

THE EDUCATION UNIVERSITY OF HONG KONG

Guidelines for the Faculty Teaching Award Scheme

INTRODUCTION

1. The EdUHK, in line with tertiary institutions around the world, sponsors teaching awards for exemplary teaching and good scholarship of teaching, by members of its staff. The Faculty Teaching Award Scheme is established to recognize, encourage and reward excellence in teaching and sustained involvement in disseminating and sharing the results of effective and innovative teaching. This emphasizes the University's commitment to:
 - (a) fostering teaching excellence;
 - (b) improving student learning;
 - (c) encouraging innovative teaching; and
 - (d) providing leadership in sharing good teaching practices.
2. The awards also help to stimulate discussion within the University about the nature of teaching quality and encourage widespread sharing amongst colleagues.
3. The awards, in the form of individual or group awards, are conferred at the Faculty level. Each award consists of a certificate to be presented during the Faculty events/occasions and a monetary award of HK\$25,000 which shall be used by the awardee solely for educational activities. Awardees' names will be permanently displayed at the main entrance of the Library.

ELIGIBILITY

4. All full-time academic/teaching staff with a minimum of **two years** of teaching experience in the University at the time of nomination are eligible for nomination. Previous award recipients are not eligible for two rounds after receiving the awards.

NOMINATION PROCEDURES

5. Nominations may be made by:
 - (a) Deans of Faculty and Graduate School;
 - (b) Head of Academic Department/Centre;
 - (c) any group of at least five staff/students who may include current students or graduates;
 - (d) self-nomination

Each nomination must have the consent of the nominee(s). All nominations should be made by using the Nomination Form. Normally, the recipients of the Faculty Teaching Award will be automatically nominated for the President's Award.

ASSESSMENT CRITERIA

6. Making reference to the President's Award and the University Grants Committee (UGC)'s Teaching Award, the Faculty Teaching Award Scheme requires nominees to show evidence of excellence in teaching across a variety of learning and teaching contexts and sustained involvement in disseminating and sharing the results of effective and innovative teaching in all areas listed below:
 - (a) *An average SET score of the last two years at or above the University mean¹;*
 - (b) *Design of student learning, which may include teaching pedagogies, curriculum design and lesson planning, organization of course materials, research-informed teaching practices, alignment with intended learning outcomes, use of teaching and learning resources, interaction with students, etc.*
 - (c) *Delivery or facilitation of student learning, which may include relevance to real life context, assessment approaches, promotion of blended learning, delivery mode, learning environment, support to students, use of technology, on-going reflection in teaching enhancement, field experience (FE)/ internship supervisions, etc.*
 - (d) *Past/present achievements and leadership in teaching and potential scholarly contribution to or impact on the development of effective teaching practice, which may include evidence on deliverables/outputs of Teaching Development Grant/ external competitive grants with focus on innovation/teaching and learning enhancement in higher education, scholarly research publications, beneficiaries from knowledge transfer activities, sharing of teaching methods and ideas in forums/seminars, enhancement of research capability through supervision of research students, etc.*
7. For group award, the Award Scheme also considers evidences of collaboration in innovative/distinctive project/endeavour as well as synergy of collaboration.
8. The Selection Panel will assess all eligible nominations according to the stipulated assessment criteria and make recommendations to the Faculty Dean. Faculty Dean will consider the Panel's recommendations and other special factors in making final decision of the Award.

¹ This refers to the average SET score (Individual mean) of the last two years, not the nomination year. SET data for co-taught courses (normally not contributing to Individual mean SET score) can be taken as reference, where appropriate.

SELECTION PROCESS

Departmental shortlisting process and submission of documentation

9. The nominations will be sent to respective Head of Department/Centre. The latter will screen out those nominations which are below the threshold score of teaching performance (viz. with an average score of the last two years below the University mean).
10. After the initial screening process, Head of Department/Centre will invite each nominee or the group of nominees to submit a statement of teaching philosophy (in no more than five pages) to address the assessment criteria systematically and to provide evidence-based materials (in no more than two pages) showing the impact of his/her/their excellent teaching on students' learning outcomes and the manner in which his/her/their work may be generalized and applied to other disciplines in an authentic approach (e.g. lesson plan, Moodle usage, student assignment, etc.) for the initial selection process. The statement should include an analysis of the teaching methods, teaching resources or materials, assessments, evaluations, and relevant teaching materials prepared and used by the nominee(s) in classes for which he/she/they is/are responsible, and also an analysis of the scholarly contributions or activities as listed in Paragraph 6. The evidence should cover a sustained period, normally over a period of two years, and be highly selective. Full papers of journal articles are not to be included. Data about publications should be presented consistently in a standard style (e.g. APA style).
11. Head of Department/Centre will then forward the nomination forms, teaching statements and other related materials to the Departmental Learning and Teaching Committee where appropriate. The latter will shortlist nominees based on nomination forms and nominees' submission, and then submit (i) a brief report on the number of nominations received and (ii) a shortlist with a statement of support, via relevant Head of Department/Centre, to the Faculty Selection Panel for consideration.

Faculty Selection Panel

12. The Faculty Dean will set up a Selection Panel with the following membership composition:

Chairperson

Members

- Two to three academic/teaching staff of constituent academic departments and teaching centre (with one staff being the past recipient of the Faculty Teaching Award Scheme)
- One to two student representatives

Remark: Wherever necessary, the Faculty Dean will have the discretion to fine adjust the composition so as to meet the actual operation need.

13. The Faculty Selection Panel will consider the shortlisted nominees based on the nomination forms, nominees' submission as well as the recommendation of respective Departments/ Centre. It may seek additional reference, if necessary, with the consent of the nominee(s).
14. The nominees may be invited to attend a meeting with the Faculty Selection Panel to further substantiate and discuss their achievements in relation to the assessment criteria. If any further evidence is required, the Faculty Selection Panel will inform the nominees ahead of the meeting.
15. The Faculty Selection Panel will make recommendation on the list of awardees to the Faculty Dean who is the final approving authority. In general, it is expected that there will be up to two awards each year.
16. Finalists who are not selected for the award may be offered a Certificate of Merit as recognition of their special achievement.

SHARING OF EXPERIENCE

17. Recipients of the award will be invited to act as resource persons to share experience with other staff members to promote best practices in teaching and scholarship activities, and also to stimulate interest in participation in the Faculty Teaching Award Scheme. Awardees may be invited to speak at the Faculty events/occasions and also to contribute to the University's activities and staff development activities.

(December 2016)