

Teaching Exemplars

In order to document and disseminate examples of excellence in teaching practice, Southern Cross University maintains a database of teaching exemplar case studies. This Teaching Exemplar database is open to the public and represents the highest quality of activity undertaken at SCU.

Case studies for the database are selected as exemplars on the basis of their demonstrated capacity to engage learners, ability to be transferred to other teaching instances with a range of student numbers, ease of implementation and sustainability over a number of years.

Case studies may be submitted by full-time or part-time academic and professional staff, either individually or as part of a team. There are no specified topics for exemplars, and each should describe the distinctive approach involved. Each exemplar is unique and reflects the diversity of ways in which university staff contribute to excellent learning and teaching at Southern Cross University.

Case studies may be submitted at any time. Acceptance of a case study as an exemplar recognises the quality of the work of the individual or team.

Principles

Eligibility

Case studies must document activities undertaken at Southern Cross University

1. Case studies may be submitted by academic or professional staff, whether full time or fractional, continuing or contract.
2. Both team and individual submissions are encouraged and teams may be of any size. If a team is larger than five members a team name must be given.
3. Previously unsuccessful case studies are eligible for resubmission

Selection criteria

The selection of case studies as exemplars will be based on evidence showing the work:

- Engages learners or supports learner engagement
- Has the ability to be transferred to other teaching instances and scaled up or down to suit
- Is easy to implement; *and*
- Is possible to sustain over a number of years.

Ideally, case studies will demonstrate strengths against each of the four criteria, however a case study that is particularly strong in one or two areas may be accepted even if it does not demonstrate all four. To encourage submission of innovative work it is not necessary to demonstrate the approach has been sustained over a long period. All that is required is evidence demonstrating the effectiveness of the case study against the criteria.

Currency

Exemplars are selected for a period of three years. At the end of three years the person who submitted the original exemplar will be notified and may resubmit the case study with or without change.

Submission Process

Submission lodgement

Submissions may be made to excellence@scu.edu.au at any time using the exemplar submission form. The main sections of the exemplar submission form consist of:

1. Cover sheet with administrative information
2. Description of the case study as it would appear as an exemplar
3. Statement of evidence (max 1 page) documenting evidence supporting the claims made
4. Endorsement by the School Director of Teaching and Learning, Head of School, or Head of Work Unit.

Attachment: An additional document containing samples of work (max 5 A4 pages of written information)

The statement of evidence should summarise evidence supporting the case study. Its purpose is to ensure reviewers are able to make an informed consideration of the case study. It will not become part of the Exemplar documentation. The statement is limited to one A4 page and should be in minimum 11 point.

The attached samples of work will form the basis of the supplementary material about an exemplar included in the database. They should be carefully selected to supplement the case study description and provide the exemplar reader with sufficient information to consider implementation in their own situation. Samples are limited to the equivalent of 5 pages of written information, and may include, for example, screen shots or screen casts, web links, video links, graphics, handouts, descriptions of learning activities as provided to students, or other items as appropriate.

Note that if specified limits are exceeded, editing of the submission may be requested.

Selection Process

Peer review

All submissions will be subject to a peer review process. Two peer reviewers will be asked to consider the case study, selected as appropriate to the case study from existing exemplar authors, teaching award winners and the School Directors of Teaching and Learning. As the purpose of the database is to disseminate Exemplars across disciplines, at least one peer reviewer will be selected from outside the discipline or area of the case study.

Reviewers will consider the case study based on the criteria specified in these Guidelines. Reviews will be submitted to the Teaching Exemplar Review Panel, chaired by the Director, Teaching and Learning. Additional members of this panel will be appointed annually, and consist of: a School Director of Teaching and Learning and a past award winner.

The Panel will provide feedback on the submission based on the peer reviews. Further details or clarification may be requested.

Confidentiality and transparency

All applications will remain confidential to the Southern Cross University Teaching Exemplar Review Panel, reviewers and administrative support staff.

Exemplar Development

Case studies selected for inclusion as a teaching exemplar will be developed for the database by Teaching and Learning staff. Additional samples or resources may be required to appropriately illustrate the exemplar, such as audio or video interviews or a screencast. Creation of these will be undertaken by, or with the assistance of, Teaching and Learning staff.

Enquiries and Applications

Academic support for applicants is available from Cathryn McCormack on ext 73886 or email cathryn.mccormack@scu.edu.au.