

THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF HUMANITIES

Schedule for the Faculty Teaching Award Scheme 2023/24

Dates	Activities
16 February 2024 (Fri)	<p><u>Nomination Deadline</u> Deadline to submit the Nomination Form to the Heads of Departments / Centre of the nominees</p>
19 February (Mon) – 5 April 2024 (Fri)	<p><u>Head of Department / Centre</u></p> <ul style="list-style-type: none"> - To screen out nominations which are below the threshold score of teaching performance - To invite nominees to submit a teaching statement (max 5 pages) and evidence-based materials (max 2 pages) - To forward the nomination forms, teaching statements and other related materials to the Departmental / Centre Learning and Teaching Committee <p><u>Departmental / Centre Learning and Teaching Committee</u></p> <ul style="list-style-type: none"> - To shortlist nominees based on nominees' submission - To submit the following documents <u>via relevant Head of Department / Centre</u>, to the Faculty Selection Panel: <ul style="list-style-type: none"> (i) Nomination forms and nominees' submissions (ii) A brief report on the number of nominations received and a statement of support for each nominee
16 April (Tue) – 31 May 2024 (Fri)	<p><u>Faculty Selection Panel</u></p> <ul style="list-style-type: none"> - To consider the shortlisted nominees based on the nomination forms, nominees' submission as well as the recommendation of the respective departments / centre - To invite nominees to attend a meeting, if necessary - To recommend the list of awardees to Dean(HM)
3 June (Mon) – 7 June 2024 (Fri)	<p><u>Dean(HM)</u></p> <ul style="list-style-type: none"> - To consider and approve the list of awardees - To announce the awards
August – October 2024	Presentation Ceremony (Faculty's events/occasions)