

EXCELLENCE IN TEACHING AWARDS



Home Economics Institute of Australia Inc.
(WA division)

GUIDELINES FOR EXCELLENCE IN TEACHING AWARD NOMINATIONS

POLICY

1. Purpose

The Excellence in Teaching Award recognizes members for excellence in teaching in the area of home economics.

2 Eligibility

- 2.1 To be eligible for nomination for a HEIAWA Excellence in Teaching Award, a nominee must be a member of HEIA Inc.
- 2.2 The nomination must be for excellence in teaching demonstrated over an extended period or at the discretion of the Executive of HEIAWA in extenuating circumstances.

3. Nomination

- 3.1 There must be a proposer and seconder for the nomination.
- 3.2 Nominations must be made in writing on the official HEIAWA Excellence in Teaching Awards Nomination Form and forwarded to the Secretary of HEIAWA
- 3.4 Nominations are to be supported by evidence to substantiate the claims being made on behalf of the nominee. Information provided about the nominee should be specific rather than general.
- 3.5 A nomination may be made at any time.
- 3.6 HEIAWA executive will be responsible for approving nominations and conferring the award.

- 3.7 Nominations are confidential to the executive of HEIAWA.
- 3.8 Guidelines for nominations can be obtained from the Secretary of HEIAWA.

4. Selection

- 4.1 Successful nominees will have demonstrated quality teaching in the field of Home Economics, such that their contribution has impacted positively on the way the profession (at large) thinks, acts and/or is perceived.
- 4.2 The Excellence in Teaching Award Task Group judges each nomination on the extent to which the nominee has demonstrated quality teaching.
- 4.3 Nominations are considered with reference to the evidence provided in the nomination, not anecdotal or researched evidence, or personal knowledge provided by Executive members.

5. Conferring the Award

- 5.1 The award will be a framed certificate.
- 5.2 The Award will be presented at an appropriate National or Divisional function or event.

6. Management Structure

- 6.1 Executive HEIAWA determines policy and procedures for Excellence in Teaching Awards and for conferring the award.
- 6.2 The President of HEIAWA is responsible for establishing an Excellence in Teaching Awards Task Group to review nominations.
- 6.3 The Excellence in Teaching Awards Task Group comprises a minimum of three people:
 - The President or President's nominee
 - A minimum of 2 other Executive members.
- 6.4 The HEIAWA Secretary receives all nominations for Excellence in Teaching Awards and forwards them to the Excellence in Teaching Awards Task Group.
- 6.5 Following deliberations the Excellence in Teaching Awards Task Group, will report to HEIAWA Executive on the recommended nominee/s.
- 6.6 The President advises successful nominees and invites them to accept the Excellence in Teaching Awards.
- 6.7 The President advises all nominators of nominees of the outcomes of the process.

7. Accountability

- 7.1 The Excellence in Teaching Awards Task Group is accountable to HEIAWA.
- 7.2 Any recommended changes to the policy for Excellence in Teaching Awards will be submitted to HEIAWA executive through an ACTION PAPER and are to be endorsed by the Executive.

8. Fiscal Arrangements

- 8.1 Funding for awarding of Excellence in Teaching Awards is through HEIAWA.
- 8.2 Costs associated with the Excellence in Teaching Awards should not, typically, extend beyond the cost of preparing certificates for the awardees. Such funds should be met out of the contingency of the budget, if and when required.
- 8.3 All fiscal arrangements related to Excellence in Teaching Awards must comply with the requirements of the Australian Taxation Office with reference to Goods and Service Tax (GST), taking into account that HEIAWA has a registered Australian Business Number (ABN), is GST registered and income tax exempt.

9. Roles

9.1 HEIAWA Executive

- 9.1.1 Takes full responsibility for the final decision on recipients of Excellence in Teaching Awards and can reject or endorse the Excellence in Teaching Awards Task Group's recommendations.
- 9.1.2 Organises the conferring of Excellence in Teaching Awards at an appropriate function or event.
- 9.1.3 Reviews and amends policy and procedures for the Excellence in Teaching Awards.

9.2 HEIAWA Secretary

- 9.2.1 Responds to requests for Guidelines and Nomination Forms. The forms should be available electronically as well as in hard copy.
- 9.2.2 Receives all Nomination Forms and forwards them to the Excellence in Teaching Awards Task Group .

9.3 Excellence in Teaching Awards Task Group

- 9.3.1 Receives nominations from the HEIAWA secretary
- 9.3.2 Reviews nominations (this can be via telecommunications if more appropriate), and makes recommendations to the Executive.
- 9.3.3 Arranges regular review of and, if necessary, amendments to the Excellence in Teaching Awards Policy and Guidelines.
- 9.3.4 Checks that nominees are eligible for the award, and returns to the nominator ineligible nominations.
- 9.3.5 Forwards recommendations for Excellence in Teaching Awards conferees to HEIAWA executive.
- 9.3.6 Ensures the observance of the logo and colours approved by the Publication Standing Committee for use on any certificate awarded.
- 9.3.7 Approves wording for certificates and arranges their printing
- 9.3.8 Submits an article for the newsletter to report to members on the conferring of Excellence in Teaching Awards.

9.4 President

- 9.4.1 Writes a letter to successful nominees inviting them to accept the Excellence in Teaching Award, giving notice of the proposed presentation ceremony and advising of expectations of nominees at the ceremony
- 9.4.2 After successful nominees have been informed, advises the nominators of all applications of the decision/s of HEIAWA. Note: Only the results of the process are communicated, not the reasoning behind the decisions.



Home Economics Institute of Australia Inc.

EXCELLENCE IN TEACHING AWARD NOMINATION FORM

- Please read the accompanying *Guidelines for Excellence in Teaching Awards Nominations* before completing this form.
- Forward the form in strict confidence to the Secretary, *HEIAWA PO Box 196 Subiaco 6008*

1. Personal details of nominee (Please print clearly)

Title: _____ First name: _____ Family name: _____

HEIA Membership Status (Full, School, Not in paid employment, Student): _____

Home address: _____

Suburb or town: _____ State/Territory: _____ Postcode _____

Tel (Home): _____ (Work): _____

Fax (Home): _____ (Work): _____

E-mail: (Home): _____ (Work): _____

1. Details of how the nominee has demonstrated excellence in teaching in the field of home economics.

Include this information as a separate attachment. Maximum 500 words.

Note: Information provided must be sufficient for members of the Excellence in Teaching Awards Task Group to make a selection without knowledge of the nominee. The information provided should be comprehensive, clear and concise.

Nominated by: (Please print in full)

Name: _____ Signature: _____

Address: _____

Seconded by:

Name: _____ Signature: _____

Address: _____

Date of application: _____

Return the nomination form to: Secretary, *HEIAWA Box 196 Subiaco 6008*

For internal use only:

Date received by Secretary: _____ Signature: _____