

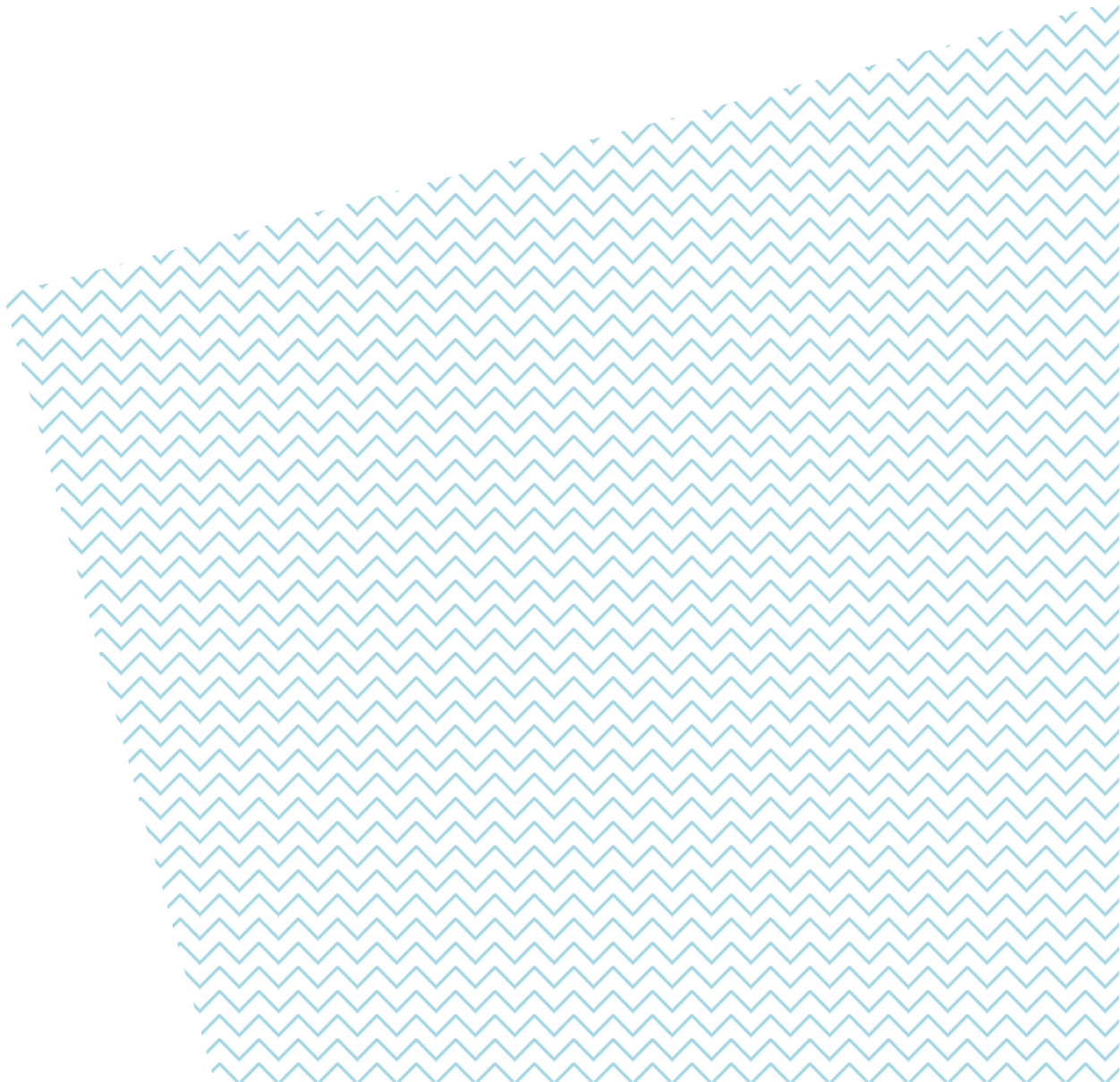


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Faculty of Engineering and Information Technology

# Staff Excellence Awards

Guidelines 2024



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**The Faculty of Engineering and Information Technology Excellence Awards recognise and celebrate the contributions of academic and professional staff.**

The Awards acknowledge individual and team achievements, and contributions that demonstrates the Faculty's core values and enable our strategy, [FEIT 2025](#).

The scheme provides a mechanism for applicants to build competitive cases for wider University awards, including the [University of Melbourne Excellence Awards](#), and external award schemes.

## Key dates

<b>Applications open</b>	Monday 8 April 2024 9.00am
<b>Applications close</b>	Monday 29 April 2024 5.00pm
<b>Winners announced at FEIT Excellence Awards Celebration</b>	Monday 24 June 2024 12.00-2.00pm

## Who can apply?

The FEIT Excellence Awards are open to all salaried members of staff (including full and part time, fixed term, casual and continuing) at the University of Melbourne. Each award also has specific eligibility criteria outlined in this guide.

Awards are available for both individuals and teams. Team applications must be led by a FEIT member of staff who is a salaried member of staff (including full and part time, fixed term and continuing) at the time of application (honorary staff are ineligible).

Previous unsuccessful applicants are eligible to reapply.

## How to apply

Applications are self-nominated.



### 1. Explore the Awards

Familiarise yourself with the FEIT Award Guidelines, including eligibility, assessment criteria and supporting materials for the Award/s you intend to apply for (these vary for each Award). Download a copy of the application form from the [website](#).



### 2. Develop your application

Complete the application form (available on the [website](#)) and gather supporting materials.



### 3. Submit your application

Combine your application form and supporting materials into one single PDF and submit it to [engit-engagement@unimelb.edu.au](mailto:engit-engagement@unimelb.edu.au) by the due date.

# Academic, Professional, Team and Individual Eligibility

The table below outlines academic, professional, team and individual eligibility for each award.

		Academic	Professional	Team	Individual
<b>Research Excellence Awards</b>					
1.	FEIT Excellence Awards in Early Career Research	✓	✗	✓	✓
2.	FEIT Excellence Awards in Mid-Career Research	✓	✗	✓	✓
3.	FEIT Excellence Award in Research	✓	✗	✓	✓
4.	FEIT Excellence Award in Outstanding Graduate Researcher Supervision	✓	✗	✗	✓
5.	FEIT Excellence Award in Interdisciplinary Research	✓	✗	✓	✓
<b>Engagement Excellence Awards</b>					
6.	FEIT Excellence Award in Industry Research	✓	✗	✓	✓
7.	FEIT Excellence Award in Internationalisation	✓	✓	✓	✓
8.	FEIT Excellence Award in Public Value and Social Inclusion	✓	✓	✓	✓
<b>Teaching Excellence Awards</b>					
9.	FEIT Excellence Award in Teaching – The Kelvin Medal	✓	✗	✗	✓
10.	FEIT Excellence Award in Teaching for Early Career Academics	✓	✗	✗	✓
11.	FEIT Excellence Award in Teaching for Mid-Career Academics	✓	✗	✗	✓
12.	FEIT Excellence Award in Teaching for Tutors and Demonstrators	✓	✓	✗	✓
13.	FEIT Excellence Award in Teaching for Engagement	✓	✓	✓	✓
14.	FEIT Excellence Award in Teaching for Innovation in Teaching Programs	✓	✓	✓	✓
<b>Professional Excellence Awards</b>					
15.	FEIT Excellence Award in Professional Excellence and Innovation	✗	✓	✓	✓

## FEIT Excellence Awards Celebration

Winners will be announced at the FEIT Excellence Awards Celebration in June 2024. All Award applicants will be invited to attend the celebration.

### Prizes

All successful applicants will receive a certificate.

Award winners currently employed by the University of Melbourne will receive \$1000 e-Mastercard. If a team wins, the value of funds will be distributed evenly amongst the University of Melbourne staff declared within the application. Team members from outside UoM are ineligible to receive a e-Mastercard.

Subject to eligibility, Award winners are expected to nominate for at least one other award in the year following their successful FEIT Excellence Award nomination.

In addition, the winner of the of the *FEIT Excellence Award in Teaching – The Kelvin Medal* will receive a two-year membership to the [Kelvin Club](#), enjoy a celebratory lunch at the Kelvin Club and be awarded the Kelvin Medal. The Kelvin Club is a city-based gender inclusive association that is free, secular and democratic.

Members of the Kelvin Club encourage strategic alliances that promote academic exchange in Engineering, Economics, and the Arts for social good.

The Kelvin Medal is an annual award that recognises Excellence in the Teaching of engineering and IT, where skills and knowledge are communicated to others. We thank the Kelvin Club for their continued support of the FEIT Excellence Award in Teaching – the Kelvin Medal.

### Contact

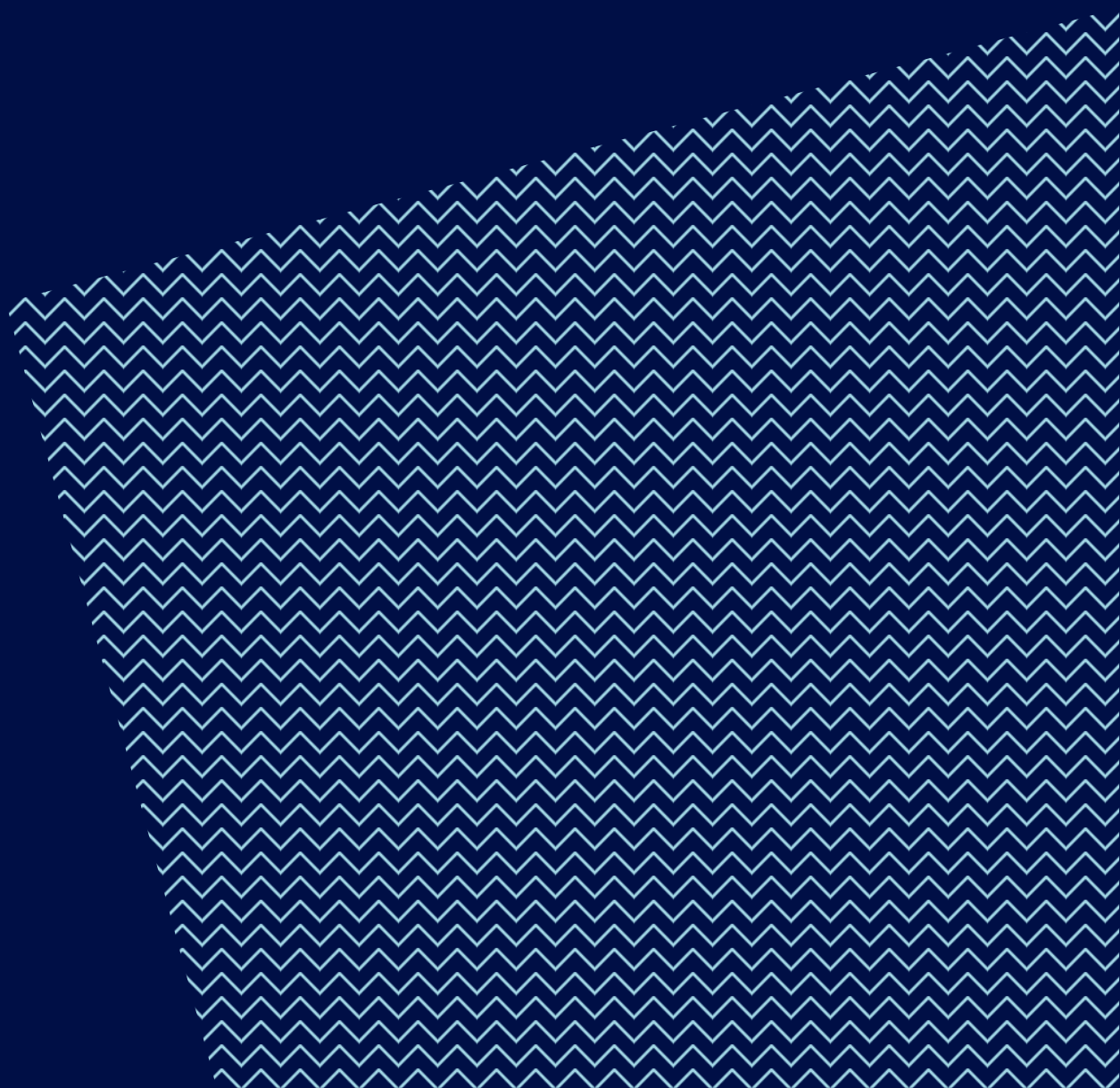
Enquiries and questions can be directed to [engit-engagement@unimelb.edu.au](mailto:engit-engagement@unimelb.edu.au)



*Pictured: 2023 FEIT Excellence Awards Winners at the Awards Celebration*

# Research Excellence Awards

Recognising outstanding contributions and achievements in research for the Faculty and the University.



# 1. FEIT Excellence Award in Early Career Research

Recognising the significant research contributions of FEIT's early career researchers.

This award celebrates research that has advanced the standing of engineering or IT. This research contribution must have occurred within five years of the nomination deadline. Activity entered for this Award must have been published in at least one peer-reviewed output (i.e. journal article, book or similar).

Although not mandatory, preference will be given to research conducted at the University of Melbourne.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

## 1.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants should have either less than five years' experience in active research or obtained their PhD within five years of the application deadline.

### Individual Entries

- Applicants must be salaried members of staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

### Team Entries

- Team applications must nominate a team leader via the application form.
- The team leader and majority of team members must be eligible FEIT early career applicants and be a salaried member of staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

## 1.2 Assessment criteria

Applicant must address three assessment criteria via the application form. **Max. 500 words.**

### 1. Originality and Significance

Detail how your research contributes to new insights within its field and/or pioneered a new area of enquiry.

### 2. Scientific Rigour

Describe the investigative approach undertaken and how you have employed approaches not normally used in your field of research.

### 3. Impact and Benefit

Demonstrate the extent to which the research:

- influences future Australian and/or global research, and
- leads to a clear impact(s).

## 1.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

### Statement on Research Contribution and Impact

The application must provide a statement on the following information regarding the nominated research. **Max. 500 in total.**

- Provide an overview of the nominated research contribution. Your statement should address: background, objective/s; results to date; list of outcomes that directly relate to the research (e.g. patents, grants, awards, collaborations). Preference is given to research conducted at the University of Melbourne; if the nominated



research contribution was carried out elsewhere, provide a brief explanation (e.g. institution, has work continued since joining FEIT).

- Provide a list of published peer-reviewed outputs that directly relate to the activity entered. For individual entries with multi-authored works, you must state your individual contribution, noting if you are the principal author, corresponding author or other. For team entries, each peer-reviewed output must be co-authored by the majority of team members.
- Provide a statement of impact regarding up to three research outputs listed. Use independent evidence to demonstrate the significant contribution of your output(s) to your field. This may include details regarding the quality of the journal or publisher, reviewer quotes, publication sales, details of reprints and subsequent publication in other collections.

### **Statement on Individual or Team Entry**

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

### **Referees**

Nominate at least one internal referee, such as a relevant supervisor or Head of School/Department, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

### **Curriculum Vitae**

All applicants must provide their curriculum vitae, a **maximum of 2 pages** per CV.

For team entries, please collate CVs as a single PDF.

### **Career Interruptions**

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

### **Supporting Documents (optional)**

Applicants may provide supporting materials relating to their list of peer-reviewed research output (e.g. reports from referees/reviewers of manuscripts, editor's correspondence and publication reviews). **Max. 5 pages**; collate as single PDF.

## 2. FEIT Excellence Award in Mid-Career Research

Recognising the significant research contributions of FEIT's Mid-career researchers.

This award celebrates research that has advanced the standing of engineering or IT. This research contribution must have occurred within five years of the nomination deadline. Activity entered for this Award must have been published in at least one peer-reviewed output (i.e. journal article, book or similar).

Although not mandatory, preference will be given to research conducted at the University of Melbourne.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 2.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants should have between five and ten years' experience in active research or obtained their PhD between five to ten years from nomination deadline.

#### Individual Entries

- Applicants must be salaried members of staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

#### Team Entries

- Team applications must nominate a team leader via the application form.
- The team leader and majority of team members must be eligible FEIT mid-career applicants and be a salaried member of staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

### 2.2 Assessment criteria

Applicant must address three assessment criteria. **Max. 500 words.**

#### 1. Originality and Significance

Detail how your research contributes to new insights within its field and/or pioneered a new area of enquiry.

#### 2. Scientific Rigour

Describe the investigative approach undertaken and how you have employed approaches not normally used in your field of research.

#### 3. Impact and Benefit

Demonstrate the extent to which the research:

- influences future Australian and/or global research, and
- leads to a clear impact(s).

### 2.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Applicant details

- Applicant must provide details to determine eligibility.

#### Statement on Research Contribution and Impact

The application must provide a statement on the following information regarding the nominated research. **Max. 500 in total.**

- Provide an overview of the nominated research contribution. Your statement should address: background, objective/s; results to date; list of outcomes that directly relate to the research (e.g. patents, grants, awards,

collaborations). Preference is given to research conducted at the University of Melbourne; if the nominated research contribution was carried out elsewhere, provide a brief explanation (e.g. institution, has work continued since joining FEIT).

- Provide a list of published peer-reviewed outputs that directly relate to the activity entered. For individual entries with multi-authored works, you must state your individual contribution, noting if you are the principal author, corresponding author or other. For team entries, each peer-reviewed output must be co-authored by the majority of team members.
- Provide a statement of impact regarding up to three research outputs listed. Use independent evidence to demonstrate the significant contribution of your output(s) to your field. This may include details regarding the quality of the journal or publisher, reviewer quotes, publication sales, details of reprints and subsequent publication in other collections.

### **Statement on Individual or Team Entry**

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

### **Referees**

Nominate at least one internal referee, such as a relevant supervisor or Head of School/Department, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

### **Curriculum Vitae**

All applicants must provide their curriculum vitae, a **maximum of 2 pages** per CV.

For team entries, please collate CVs as a single PDF.

### **Career Interruptions**

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

### **Supporting Documents (optional)**

Applicants may provide supporting materials relating to their list of peer-reviewed research output (e.g. reports from referees/reviewers of manuscripts, editor's correspondence and publication reviews). **Max. 5 pages**; collate as single PDF.

## 3. FEIT Excellence Award in Research

### Recognising outstanding curiosity-driven research.

This award celebrates research that has advanced the standing of engineering or IT. This research contribution must have occurred within five years of the nomination deadline. Activity entered for this Award must have been published in at least one peer-reviewed output (i.e. journal article, book or similar).

Although not mandatory, preference will be given to research conducted at the University of Melbourne.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 3.1 Eligibility criteria

- Nominations for this award can be individual or team based.

#### Individual Entries

- Applicants must be salaried members of staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

#### Team Entries

- Team applications must nominate a team leader via the application form.
- The team leader and majority of team members must be eligible FEIT applicants and be a salaried member of staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

### 3.2 Assessment criteria

Applicant must address three assessment criteria. **Max. 500 words.**

#### 1. Originality and Significance

Detail how the research outcome(s) are ground-breaking, as well as how the research has influenced its field of science and/or pioneered a new area of enquiry.

#### 2. Scientific Rigour

Describe the investigative approach undertaken and identify the research methods employed, outlining the steps taken to ensure a robust and unbiased approach.

#### 3. Impact and Benefit

Outline the potential or actual impact of this research beyond its field of science, as well as any public impact.

### 3.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Statement on Research Contribution and Impact

The application must provide a statement on the following information regarding the nominated research. **Max. 500 in total.**

- Provide an overview of the nominated research contribution. Your statement should address: background, objective/s; results to date; list of outcomes that directly relate to the research (e.g. patents, grants, awards, collaborations). Preference is given to research conducted at the University of Melbourne; if the nominated research contribution was carried out elsewhere, provide a brief explanation (e.g. institution, has work continued since joining FEIT).
- Provide a list of published peer-reviewed outputs that directly relate to the activity entered. For individual entries with multi-authored works, you must state your individual contribution, noting if you are the principal author,

corresponding author or other. For team entries, each peer-reviewed output must be co-authored by the majority of team members.

- Provide a statement of impact regarding up to three research outputs listed. Use independent evidence to demonstrate the significant contribution of your output(s) to your field. This may include details regarding the quality of the journal or publisher, reviewer quotes, publication sales, details of reprints and subsequent publication in other collections.

### **Statement on Individual or Team Entry**

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

### **Referees**

Nominate at least one internal referee, such as a relevant supervisor or Head of School/Department, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

### **Curriculum Vitae**

All applicants must provide their curriculum vitae, a **maximum of 2 pages** per CV.

For team entries, please collate CVs as a single PDF.

### **Career Interruptions**

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

### **Supporting Documents (optional)**

Applicants may provide supporting materials relating to their list of peer-reviewed research output (e.g. reports from referees/reviewers of manuscripts, editor's correspondence and publication reviews). **Max. 5 pages**; collate as single PDF.

## 4. FEIT Excellence Award for Outstanding Graduate Researcher Supervision

Recognising outstanding achievements in supervision and development of the next generation of Australia's scientific researchers.

This award celebrates exemplary practice in research supervision that has made a significant contribution to the development of students.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 4.1 Eligibility criteria

- Individual nominations only are accepted for this award.
- Applicants must be salaried members of academic staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).
- Applicants must have graduated as least five Graduate Researchers (PhD, professional doctorate and/or Masters by Research) with the majority being enrolled at FEIT.

### 4.2 Assessment criteria

Applicant must address criteria number one (1) and in addition, may choose to address criteria two (2) and three (3).  
**Max. 500 words.**

#### 1. *Sustained results in the development of Graduate Researchers (mandatory).*

Identify and provide evidence of the extent to which the applicant has achieved sustained results in supervision and development of Graduate Researchers. This may include: supervision practices that lead to research projects and research theses judged by examiners to be of outstanding quality; supervision practices that lead to candidates publishing books, chapters and articles, presenting papers at prestigious conferences, and winning prizes and awards; the engagement of research students in the broader intellectual life of the department, faculty and University; engagement with the end-users of their research, support and encouragement for students to develop as independent researchers; support and encouragement for students to develop the full range of graduate attributes; the induction of students into the national and international research communities in their fields; the mentoring of students in their career development following completion of their graduate research degree.

#### 2. *Approaches to supervision that influence, motivate, and inspire students to excel (optional).*

Identify activities and programs implemented and supported by the applicant and describe how they have led to the development of Graduate Researchers across FEIT and their respective discipline. This may include: fostering students' development as researchers by stimulating curiosity and independence in learning; contributing to the development of students' critical thinking skills, analytical skills and scholarly values; inspiring and motivating students through high-level communication and interpersonal skills; effective approaches to guidance during the planning of research projects; structures established for ongoing interaction with students.

#### 3. *Contribution to the development of excellent supervision practices within FEIT or the wider University (optional).*

Describe and provide evidence of the applicant's commitment to community of practice in the supervision and development of Graduate Researchers. This may include: the mentoring of staff new to supervision; involvement in and contribution to supervisor workshops and training; development of School and Department policies and programs to enhance the graduate research community and the quality of the environment for graduate research.

### 4.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### List of Graduate Researchers

Applicants for this award must list at least five, and up to ten, Graduate Researchers (PhD, professional and doctorate and/or Masters by Research) that you have supervised to completion. The majority of Graduate Researchers should have been enrolled at FEIT. Up to three graduated students will be contacted to provide confidential statements on their supervision experience.

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

#### Career Interruptions

If you have experienced an interruption that has impacted your academic record, please include a short statement explaining this in your CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

## 5. FEIT Excellence Award in Interdisciplinary Research

Recognising outstanding research outcomes enabled through interdisciplinary collaboration.

This award celebrates original research was made possible through interdisciplinary collaboration between both internal and/or external stakeholders from two or more unrelated disciplines. This research contribution must have occurred within five years of the nomination deadline. Activity entered for this Award must have been published in at least one peer-reviewed output (i.e. journal article, book or similar).

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 5.1 Eligibility criteria

- Nominations for this award can be individual or team based. Team nominations can consist of FEIT and non-FEIT researchers, but the project must be led by a FEIT-CI.
- Applicants leading the submission must be salaried members of academic staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

### 5.2 Assessment criteria

Applicant must address three assessment criteria. **Max. 500 words.**

#### 1. *Originality and Significance*

Detail how the research outcome(s) are ground-breaking, as well as how the research has influenced its field of science and/or pioneered a new area of enquiry.

#### 2. *Approach to Research*

Identify and describe the research methods adopted to ensure a robust and unbiased approach to research was adopted.

#### 3. *Discipline Integration and Research Impact*

Describe how the research outcomes were made possible through interdisciplinary collaboration, and how this led to potential or actual research impact on a field(s) of science and/or created public impact.

### 5.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### **Statement on Research Contribution and Impact**

The application must provide a statement on the following information regarding the nominated research. **Max. 500 in total.**

- Provide an overview of the nominated research contribution. Your statement should address: background, objective/s; results to date; list of outcomes that directly relate to the research (e.g. patents, grants, awards, collaborations). Preference is given to research conducted at the University of Melbourne; if the nominated research contribution was carried out elsewhere, provide a brief explanation (e.g. institution, has work continued since joining FEIT).
- Provide a list of published peer-reviewed outputs that directly relate to the activity entered. For individual entries with multi-authored works, you must state your individual contribution, noting if you are the principal author, corresponding author or other. For team entries, each peer-reviewed output must be co-authored by the majority of team members.
- Provide a statement of impact regarding up to three research outputs listed. Use independent evidence to demonstrate the significant contribution of your output(s) to your field. This may include details regarding the



quality of the journal or publisher, reviewer quotes, publication sales, details of reprints and subsequent publication in other collections.

### **Statement on Individual or Team Entry**

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

### **Referees**

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

### **Curriculum Vitae**

A curriculum vitae, a **maximum of 2 pages** per CV.

For team entries, please collate CVs as a single PDF.

### **Career Interruptions**

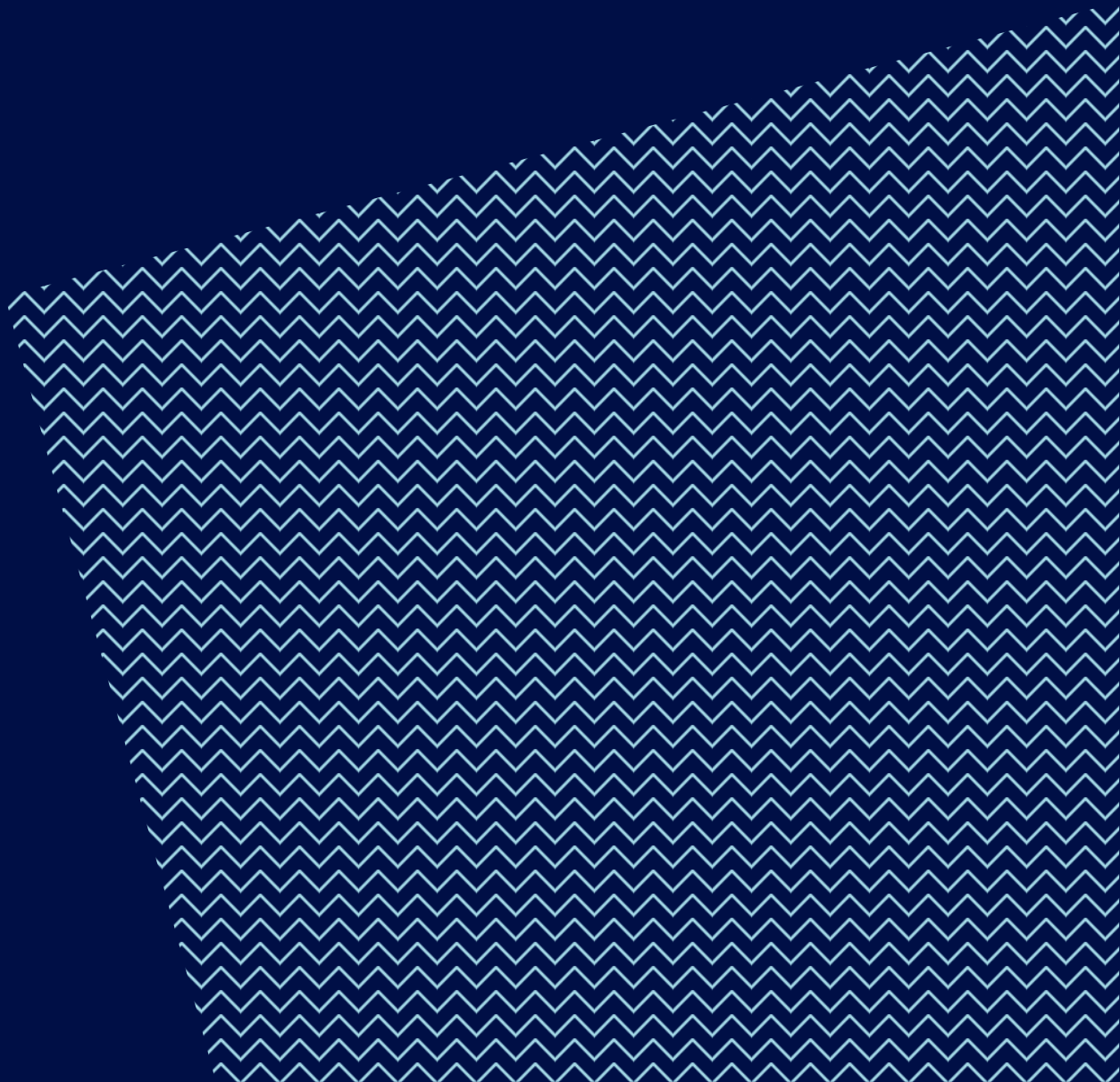
If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

### **Supporting Documents (optional)**

Applicants may provide supporting materials relating to their list of peer-reviewed research output (e.g. reports from referees/reviewers of manuscripts, editor's correspondence and publication reviews). **Max. 5 pages**; collate as single PDF.

# Engagement Excellence Awards

Recognising outstanding contributions and achievements in engagement with our partners and the wider community.



## 6. FEIT Excellence Award in Industry Research

Recognising outstanding research projects undertaken in partnership with industry.

For the purposes of this award, Industry is defined loosely as to include Government bodies, NGOS, Not-for-profits and all types of businesses.

The initiative will have effectively led to sustained research application and collaboration. Innovative projects should demonstrate significant impact and reach in terms of research collaboration and dissemination. Evidence must also be shown of demonstrating the value to users and the wider society.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 6.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants must be salaried members of academic staff (including full and part time, fixed term and continuing) of the University of Melbourne at the time of nomination (honorary staff are ineligible).
- Team nominations can consist of FEIT and non-FEIT researchers, but the project must be led by an eligible FEIT-CI.

### 6.2 Assessment criteria

Nominations should address the following assessment criteria. **Max. 500 words.**

1. *Describe innovative research projects that demonstrate significant impact and reach in terms of industry research collaboration and dissemination;*
2. *Demonstrate an established and sustained record of engagement and collaboration with industry; and*
3. *Demonstrate the impact and value created through research engagement for industry.*

### 6.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Statement on Individual or Team Entry

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

For team entries, please collate CVs as a single PDF.

#### Career Interruptions

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

#### Supporting Documents (optional)

Applicants may provide supporting materials relating to their list of peer-reviewed research output (e.g. reports from referees/reviewers of manuscripts, editor's correspondence and publication reviews). **Max. 5 pages;** collate as single PDF.

## 7. FEIT Excellence Award in Internationalisation

Recognising outstanding contributions in enhancing FEIT's and the University's international standing.

Initiatives and strategies may include (but are not limited to) international student mobility activities, inbound and outbound student support, alumni engagement programs, internationalisation of the curriculum, and developing international partnerships with institutions, research centres and/or joint collaborators.

The initiative will be successful in enhancing our international brand, partnerships, and relationships with our intentional stakeholders, such as current or aspiring students, alumni, research partners or education institutions.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 7.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants must be salaried members of academic and/or professional staff (including full and part time, fixed term and continuing) of the University of Melbourne at the time of nomination (honorary staff are ineligible).
- Team applications can consist of non-FEIT staff, but the application must be led by an eligible FEIT staff member.

### 7.2 Assessment criteria

Applicant must address three assessment criteria. **Max. 500 words.**

1. *Describe the activity and how it is uniquely innovative.*
2. *Demonstrate how the initiatives contributes to furthering our international standing.*
3. *Demonstrate how the initiative has enhanced outcomes, relationships or improved our practice in international engagement.*

### 7.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Statement on Individual or Team Entry

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

For team entries, please collate CVs as a single PDF.

#### Career Interruptions

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

## 8. FEIT Excellence Award in Public Value and Social Inclusion

Recognising outstanding contributions in equity, diversity and social inclusion.

Celebrating initiatives that enrich the intellectual, cultural, social and economic life of wider society. Activities could include that facilitate access, participation and success of (for example) Aboriginal and Torres Strait Islanders, people with a disability, women in disciplines, professions or roles in which they are under-represented, people with family or carer responsibilities, people from culturally/linguistically diverse backgrounds, people who identify as lesbian, gay, bisexual, transgender, intersex and questioning, students from financially disadvantaged background, students from low socio-economic areas and/or students from rural or remote areas.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 8.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants must be salaried members of academic and/or professional staff (including full and part time, fixed term and continuing) of the University of Melbourne at the time of nomination (honorary staff are ineligible).
- Team applications can consist of non-FEIT staff, but the application must be led by an eligible FEIT staff member.

### 8.2 Assessment criteria

Applicants must address three assessment criteria. **Max. 500 words.**

1. *Describe the initiative's ambition, purpose and priorities.*
2. *Demonstrate how the initiative has provided value to the community and/or helped to realise ambitions in social inclusion.*
3. *Demonstrate how the initiative has furthered the strategic priorities of the University and the Faculty of Engineering and Information Technology.*

### 8.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Statement on Individual or Team Entry

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV. For team entries, please collate CVs as a single PDF.

#### Career Interruptions

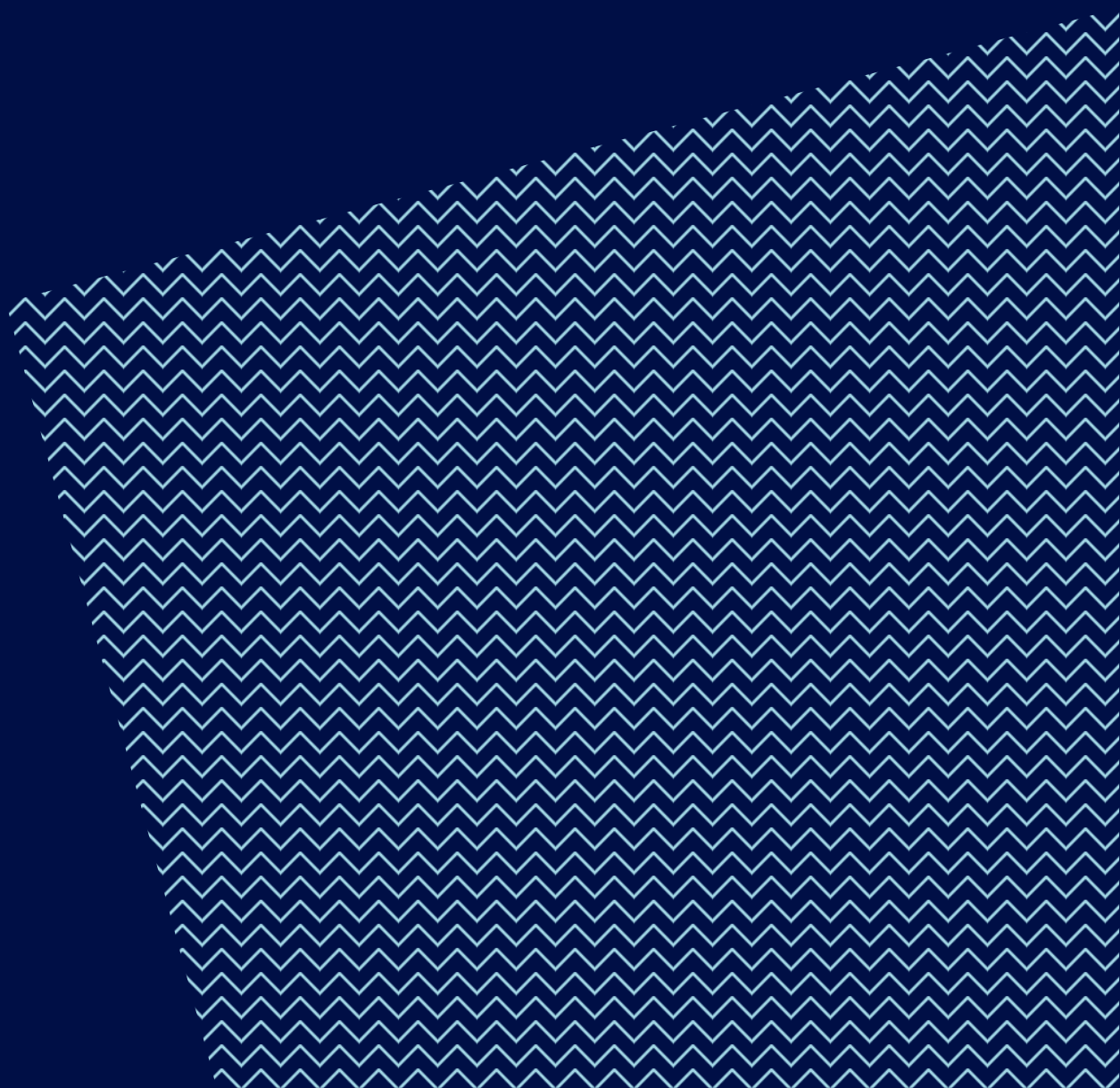
If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

# Teaching Excellence Awards

Recognising outstanding contributions to teaching.



## 9. FEIT Excellence Award in Teaching - The Kelvin Medal

Recognising teaching excellence and approaches to teaching that influence, motivate and inspire students to learn and develop.

The Kelvin Medal represents the Faculty of Engineering and Information Technology Preeminent Teaching Award. The award celebrates substantial and extended contributions to teaching in engineering and/or IT. Activities should include significant, extended, research-informed contribution to excellence in teaching and learning experiences for students in the Faculty, and leadership in engineering or IT teaching.

One award is awarded annually. The successful applicant will receive a two-year membership to the Kelvin Club, enjoy a celebratory lunch at the Kelvin Club and be awarded the Kelvin Medal.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 9.1 Eligibility criteria

- Individual nominations only are accepted for this award.
- Applicants must be a salaried member of academic staff (including full and part time, fixed term and continuing) of the Faculty of Engineering and Information Technology at the time of nomination (honorary staff are ineligible).

### 9.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Exemplification of significant, extended, research-informed, contribution to excellence in teaching and learning experiences for students in FEIT;*
2. *Demonstrated impact and value created for the student(s); and*
3. *Demonstrated leadership in engineering or IT teaching.*

### 9.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Referees & Student Referee Statement

- Applicants must provide a brief written statement from a student (c.200-word). Please indicate the source of the student statement where possible (i.e. student name and degree) and how the statement was captured (i.e. direct email, student survey, reference letter etc.).
- Additionally, applicants must nominate at least one internal referee, with an option to nominate an additional internal or external referee.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

#### Career Interruptions

If you have experienced an interruption that has impacted your academic record, please include a short statement explaining this in your CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF. Nominees who are submitting initiatives relevant to curriculum may provide a summary of End of Subject Survey and/or Quality or Teaching materials to support their application. Applicants are strongly encouraged to include other forms of evidence such as peer review or evaluation results, and abstracts of relevant publications they have authored.

# 10. FEIT Excellence Award in Teaching for Early Career Academics

## Recognising teaching excellence of Early Career Academics.

This award celebrates Early Career Academics who have demonstrated excellence developing and implementing approaches to learning and teaching that influence, motivate and inspire students to learn and develop. It recognises innovation that has influenced and enhanced teaching outcomes, including demonstrating leadership in teaching. Outstanding achievements may include contributing to initiatives such as digital or blended learning innovations, approaches to pedagogy and curriculum redesign, development of teaching resources, feedback or assessment initiatives, and developing student citizenship and cohort building.

One award is awarded annually. Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 10.1 Eligibility criteria

- Individual nominations only are accepted for this award.
- Applicants must be Early Career Academics with less than five years' experience teaching in higher education institutions. This duration is calculated from the point of employment; career breaks will be considered.
- Applicants must be salaried members of staff (including full and part time, fixed term and continuing, and sessional) of the Faculty of Engineering and Information Technology at the time of nomination.

### 10.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Exemplification of teaching excellence through an innovative approach to student learning and development with a sound rationale*
2. *Demonstrated impact and value created for the student(s) through this approach.*
3. *Demonstrated scholarly activities that you have undertaken that have influenced and enhanced teaching.* This may include: showing advanced skills in evaluation and reflective practice; participating in and contributing to professional activities related to learning and teaching; coordination, management and leadership of courses and student learning; conducting and publishing research related to teaching; demonstrating leadership through activities that have broad influence on colleagues and/or the profession.

### 10.3 Application requirements

The following information will be captured through the completion of the application form, unless specific below.

#### Referees & Student Referee Statement

- Applicants must provide a brief written statement from a student (c.200-word). Please indicate the source of the student statement where possible (i.e. student name and degree) and how the statement was captured (i.e. direct email, student survey, reference letter etc.).
- Additionally, applicants must nominate at least one internal referee, with an option to nominate an additional internal or external referee.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

#### Career Interruptions

If you have experienced an interruption that has impacted your academic record, please include a short statement explaining this in your CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

Nominees who are submitting initiatives relevant to curriculum may provide a summary of End of Subject Survey and/or Quality or Teaching materials to support their application. Applicants are strongly encouraged to include other forms of evidence such as peer review or evaluation results, and abstracts of relevant publications they have authored.



# 11. FEIT Excellence Award in Teaching for Mid-Career Academics

## Recognising teaching excellence of Mid-Career Academics.

This award celebrates Mid-Career Academics who have demonstrated excellence developing and implementing approaches to teaching that influence, motivate and inspire students to learn and develop. It recognises innovative teaching that has influenced and enhanced teaching and learning outcomes, including demonstrating leadership through activities that have broad influence on the profession. Outstanding achievements may include leading innovations in pedagogy and curriculum redesign, development of curricula and resources, feedback or assessment, and student citizenship and cohort building initiatives.

One award is awarded annually. Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 11.1 Eligibility criteria

- Individual nominations only are accepted for this award.
- Applicants must be Mid-Career Academics with five to ten years' experience teaching in higher education institutions. This duration is calculated from the point of employment; career breaks will be considered.
- Applicants must be salaried members of staff (including full and part time, fixed term and continuing, and sessional) of the Faculty of Engineering and Information Technology at the time of nomination.

### 11.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Exemplification of leading teaching excellence through an innovative approach to teaching with a sound rationale*
2. *Demonstrated impact and value created for the student(s) through this approach*
3. *Demonstrated scholarly activities that you have undertaken that have influenced and enhanced learning and teaching.*

### 11.3 Application requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Referees & Student Referee Statement

- Applicants must provide a brief written statement from a student (c.200-word). Please indicate the source of the student statement where possible (i.e. student name and degree) and how the statement was captured (i.e. direct email, student survey, reference letter etc.).
- Additionally, applicants must nominate at least one internal referee, with an option to nominate an additional internal or external referee.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

#### Career Interruptions

If you have experienced an interruption that has impacted your academic record, please include a short statement explaining this in your CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF. Nominees who are submitting initiatives relevant to curriculum may provide a summary of End of Subject Survey and/or Quality or Teaching materials to support their application. Applicants are strongly encouraged to include other forms of evidence such as peer review or evaluation results, and abstracts of relevant publications they have authored.

## 12. FEIT Excellence Award in Teaching for Tutors and Demonstrators

### Recognising teaching excellence of Tutors and Demonstrators.

This award celebrates Tutors and Demonstrators who have demonstrated excellence providing teaching that influences, motivates and inspires students to learn and develop. It recognises contributions made within the scope of responsibilities expected of a tutor or demonstrator at the University of Melbourne. These contributions include, but are not limited to tutoring, demonstrating and marking activities.

One award is awarded annually.

### 12.1 Eligibility criteria

- Individual nominations only are accepted for this award from both academic and professional staff.
- Applicants must be a Tutor or Demonstrator employed by the Faculty of Engineering and Information Technology.
- Applicants must be a salaried member of staff (including full and part time, fixed term and continuing, and casual) of the Faculty of Engineering and Information Technology at the time of nomination.

### 12.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Demonstrated impact and value created for the student(s)*
2. *Demonstrated evidence-based activities that you have undertaken within the expected responsibilities of a tutor or demonstrator at the University of Melbourne.* These activities may include tutoring, demonstrating and marking. Applicants should illustrate their excellence in performing these tasks relevant to the position in which they are employed.

### 12.3 Entry materials

The following information will be captured through the completion of the application form, unless specific below.

#### Referees & Student Referee Statement

- Applicants must provide a brief written statement from a student (c.200-word). Please indicate the source of the student statement where possible (i.e. student name and degree) and how the statement was captured (i.e. direct email, student survey, reference letter etc.).
- Additionally, applicants must nominate at least one internal referee.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV.

#### Career Interruptions

If you have experienced an interruption that has impacted your teaching record, please include a short statement explaining this in your CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

Nominees who are submitting initiatives relevant to curriculum may provide a summary of End of Subject Survey and/or Quality or Teaching materials to support their application. Applicants are strongly encouraged to include other forms of evidence such as peer review or evaluation results.

## 13. FEIT Excellence Award in Teaching for Engagement

Recognising outstanding contributions that improve student engagement on campus, with industry and/or in the community.

Strategies or initiatives will aid in preparing graduates for lives of professional contribution, leadership and active citizenship as engaged alumni. They will be innovative and create value for the community beyond the institution (e.g. community and industry). Relevant activities may include industry engaged curricula, work placements, embedded industry/community networking opportunities, cooperative learning, and work-orientated projects and curriculum redesign.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 13.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants must be salaried members of academic and/or professional staff (including full and part time, fixed term and continuing) of the University of Melbourne at the time of nomination (honorary staff are ineligible).
- Team applications can consist of non-FEIT staff, but the application must be led by an eligible FEIT staff member.

### 13.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Demonstrated innovation in the concept and delivery of an initiative to enhance student engagement on campus, with industry and/or in the community*
2. *Demonstrated impact and value created for the student(s) participating in the initiative in preparing them for life beyond graduation*
3. *Demonstrated significance of the involvement from industry and/or the community, including the impact and value created for them through their involvement*

### 13.3 Application Requirements

The following information will be captured through the completion of the application form, unless specified below.

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV. For team entries, please collate CVs as a single PDF.

#### Career Interruptions

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

Nominees who are submitting initiatives relevant to curriculum are may provide a summary of End of Subject Survey and/or Quality or Teaching materials to support their application. Applicants are strongly encouraged to include other forms of evidence such as peer review or evaluation results, and abstracts of publications they have authored.

## 14. FEIT Excellence Award in Teaching for Innovation in Teaching Programs

Recognising innovation in teaching and in programs that enhance, inspire or motivate students' learning.

The Award is open to individuals and teams providing projects or services relating to teaching. The nomination of programs involving professional staff members, and those involving collaboration with external parties are encouraged.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 14.1 Eligibility criteria

- Nominations for this award can be individual or team based.
- Applicants must be salaried members of academic and/or professional staff (including full and part time, fixed term and continuing) of the University of Melbourne at the time of nomination (honorary staff are ineligible).
- Team applications can consist of non-FEIT staff, but the application must be led by an eligible FEIT staff member.

### 14.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Originality and significance of the innovative approach*
2. *Sound rationale for the innovative approach*
3. *Demonstrated impact and value created for the student(s) through the innovation*

### 14.3 Application requirements

The following information will be captured through the completion of the application form, unless specific below.

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV. For team entries, please collate CVs as a single PDF.

#### Career Interruptions

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

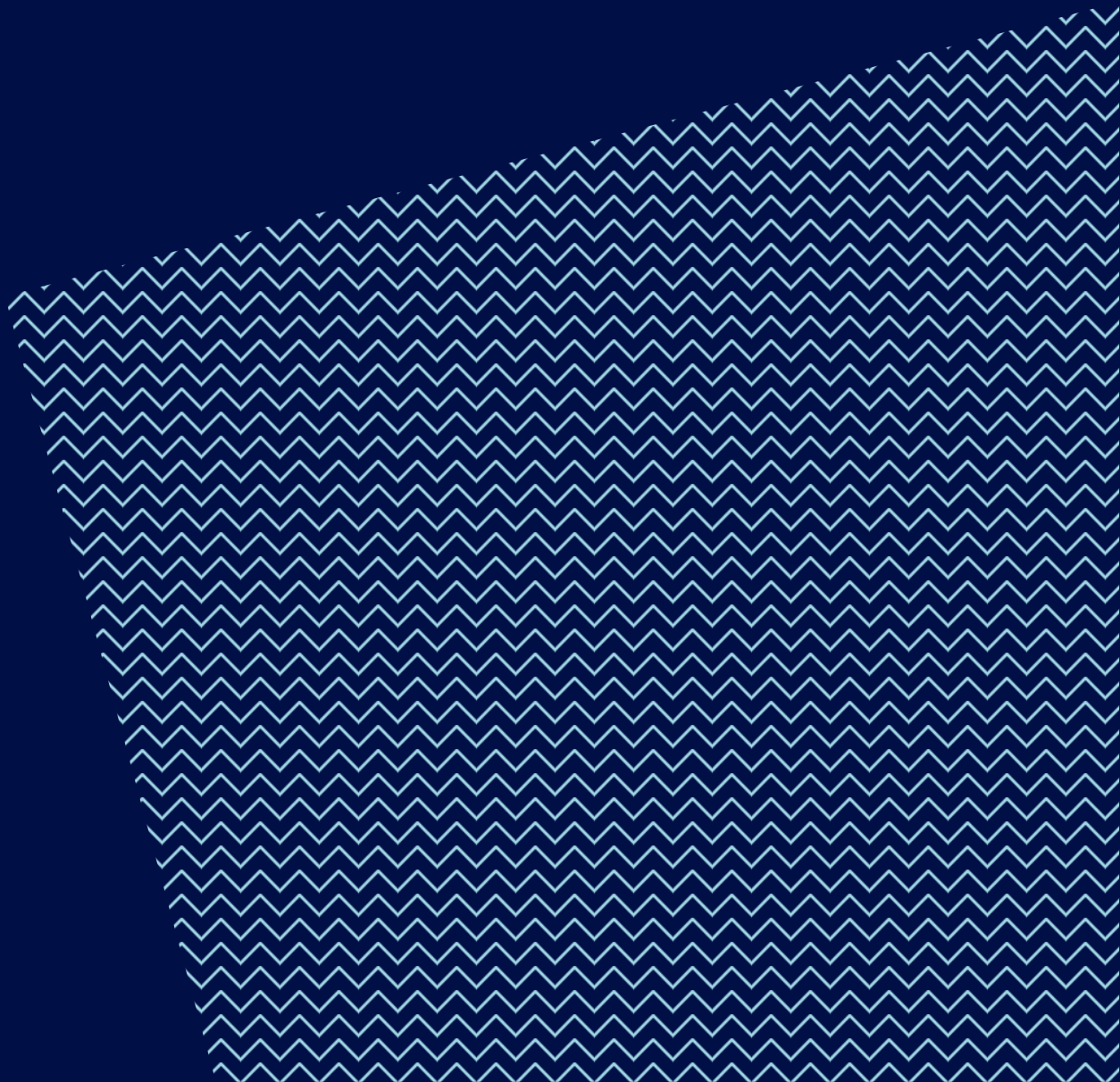
#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages**; collate as single PDF.

Nominees who are submitting initiatives relevant to curriculum may provide a summary of End of Subject Survey and/or Quality or Teaching materials to support their application. Applicants are strongly encouraged to include other forms of evidence such as peer review or evaluation results, and abstracts of their publications related to the innovation.

# Professional Excellence Award

Recognising outstanding professional staff contributions and achievements that aid in the fulfilment of goals, values, and missions of the Faculty and the University.



## 15. FEIT Excellence Award in Professional Excellence and Innovation

Recognising professional staff contributions towards fulfilling the goals, values and mission of the Faculty and the University.

This award celebrates individuals and teams who have given outstanding service to their work area, made a significant contribution to innovation, displayed outstanding teamwork and have exhibited the values to which our Faculty aspires.

One award is awarded annually.

Subject to eligibility, Award winners are expected to nominate for at least one other award in an alternate scheme the year following their successful FEIT Excellence Award nomination.

### 15.1 Eligibility criteria

- Nominations for this award can be individual or team based. Team applications must be led by a FEIT staff member, however, can include staff members outside of the Faculty.
- Applicants must be salaried members of professional staff (including full and part time, fixed term and continuing) of the University of Melbourne at the time of nomination (honorary staff are ineligible).

### 15.2 Assessment criteria

Nominations should address the following assessment criteria via the application form. **Max. 500 words:**

1. *Demonstrated innovative approach.*  
How has the applicant(s) demonstrated innovation in their approach to work.
2. *Outstanding service and/or client focus.*  
How has the applicant(s) delivered quality outcomes that are centric to their key stakeholders needs.
3. *Demonstration of staff values and alignment to strategy.*  
How has the applicant(s) exemplified the Faculty's values and demonstrated a commitment to UoM and Faculty strategy.

### 15.3 Entry materials

The following information will be captured through the completion of the application form, unless specific below.

#### Statement on Individual or Team Entry

If applying as an individual entrant, explain your reasoning behind this choice. Or, if applying as a team, describe the contribution of each individual and explain why this Award should be jointly awarded. **Max. 300 words.**

#### Referees

Nominate at least one internal referee, with the option to nominate one additional referee, who may be internal or external to the University. Please note, the panel assessing the application will notify the applicant before contacting external referees.

#### Curriculum Vitae

A curriculum vitae, a **maximum of 2 pages** per CV. For team entries, please collate CVs as a single PDF.

#### Career Interruptions

If an applicant has experienced an interruption that has impacted on their academic record, please include a short statement explaining this in their CV.

#### Supporting Documents (optional)

Applicants may provide supporting material relating to their submission. **Max. 5 pages;** collate as single PDF.



For more information, please contact [engit-engagement@unimelb.edu.au](mailto:engit-engagement@unimelb.edu.au)

Information collected for the FEIT Excellence Awards will be used by authorised staff, only for the purpose for which it was collected, and will be protected against unauthorised access and use. It will be stored securely and only used or released in accordance with the [University's privacy policy](#).