

HTAV Awards Policy

The HTAV Awards Committee each year will consist of:

- The President of the HTAV Board (Chair)
- The Executive Officer of HTAV
- Any two other Directors of the HTAV Board
- Two other Members of HTAV. At least one of these must be an Individual Member.

The call for nominations will be advertised to all HTAV members at least 30 days prior to the closing date(s).

The selection criteria for all awards will be accessible to HTAV members at all times.

After the closing date, nominations will be distributed to the committee and judged according to the set criteria.

The Committee will have at least 14 days to consider the nominations before the Committee convenes (in person or electronically) to finalise their decisions.

The Committee will generally take the information provided in the nomination form as complete and sufficient to inform their judgment. However, where a Committee member has reason for concern regarding a nomination, or to believe that the information is incomplete to the detriment of the nominee, the Chair of the Committee may approve further inquiry.

For a nomination to be successful, it must have the support of at least four members of the committee. Support does not have to be unanimous.

A person who has been nominated for the Colin Pearce Award and is not deemed to have met the criteria will also be considered for other award categories.

Where a member of the Committee has nominated or seconded a nomination, they:

- must alert the President and the Executive Officer that this is the case
- will not be sent the nominations for that Award, and
- must recuse themselves from all discussion of that Award. If a tied vote occurs in this situation the President will have a casting vote.

More than one award may be granted in each category.

No more than one HTAV Award for Excellence in History Teaching by a Graduate Teacher will be conferred per university. After informing the lecturer-in-charge of the History Education program at each Victorian university, HTAV is not required to pursue nominations. HTAV will accept the recommendation of the lecturer unless a member of the Committee has reason for concern regarding the nomination.

All Award winners will be informed with sufficient notice to attend to Awards ceremony.

Unsuccessful nominees will be sent a letter of thanks and appreciation by the Chair of the Committee.

Last amended 12 August 2020