

THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF HUMANITIES

Schedule for the Faculty Caring Teacher Commendation Scheme 2021/22

Dates*	Activities
25 February 2022 (Fri)	<p><u>Nomination Deadline</u> Deadline to submit the Nomination Form to the Heads of Departments / Centre of the nominees</p>
28 February (Mon) – 7 April 2022 (Thur)	<p><u>Head of Department / Centre</u></p> <ul style="list-style-type: none"> - To invite nominees to submit a descriptive paragraph describing the beliefs and initiatives in promoting pastoral care and support for the welfare of students (no more than one page); a descriptive overview of the works that have been done to address the assessment criteria (no more than two pages) and evidence-based materials showing the nominated individual/team's engagement and impact (no more than 10 pages); and - To submit the following documents to the Faculty Selection Panel: <ul style="list-style-type: none"> (i) Nomination forms and nominees' submissions; and (ii) A brief report on the number of nominations received.
18 April (Mon) – 27 May 2022 (Fri)	<p><u>Faculty Selection Panel</u></p> <ul style="list-style-type: none"> - To consider the shortlisted nominees based on the nomination forms (including additional references provided by the nominators, if any), nominees' submission as well as the recommendation of the respective departments/centre; - To invite nominees to attend an interview, if necessary; and - To recommend the list of awardees to Dean(HM).
30 May (Mon) – 3 June 2022 (Fri)	<p><u>Dean(HM)</u></p> <ul style="list-style-type: none"> - To consider and approve the list of recipients; and - To announce the list of recipients.
August – October 2022	Presentation Ceremony (Faculty's events/occasions)

*It is the tentative schedule which is subject to change depending on the actual operational needs.