AUSTRALIAN LEGAL EDUCATION AWARDS

INFORMATION AND NOMINATION PACK 2022

Please direct any queries to julian.laurens@unimelb.edu.au

1. PURPOSE OF THE AWARDS

The primary objective of the Australian Legal Education Awards is to recognise, encourage and promote excellence and innovation in teaching and learning in the discipline of law, as well as:

- to enhance and promote the shared identity of law as a distinct academic discipline within the Australian academy;

- to establish a pathway for Australian law academics to be able to demonstrate their contribution to the quality of teaching and learning in a national level in the discipline of law;

- to disseminate examples of excellence and innovation in the teaching and learning domain of work undertaken by Australian law academics;

- to provide a visible platform to celebrate contributions to legal education that can be effectively conveyed beyond the law discipline to the Australian and international academy; and

- to provide a pathway from, and evidence for, national teaching awards (AAUT), Advance HE Fellowships, Higher Education Research and Development Society of Australasia (HERDSA) Fellowships, and for confirmation and promotion applications based on outstanding contribution to teaching and learning.

2. CATEGORIES OF AWARDS, DESCRIPTION, ELIGIBILITY, CRITERIA FOR ASSESSMENT AND AWARD

Table 1 below outlines the categories of awards, description, eligibility, criteria for assessment and awards. The criteria for the first three awards are based on the criteria for the Australian Awards for University Teaching (AAUT) Citations or Teaching Awards to enable nominees to refine their narrative against the criteria for both the LEAD/CALD awards and the AAUT awards. Criteria for the other awards are inspired by the same criteria, but modified to draw out the particular aspects relevant to those awards (relating to engagement, research supervision and lifetime achievement). LEAD and CALD gratefully acknowledge the AAUT program allowing use of the criteria for the AAUT awards and the assessment rubrics used for the AAUT assessment process in the Australian Legal Education Awards. We hope that this will lead, ultimately, to better quality AAUT nominations and also more experienced assessors from the discipline of law who may seek to become assessors for the AAUT program. *The criteria for categories 1, 2 and 3 as set out in the tables below are based on the AAUT criteria and the criteria for the other categories draw on the AAUT criteria for consistency.* Applicants seeking to apply for the AAUT awards should note that the AAUT assessment rubric are updated annually, and that the AAUT criteria may be amended over time. We also note that the AAUT eligibility criteria are different to those for the Australian Legal Education

Awards and that applicants applying for the AAUT awards program should ensure that they meet the relevant eligibility criteria.[1]

Each **Australian law school (being a member of CALD) is invited to submit a maximum of one award nomination in each of the six award categories in any particular year.** This will be monitored by each Associate Dean – Teaching & Learning (or equivalent), that is, the LEAD member for each law school, and the Dean of each law school, via a nomination process.

For all categories of awards, nominees are encouraged to refer to a wide range of evidence, both qualitative and quantitative, from students, peers, and other stakeholders. Non-exhaustive examples of evidence are:

- student survey results (formal and informal), including comments;
- feedback from a peer reviewer;
- feedback from teaching colleagues, including subject coordinators and tutors;
- feedback from colleagues who have adopted approaches based on the nominee's work;
- feedback from industry or professional stakeholders;
- learning analytics, such as from Learning Management System (LMS) sites; and
- scholarship in teaching and learning, including publications and citations.

For other examples of evidence, see:

AAUT 'Resources for Nominees' (Webpage) < https://www.universitiesaustralia.edu.au/policy-submissions/teaching-learning-funding/australian-awards-for-university-teaching/>

'Indicative Standards by Promotional Level: Professor (E), Australian University Teaching & Criteria & Standards (Webpage) <http://uniteachingcriteria.edu.au/framework/career-promotions/indicative-standards-promotional-level/new-professor-e/>

Many institutions also provide resources and supports for teaching award applicants and these may also be useful in preparing your case for an Australian Legal Education Award.

Eligibility of past ALEA recipients

Past recipients of the *Category 1 - Excellence in Teaching Award* are ineligible to nominate for the same category of award for a minimum of five years, but may nominate for other eligible categories after the expiration of a minimum of three years from the date of communication of the successful nomination for the *Excellence in Teaching Award*. In addition, any further nomination/s must not substantially replicate the previous successful nomination for the *Category 1 - Excellence in Teaching* nomination.

Past recipients of the *Category 2 - Excellence in Teaching (Early Career) Award* are ineligible to nominate for the same category in any future year but may nominate for other categories after the expiration of a minimum of three years from the date of communication of the successful nomination for the *Excellence in Teaching (Early Career) Award*. In addition, any further nomination/s must not substantially replicate the previous successful nomination for the *Category 2 - Excellence in Teaching (Early Career)* Award.

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[1] For AAUT eligibility
- All nominations must relate to <u>teaching activities in higher education</u> and must be supported by the nominating institutions
- Eligible institutions as listed in Table A and Table B of the *Higher Education Support Act 2003* (Cth).
- Nomination is open to individuals and teams with current teaching or teaching/research appointments (full-time or fractional, continuing or contract).

Past recipients of the ***Category 3 - Excellence in Teaching (Sessional) Award*** are ineligible to nominate for the same category of award for a minimum of five years, but may apply for other categories of award after the expiration of a minimum of three years from the date of communication of the successful nomination for the *Category 3 - Excellence in Teaching (Sessional) Award*. In addition, any further nomination/s must not substantially replicate the previous successful nomination for the *Category 3 - Excellence in Teaching (Sessional Award)*.

Past recipients of the ***Category 4 - Excellence in Teaching (Engagement) Award*** are ineligible to nominate for the same category of award for a minimum of five years, but may apply for other categories of award after the expiration of a minimum of three years from the date of communication of the successful nomination for the *Category 4 - Excellence in Teaching (Engagement) Award*. In addition, any further nomination/s must not substantially replicate the previous successful nomination for the *Category 4 - Excellence in Teaching (Engagement) Award.*

Past recipients of the ***Category 5 - Excellence in Research Supervision Award*** are ineligible to nominate for the same category of award for a minimum of five years, but may apply for other categories of award after the expiration of a minimum of three years from the date of communication of the successful nomination for the *Category 5 - Excellence in Research Supervision Award.* In addition, any further nomination/s must not substantially replicate the previous successful nomination for the *Category 5 - Excellence in Research Supervision Award*.

Past recipients of the Excellence in Teaching: Outstanding Career Achievement Award are ineligible to be nominated for a further ALEA, in any category.

Table 1: Categories of Awards, Description, Eligibility, Criteria for Assessment and Award

Description	Eligibility	Criteria for assessment	Award
1. Excellence in Teaching			
This category recognises sustained excellence in teaching and learning in legal education.	Open to all law teachers at an Australian law school (being a member of CALD) with sustained contribution to legal education over a period of at least 5 years as at the closing date of award nominations.	Nominees are required to address their contribution to the teaching of law against TWO of the following criteria: Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn; Development of curricula, resources and services that reflect a command of the field; Evaluation practices that bring about improvements in teaching and learning; and/or Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.	$1000 prize and Award Certificate.
2. Excellence in Teaching (Early Career)			
This category recognises sustained excellence in teaching and learning in legal education by an early career academic.	Open to all law teachers at an Australian law school (being a member of CALD) with sustained contribution to legal education of at least 3 years and not more than 5 years as at the closing date of award nominations. Please note that for the purposes of this award, 'early career' does not have the same meaning as applied in a research context; and does not require the law teacher to have enrolled in or completed a PhD. 'Early career' merely denotes the timeframe relevant to this award, that is, between 3 and 5 years.	Nominees are required to address their contribution to the teaching of law against ONE of the following criteria: Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn; Development of curricula, resources and services that reflect a command of the field; Evaluation practices that bring about improvements in teaching and learning; or Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.	$1000 prize and Award Certificate.

3. Excellence in Teaching (Sessional)			
This category recognises sustained excellence in teaching and learning in legal education by a sessional academic.	Open to all sessional law teachers at an Australian law school (being a member of CALD) with sustained contribution to legal education of at least 3 years as at the closing date of award nominations.	Nominees are required to address their contribution to the teaching of law against ONE of the following criteria: Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn; Development of curricula, resources and services that reflect a command of the field; Evaluation practices that bring about improvements in teaching and learning; or Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.	$1000 prize and Award Certificate.
4. Excellence in Teaching (Engagement)			
This category focuses on the demonstration of sustained excellence in teaching and learning initiatives in the law discipline that engage with the broader community, through initiatives such as (indicative and not prescriptive) work-integrated learning programs, clinic-based learning and community legal education.	Open to all law teachers (continuing and sessional) at an Australian law school (being a member of CALD) with sustained contribution to legal education over a period of at least 5 years as at the closing date of award nominations.	Nominees are required to address their contribution to the teaching of law against TWO of the following criteria: Approaches to teaching and/or the support of learning in community engagement that influence, motivate and inspire students to learn; Development of teaching and learning initiatives that provide opportunities for law students to engage with the broader community; Evaluation practices that bring about improvements in community engagement; and/or Innovation, leadership or scholarship in community engagement that has influenced and enhanced learning and teaching and/or the student experience.	$1000 prize and Award Certificate.

5. Excellence in Research Supervision			
This category focuses on achievement in teaching and learning in higher degree research supervision.	Open to all law teachers at an Australian law school (being a member of CALD) with sustained contribution to teaching and learning through higher degree research supervision over a period of at least 5 years as at the closing date of award nominations.	Nominees are required to address their sustained contribution to teaching and learning in law via the supervision of higher degree research students against TWO of the following criteria: Approaches to research supervision that influence, motivate and inspire higher degree research students to learn; Supervision practices that lead to higher degree research theses judged to be of an excellent standard and/or high quality student publications and/or student awards for their higher degree research and/or student presentations on their higher degree research at prestigious conferences; Supervision practices that foster higher degree research students' development as researchers and/or their career development; and/or Innovation, leadership or scholarship in higher degree research supervision that has influenced and enhanced supervision practices at a school, institutional or national level.	$1000 prize and Award Certificate.

6. Excellence in Teaching – Outstanding Career Achievement Award			
This prestigious award recognises sustained excellence in teaching and learning in legal education over a career spanning at least 25 years in legal education, nationally and/or internationally. Nominations for this award are assessed by the Council of Australian Law Deans (CALD).	*Open to all law teachers at an Australian law school (being a member of CALD) with sustained contribution to legal education over a period of at least 25 years who are either:* • *currently employed at a law school or* • *have retired from a position involving teaching at a law school during the previous 12 months* *as at the closing date of award nominations.* *A CALD or LEAD member may also nominate a tertiary legal educator meeting these eligibility criteria, independent of the nominee's home institution.*	The nominee's Dean or Head of School is required to address the nominee's contribution to the teaching of law over the nominee's career in academia in the discipline of law against ALL of the following criteria: Sustained excellence in approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn; Substantial contribution to development of curricula, resources and services that reflect national or international expertise in the field; Evidence of the use of evaluation and reflective practices that have led to improvements in teaching and learning in their field of expertise and/or in law teaching generally; and Evidence of substantial innovation, leadership and/or scholarship that has influenced and enhanced learning and teaching and/or the student experience. *A nomination by a CALD or LEAD member should provide sufficient evidence of the nominee's achievements against the above 4 criteria to enable appropriate assessment on the merits of the nomination individually and against any other nominations.*	Medal or Plaque and Award Certificate.

3. ASSESSMENT OF NOMINATIONS

The work of assessing nominations for the first five awards will be conducted by five Award Panels, one for each category of award. The Award Panels will be composed of volunteer law academics and jurists, with a student representative nominated by the Chair of the Panel for the first four award categories (i.e. excluding the Research Supervision award and the Outstanding Career Achievement Award). The Award Panels will assess nominations for a particular category of award against the criteria, rank the nominations and recommend the top-ranked award recipient for that category of award. Each Chair of the Award Panel will be a member of the Awards Committee, along with the nominated Co-convenor of LEAD and the Vice Chair, Legal Education of CALD (who may delegate their role to the nominated Co-convenor of LEAD). The Awards Committee will review the recommendations from each Award Panel. The Awards Committee may determine that a category of award should not be made in a particular year if the criteria have not been sufficiently met.

To avoid a conflict of interest, no member of the Awards Committee may be a nominee for any category of awards; and no member of an Award Panel shall be a nominee in the category of awards that they are assessing, nor may they have a close personal or working relationship with a nominee in that category unless this has been disclosed to the Awards Committee in advance and the Awards Committee is satisfied that the relationship and process for assessing the nominations will not be detrimentally affected in terms of the objectivity of assessment and the integrity of the assessment process.

The operation of the awards process, the number of nominations received for each category and any other relevant considerations will be reviewed by CALD in consultation with LEAD after the first, and if appropriate second or subsequent iteration of the awards to ensure that the awards and the awards process are meeting the desired objectives. The size and composition of the Awards Committee and the Awards Panels will be reviewed as part of this process to ensure that these bodies are fit for purpose and able to function appropriately.

PLEASE NOTE: The work of assessing nominations for the Excellence in Teaching – Outstanding Career Achievement Award will be conducted by the CALD Executive Committee.

A. AWARD PANELS FOR AWARD CATEGORIES 1-5 INCLUSIVE

(i) Award Panel Chair

The first task in the overarching assessment process will be to appoint a Chair for each three-member Award Panel. This Chair will be responsible for the operation and coordination of the Award Panel in concluding its assessment of nominations submitted in that category of award.

- The nominated Co-convenor of LEAD and the Vice-Chair, Legal Education of CALD will appoint a Chair for each Award Panel (the Award Panel Chair).

- Ideally, each Award Panel Chair will be a member of CALD or LEAD (or nominees) at the time of being appointed to chair the Award Panel.

- To avoid a conflict of interest, the Award Panel Chair will not be a nominee for an award that they are assessing.

- To ensure continuity and consistency in assessments made by each Award Panel from year to year, each Award Panel will include, wherever practicable in light of potential conflicts of interest with any nominees in that year and/or their other commitments, a member of the same Award Panel from the previous year.

(ii) Composition of Award Panels

The principal work of assessing nominations and determining the recipients of each award category will be conducted by the relevant Award Panel. The composition of the Award Panels will be governed by the following principles:

- The nominated Co-convenor of LEAD and the Vice-Chair, Legal Education of CALD will coordinate with the Chair of each Award Panel to arrange and approve the composition of the panels and nominate the members of the Award Panels.

- There will be one Award Panel for each award unless the number of nominations received for that category dictates an additional Award Panel in order to appropriately manage the workload in assessment. This is addressed in more detail below, under *Operation of Award Panels.*

- Each Award Panel will be comprised of three volunteer law academics, including the Chair, who should be employed at Level C or above, or have an adjunct or emeritus appointment, at an Australian law school.

- The Award Panel should be comprised of law academics from different Australian law schools, and different States and Territories wherever possible.

- In any given year, a law academic should only serve on one Award Panel.

- To avoid a conflict of interest, a member of an Award Panel will not be a nominee for an award that they are assessing.

Each member of CALD will use their best endeavours to:

- promote to their academic staff the professional development opportunity of serving on an Award Panel or as Chair of an Award Panel;

- support the in-kind contribution by the LEAD network member who endorses the nominations from their university/institution;

- support the in-kind contribution by academic staff who serve as an Award Panel member or Chair; and

- recognise and acknowledge in workloads, the service of being an Award Panel member or Chair.

(iii) Operation of Award Panels

It will be the responsibility of each Award Panel to ensure that all nominations are appropriately reviewed, and where appropriate, shortlists are prepared for each category, and ultimately that the award recipient for the relevant category is determined, and appropriate feedback provided to nominees. The operation of these Panels will be governed by the following principles:

- The Chair of each Award Panel will seek to ensure that the workload of each panel is reasonable and not unduly onerous given the relevant timeframes, based on advice from administrative support for the Awards as to the number of nominations in each category. Generally, Award Panels will be expected to assess no more than 10 nominations. Where the number of nominations in an awards category exceeds the number that can reasonably managed by a single panel, the nominated Co-convenor of LEAD may appoint further Award Panel/s to consider nominations, and where this occurs, the Chairs of each Award Panel shall subsequently meet to determine the rankings of each Award Panel's top-ranked nominations and make a joint recommendation to the Awards Committee.

- Where there is more than one Award Panel for a particular category of award, each Award Panel will prepare a shortlist of the most outstanding nominees on the basis of the nominations and evidence provided. Further, each Award Panel will determine, by majority if necessary, the best nomination for the particular category of award, to whom the award will be made.

- The nominated Co-convenor of LEAD and the Vice-Chair, Legal Education of CALD will coordinate with the Chair of the Award Panel to arrange Award Panels and nominate the members of those panels.

Nomination requirements, including page limits and formatting details

Please note the following nomination requirements:

Nominees for the Excellence in Teaching award must address TWO of the following four criteria

- Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn
- Development of curricula, resources and services that reflect a command of the field
- Evaluation practices that bring about improvements in teaching and learning
- Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

Nominees for the Excellence in Teaching (Early Career) must address ONE of the following four criteria

- Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn
- Development of curricula, resources and services that reflect a command of the field
- Evaluation practices that bring about improvements in teaching and learning
- Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

Nominees for the Excellence in Teaching (Sessional) must address ONE of the following four criteria

- Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn
- Development of curricula, resources and services that reflect a command of the field
- Evaluation practices that bring about improvements in teaching and learning
- Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

Nominees for the Excellence in Teaching (Engagement) must address TWO of the following four criteria

- Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn
- Development of curricula, resources and services that reflect a command of the field
- Evaluation practices that bring about improvements in teaching and learning
- Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience

Nominees for the Excellence in Research Supervision must address TWO of the following four criteria:

- Approaches to research supervision that influence, motivate and inspire higher degree research students to learn
- Supervision practices that lead to higher degree research theses judged to be of an excellent standard and/or high quality student publications and/or student awards for their higher degree research and/or student presentations on their higher degree research at prestigious conferences
- Supervision practices that foster higher degree research students' development as researchers and/or their career development
- Innovation, leadership or scholarship in higher degree research supervision that has influenced and enhanced supervision practices at a school, institutional or national level.

For nominees for the Excellence in Teaching – Outstanding Career Achievement, ALL of the following criteria must be addressed, by the nominee's Dean or Head of School:

- Sustained excellence in approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn
- Substantial contribution to development of curricula, resources and services that reflect national or international expertise in the field
- Evidence of the use of evaluation and reflective practices that have led to improvements in teaching and learning in their field of expertise and/or in law teaching generally
- Evidence of substantial innovation, leadership and/or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

The following page limits apply to each nomination:

Excellence in Teaching: 6 pages plus two referee reports (one must be external to the nominee's institution) not being longer than one page each (8 pages in total)

Excellence in Teaching (Early Career): 4 pages plus one referee report (may be internal or external to the nominee's institution) not being longer than one page (5 pages in total)

Excellence in Teaching (Sessional): 4 pages plus one referee report (may be internal or external to the nominee's institution) not being longer than one page (5 pages in total)

Excellence in Teaching (Engagement): 6 pages plus two referee reports (one must be external to the nominee's institution) not being longer than one page each (8 pages in total)

Excellence in Research Supervision: 6 pages plus two referee reports (one must be external to the nominee's institution) not being longer than one page each (8 pages in total)

Excellence in Teaching - Outstanding Career Achievement: 6 pages plus two referee reports (one must be external to the nominee's institution) not being longer than one page each (8 pages in total)

The following formatting requirements apply to ALL nominations:

- Page to be set to A4 size
- Margin to be set to at least 2 cm all around with clear definition between paragraphs and no columns
- Paragraph line spacing to be set to single
- Font and size: Arial, Calibri or Times New Roman at 11 points (do not use narrow fonts)
- Include the proposed citation in 25 words or less at the top of the first page of the nomination.
- Insert a header with full name of nominee or name of team (Arial, Calibri or Times New Roman in font size 9)
- Insert a Footer with name of Category the nominee is applying for (eg. Excellence in Teaching (Early Career)) and page numbers (Arial or Calibri in font size 9)
- Diagrams may be inserted into the nomination, but should be able to be read clearly without magnifying the document, and will count to the page limit
- References should comply with the AGLC4 and footnotes must be in Arial, Calibri or Times New Roman with a minimum of font size 9
- Links to online materials will not be reviewed or assessed

Each law school can nominate only ONE person or team in each category. Law schools are encouraged to develop their own internal process for selecting their school nominee in each category.

SUBMISSION:

All nominations are to be emailed by 11:59pm on the due date to julian.laurens@unimelb.edu.au

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Timeline

Launch of awards:	December 2022
Deadline for submission of nominations:	4 April 2022, 11:59pm AEST
Announcement of winners:	Early June 2022