

# SCHOLARSHIP INDEX 2008 (Reference Year 2007)

## Criteria and evidence requirements

**Note: Applications submitted without supporting documentary evidence will automatically be discounted. There will be no follow-up requests to supply the evidence.**

Criterion	Weight	Evidence requirements and notes
A. Qualification in university teaching	10	<p><b>Evidence:</b> Copy of certificate. 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.</p> <p>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>. 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 awarded in 2007 or anytime before 2007 may be claimed and continue to be claimed each year while the staff member remains teaching at the University. Please note, however, that qualifications undertaken in 2007 but awarded in 2008 may not be counted until the 2008 reference year.</p>
B. National or state teaching award (AAUT or ACE <b>winner</b> )	10	<p><b>Evidence:</b> Copy of AAUT or ACE award letter.</p> <p><b>Notes:</b> Awards achieved in 2007 or anytime before 2007 may be claimed and continue to be claimed each year while the staff member remains teaching at the University. AAUT Awards include the Prime Minister's Award, Teaching Awards, Neville Bonner Award and Institutional Awards.</p>
C. National teaching award <b>finalist</b>	5	<p><b>Evidence:</b> Copy of letter showing finalist status.</p> <p><b>Notes:</b> Only awards made in 2007, 2006, 2005, 2004, and 2003 can be claimed.</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. TIF 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.</p> <p>Only awards made in 2007, 2006, 2005, 2004, and 2003 can be claimed.</p>
E. College or Faculty award winner for Outstanding Teaching, Excellence in Research Higher Degree Supervision and Support of the Student Experience	2	<p><b>Evidence:</b> Copy of award letter, including names of all recipients.</p> <p><b>Notes:</b> 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.</p> <p>Only awards made in 2007, 2006, 2005, 2004, and 2003 can be claimed.</p>

Criterion	Weight	Evidence requirements and notes
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> This criterion refers specifically to books <u>about university teaching</u>, or, <u>commercially published textbooks for university students</u>. In the latter case, additional evidence of the text's status as a university textbook must also be provided (for example the book's foreword); non-university textbooks are not eligible. 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. Only books published in 2007 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>, or, <u>commercially published textbooks for university students</u>. In the latter case, additional evidence of the text's status as a university textbook must also be provided (for example the book's foreword); non-university textbooks are not eligible. Copy of:</p> <p>(i) publication data (please highlight publication date);</p> <p>(ii) contents page;</p> <p>(iii) the first page of the chapter (please do not submit the full chapter); and</p> <p>(iv) highlighted section indicating that the chapter is refereed</p> <p><b>Notes:</b> 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 2007 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 DEST Register of Refereed Journals (<a href="http://www.dest.gov.au/highered/research/documents/register.rtf">http://www.dest.gov.au/highered/research/documents/register.rtf</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> 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. Only articles published in 2007 can be claimed. Articles published in <u>Synergy</u> count as a refereed article. 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>

Criterion	Weight	Evidence requirements and notes
I. Publication on university teaching – <i>non-refereed chapter, article or published conference paper</i>	1	<p><b>Evidence:</b> Copy of:            (i) publication data (please highlight date);            (ii) contents page;            (iii) the first page of the chapter/article (please do not submit the full article).  <b>Notes:</b> This criterion refers specifically to non-refereed chapters/articles <u>about university teaching</u>. Chapters/articles on other issues, such as a member of staff's research, are not eligible. Only chapters/articles published in 2007 can be claimed. 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>
J. Presented conference paper or poster on university teaching	1	<p><b>Evidence:</b> Copy of:            (i) conference details;            (ii) abstract (please highlight date and time).  <b>Notes:</b> 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. Papers and posters must be at conferences/seminars external to the University or at the level of ITL or College. Only papers/posters presented in 2007 can be claimed. 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 2007 would be eligible for 10 points towards the 2007 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.