

STUDENT VOICE AWARDS AND COMMENDATIONS PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	Categories.....	1
	Student voice award.....	2
	Student voice commendation.....	2
	Conditions	2
	Eligibility criteria	2
	Selection of recipients	3
	Presentation	3
4	RESPONSIBILITIES	3
	Compliance, monitoring and review.....	3
	Reporting.....	3
	Records management.....	3
5	DEFINITIONS	3
	Terms and definitions.....	3
6	RELATED LEGISLATION AND DOCUMENTS	4
7	FEEDBACK.....	4
8	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 Student voice awards recognise CQUniversity unit coordinators whose unit offering has achieved the highest averaged evaluation scores (excluding Moodle Navigation).
- 1.2 This procedure outlines the process for managing student voice awards and commendations at CQUniversity.

2 SCOPE

- 2.1 This procedure applies to unit coordinators, vocational education and training (VET) unit coordinators, or institutional associates who coordinate a unit offering at CQUniversity, which is evaluated through the Course Evaluation Dashboard – Unit Evaluation Targets process.

3 PROCEDURE

- 3.1 A student voice award will be awarded to one recipient, individual or teaching team, in each category annually.
- 3.2 Unit coordinators, or teaching teams, whose unit offering/s do not achieve the highest averaged evaluation scores (excluding 'Moodle Navigation'), but meet all other eligibility criteria, will be eligible to receive a student voice commendation.

Categories

- 3.3 A student voice award or commendation will be conferred each year in the following three categories:

- On-Campus Educator of the Year – using evaluation data from a unit offering with an on-campus student cohort only
- Distance Educator of the Year – using evaluation data from a unit offering with a distance/mixed mode student cohort only, and
- Educator of the Year – using evaluation data from a unit offering that includes at least one enrolment of both distance/mixed mode AND on-campus student in the cohort.

Student voice award

3.4 A student voice award will consist of:

- funding of \$2500 per recipient, provided by Learning and Teaching Services, for the recipient and their team, if applicable, to use to enhance learning and teaching practices
- a certificate and memento, presented at the annual CQUniversity Staff Awards Ceremony, and
- recognition of achievement through publicity in staff and student newsletters.

Student voice commendation

3.5 A student voice commendation will consist of:

- acknowledgement at the CQUniversity Staff Awards Ceremony
- CQUniversity Student Voice Certificate of Commendation, and
- recognition of achievement through publicity in staff and student newsletters.

Conditions

3.6 Funding for a student voice award will be used to further the learning and teaching practice of the recipient and/or their teaching team, whichever is applicable.

Examples include:

- time release or marking relief to enable application for other learning and teaching awards
- attendance at learning and teaching or discipline-related conferences or professional development activities, or
- purchase of equipment or software that will enhance the recipient's and/or their team's learning and teaching practice (Note: purchased equipment remains an asset of CQUniversity unless otherwise authorised. All information technology equipment must be purchased through the Information and Technology Directorate).

3.7 Recipients of a student voice award will participate in Learning and Teaching Services professional development activities to disseminate their good practice.

3.8 The Finance and Planning Division will release funding after the recipient's Dean of School (or equivalent) and the Pro Vice-Chancellor (Learning and Teaching) have approved the plans for expenditure.

3.9 Funding must be used within 24 months.

Eligibility criteria

3.10 Student voice awards and student voice commendations will be decided based on unit evaluation data retrieved from the Course Evaluation Dashboard – Unit Evaluation Targets.

3.11 The following eligibility criteria apply to unit offerings from any of the relevant terms as stated in section 3.13:

- the unit must attain an averaged evaluation score (excluding Moodle Navigation) of 4.7 or greater
- the unit must attain 10 or more responses from the student cohort in the relevant category within the total unit enrolments, and

- the unit must achieve a target response rate percentage, for the relevant student cohorts' evaluation of the unit, of 50% or more.

3.12 There is no restriction on the number of consecutive years a student voice award or commendation may be conferred on an individual or team.

Selection of recipients

3.13 In identifying eligible recipients, unit evaluation data will be considered from Term 3 of the previous year as well as Term 1 and Term 2 of the current year. If a unit is offered in more than one term within the three-term timeframe, unit evaluation data from each term will be considered individually.

3.14 For a unit involving a teaching team, the relevant School's Deputy Dean (Learning and Teaching), or equivalent, must advise itsgrants-awards@cqu.edu.au the names of all teaching members who are eligible to receive recognition for the unit that is awarded or commended.

3.15 Conferral of a student voice award or a student voice commendation will be at the discretion of the Pro Vice-Chancellor (Learning and Teaching), in consultation with the Dean of School or equivalent, and/or the Deputy Dean (Learning and Teaching) or equivalent.

Presentation

3.16 Student voice awards will be presented at the annual CQUniversity Staff Awards Ceremony.

3.17 Learning and Teaching Services will provide advice to recipients about the arrangements for presentation.

3.18 Student voice certificates of commendation will be mailed to the recipient's School or organisational unit for distribution.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Pro Vice-Chancellor (Learning and Teaching) is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

4.2 Outcomes of awards will be reported to relevant committees, determined by the Pro Vice-Chancellor (Learning and Teaching).

Records management

4.3 Staff must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining records relevant to administering this procedure in a recognised University recordkeeping system.

4.4 Staff awards records must be retained for the minimum period specified in the University Sector Retention and Disposal Schedule, accessible on the [Queensland State Archives website](#).

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Course evaluation dashboard – unit evaluation targets: Displays results of the evaluation questions (overall satisfaction, Moodle navigation, learning resources, assessment tasks, assessment requirements, assessment return and assessment feedback) from the unit evaluation survey conducted through Moodle for each unit offering, each term.

6 RELATED LEGISLATION AND DOCUMENTS

Nil.

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	4/07/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 4/07/2018
Amendment Authority and Date	Minor Amendments Administrator Approved – Pro Vice-Chancellor (Learning and Teaching) 12/12/2018.
Notes	This document consolidated and replaced the Student Voice Award for Distance Educator of the Year Procedure, Student Voice Award for Educator of the Year Procedure and Student Voice Award for On-Campus Educator of the Year Procedure (12/08/2015).