, are not eligible.</p> <p>Papers and posters must be at conferences/seminars external to the University or at the level of ITL.</p> <p>Where a conference paper or poster has been written jointly by more than one member of staff of the University, the one point will be divided equally amongst all joint authors/presenters.</p>

**Further notes:**

- Claims cannot be submitted for staff covering years after they have left the University. Thus, for example a member of staff holding a Diploma of Higher Education who resigned with effect from November 2008 would be eligible for 10 points towards the 2008 reference year, but not beyond that.
- Claims cannot be submitted for staff who are not members of staff of the School or Faculty. Thus, for example, claims are not eligible for the achievements of individuals such as casual lecturers or visiting scholars.
- Claims must be submitted by a Faculty and must be co-ordinated by the Dean's office. Worksheets for claims should not be submitted for anything smaller than a School (no separate worksheets for departments or individual members of staff please).
- All claims must be submitted in hard copy (no faxes, emails or discs please)
- Please make your claim as clear and easy to follow as possible. It is helpful if you highlight relevant names and dates. Please make it clear which Criterion each award or publication is being claimed under. Supporting documentary evidence should be grouped according to criterion (clipped or stapled)
- Please check that all documentary evidence is enclosed before submitting your claim. Unfortunately we do not have the staffing allocation to chase-up missing documentation. Claims without supporting documentation will automatically be invalidated without further correspondence being entered into.
- Please be careful to ensure that the date of award/publication is included.
- Please check that you have filled in the name of your Faculty and, if appropriate, School as well, at the top of the page.
- Please check that the name of the person co-ordinating this application is also provided at the top of the page; so that we can return your documentation.
- Please check that you have provided the Faculty Account Code where Scholarship Index monies may be transferred into at the conclusion of this process.