

Special Achievement Award: 2021

Massey University staff are invited to apply for the ***Special Achievement Award***

## Important information:

***Due date:***

24th of September 2021 – no later than midnight

***Portfolio requirements:***

1 x digital application, this may include audio/visual material (audio/video material will be calculated in the word count of 1,500 words).

**Or**

1 x application that is entirely audio/visual and is no more than 15 minutes in length.

**And**

1 x completed Applicant Details form.

***Portfolio submission details:***

Email digital copy to: nctl@massey.ac.nz

***Eligibility:***

To be eligible for the Special Achievement Award, applicants must have been employed and teaching at Massey for a minimum of two (2) years.

Previous recipients of the Special Achievement Award are eligible to apply under a different category than they received an award for. After two years from receiving a Special Achievement Award, an applicant may apply for a Special Achievement Award in the same category that they were awarded in.

Individuals or teams may apply for an award. In the case of a team application, each team member must meet the number of years teaching at Massey eligibility requirement.

Applications are invited from professional and academic staff members.

## About the Awards

## The Provost through the National Centre for Teaching and Learning will award up to six Special Achievement Awards to the value of $1,500 per award.

**CRITERIA AND GUIDELINES**

**1. NOMINATION PROCESS**

**1.1 Submitting the Portfolio**.
No nomination will be considered unless the following are received.

* One (1) electronic copy of the application
* An Applicant Details form

All portfolios must adhere to the requirements as stated below. **If applications exceed the word length or in the case of entirely video/audio application 15 minutes, the application will be deemed ineligible and will not be considered for an award**:

* A written application must not exceed 1,500 words (excluding page headers/footers, graphics, graphics captions, diagrams, figures).
* Written applications that have audio/visual material must be submitted as one document.
* A written portfolio can include video and/or audio material to support the nomination and illustrate against the key criteria; signposting how the criteria are met. We recommend the use of short clips (i.e. individual files should be no more than 3 minutes in length). Be aware that the total word count, including video/audio material must not exceed 1,500 words. That means the word count is reduced accordingly, using a formula based on a reduction of 100 words for every 30-second clip (or part thereof) of video and/or audio material.
* An application that is entirely audio/video is permissible. **An application in this format must not exceed 15 minutes in length.**
* If using audio and video files these must be in MP3 (audio) and/or MP4 (video) formats.
* The text of the portfolio must be no smaller than 12-point font.
* Applications can be submitted in Te Reo Māori.
* Evidence of feedback and how this has been used to influence the practice should be included.
* The application may include (and within the 1500-word limit), at least one

reference (e.g. from students, peers and/or employers of ex-students).

**1.2 Selection Process**

A copy of each application will be sent to each Committee member. Each nomination will be evaluated against the specified criteria. The Committee reserves the right to seek further clarifying information from nominees if necessary. Applications that exceed the word limit or in the case of a video/audio submissions the 15 minute duration, will not be considered by the Committee.

**1.3 Conditions and Obligations**

Award recipients will be expected to share, present and promote good teaching and learning practice, and teaching support within Massey. The Awards are granted on the condition that the award money is spent on activities and/or initiatives designed to enhance the recipients’ teaching or support careers and to promote good practice.

**3.1 Criteria**

Applications can cover any one of the following categories. It is not recommended that applications cover more than one of the categories.

**3.1.1 Categories**

* Student support
* Digital practice
* Innovation
* Assessment
* Student engagement
* Facilitating learning
* kaupapa Māori pedagogy
* Facilitating Māori learners
* Facilitating Pasifika learners
* Practice that prompts inclusive learning

Overall, the Committee will be looking for evidence that nominees (individuals or teams):

* Demonstrates awareness of the needs of learners
* Articulates a clear and appropriate pedagogy related to practice
* Demonstrates excellence and/or innovation in their approach to learning/student support
* Provides evidence of successful outcomes for students
* Has embodied the values in Paerangi in their practice

**Format**

The application is to be in the format of a case study and commentary on this case study. The case study should be no longer than 750 words in length and the accompanying commentary should be of an equivalent length – 750 words or less.

**4. ENQUIRIES**

Any enquiries about the nomination process or requests for assistance in preparation for the award should be made to Duncan O’Hara, Director, Learning and Teaching (email: d.o’hara@massey.ac.nz or phone: ext 83025)