THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF HUMANITIES

Guidelines for the Caring Teacher Commendation Scheme

INTRODUCTION

1. The Faculty of Humanities (FHM) strives to cultivate a caring culture and promote a positive learning environment that benefits the student's holistic development, both academically and personally. The Caring Teacher Commendation Scheme is established to acknowledge and reward the academic/teaching staff members who have exemplary performance in teaching with demonstration of commitment to nurturing positive life and moral education among students. This echoes the University's vision to nurture outstanding and caring educators and professionals who contribute constructively to sustainable social and economic development in Hong Kong and beyond.

2. This Commendation Scheme also helps to stimulate the passion and enthusiasm of the academic/teaching staff in their teaching and encourage widespread of good practices through 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$10,000 (for individual award) and HK$20,000 (for group award) which shall be used by the awardees solely for educational activities.

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 recipients of the Commendation Scheme are not eligible for two rounds after receiving the awards.

NOMINATION PROCEDURES

5. Nominations may be made by:

    (a) any group of at least three students who may include current students or graduates;
    (b) any group of at least three staff members;
    (c) Faculty Dean;
    (b) Head of Academic Department/Centre; or
    (c) self-nomination

    Each nomination must have the consent of the nominee(s). All nominations should be made by using the Nomination Form. Whenever necessary, the nominators are encouraged to provide additional references to substantiate their nomination.

ASSESSMENT CRITERIA

6. The Caring Teacher Commendation Scheme requires nominees to show evidences of good performance in teaching and to demonstrate excellence in providing pastoral care and support for the welfare of students. The nominees are required to:

   (a) demonstrate excellence in providing pastoral care and support to students in the following aspects with evidence-based information;

   (i) Academically – facilitating the students to discover and develop their academic potential, and offering timely support to accommodate the different academic abilities and learning needs of students.

   (ii) Morally – promoting moral education that fosters students' positive values and attitudes, and nurturing students with a caring and morally responsible character through diverse learning experiences.

   (iii) Physically – enhancing the physical environment to facilitate positive learning and teaching interactions, and engaging students in different class activities that effectively support their learning.

   (iv) Socially – creating an atmosphere of mutual respect and caring in the classroom, and helping students to build supportive relationships with their peers and staff members.

   (v) Mentally – creating a positive learning environment that supports students' mental health and wellbeing, and helping students to release their anxieties throughout their period of study.

   (b) demonstrate the achievement in disseminating good approaches/practices through classroom teaching/ Field Experience/ Internship supervision, etc. with evidence-based information.

   (c) demonstrate the willingness in providing supports to students, such as their enthusiasm in taking up the roles of Year Coordinator, Academic Advisor, etc.

   (d) obtain a good SET score in the last two years, preferably at or above the University mean[1];

7. For the group award, the Commendation Scheme also considers evidences of collaboration in achieving the common goals and promoting the impact of collaborative initiatives in creating a caring learning and teaching environment.

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 the final decision of the Commendation Scheme.

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[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

Submission of documentation

9. Each nominee/self-nominated applicant for the Commendation Scheme must submit the following documents:

   (a) A completed Nomination Form (including additional references provided by the nominators, if any);
   (b) A descriptive paragraph describing the beliefs and initiatives in promoting pastoral care and support for the welfare of students (no more than **one** page);
   (c) A descriptive overview of the works that have been done to address the assessment criteria (no more than **two pages**); and
   (d) Evidence-based materials showing the nominated individual/team's engagement and impact (no more than **10 pages**).

   All evidence-based materials should cover a sustained period, normally over two years, and be highly selective.

10. The nominations, including the Normation Form and the nominee's submission, shall be sent to the respective Head of Department/Centre for consideration. All nominations supported by the Heads should be provided to the Faculty Selection Panel for further 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
   - One staff member from the Student Affairs Office
   - One to two student representatives

   Secretary
   - Administrative Staff from FHM Office

   Remark: Wherever necessary, the Faculty Dean has the discretion to adjust the composition to meet the actual operational needs.

13. The Faculty Selection Panel will consider the nominations based on the nomination forms (including additional references provided by the nominators, if any), nominees' submission as well as the recommendation of respective departments/centre. The Panel may seek additional reference, if necessary, with the consent of the nominee(s).

14. The nominees may be invited to attend an interview 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 recipients 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 Commendation Scheme may be offered a Certificate of Merit as recognition of their special achievement.

17. To acknowledge the support of students to the Commendation Scheme, the students (as nominators) will be given a Certificate if the nomination(s) they made are successfully awarded the Commendation.

SHARING OF EXPERIENCE

17. Recipients of the Commendation Scheme will be invited to act as resource persons to share their successful experiences in promoting caring culture with other staff members. The recipients may be invited to speak at the Faculty events/occasions and contribute to the University's activities and staff development activities.

TIMELINE

18. The timeline for the Award Scheme is as follows:

Activities	Timeline
(a) Call for Nominations	January
(b) Submission of nominations and supporting documents	April
(c) Selection Panel to consider nominations	May – June
(d) Announcement of Awards	End of June

November 2021