

**THE EDUCATION UNIVERSITY OF HONG KONG**  
FACULTY OF HUMANITIES

**Schedule for the Faculty Caring Teacher Commendation Scheme 2022/23**

Dates*	Activities
3 March 2023 (Fri)	<p><b><u>Nomination Deadline</u></b> Deadline to submit the Nomination Form to the Heads of Departments / Centre of the nominees</p>
6 March (Mon) – 13 April 2023 (Thur)	<p><b><u>Head of Department / Centre</u></b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- To submit the following documents to the Faculty Selection Panel: <ul style="list-style-type: none"> <li>(i) Nomination forms and nominees' submissions; and</li> <li>(ii) A brief report on the number of nominations received.</li> </ul> </li> </ul>
24 April (Mon) – 2 June 2023 (Fri)	<p><b><u>Faculty Selection Panel</u></b></p> <ul style="list-style-type: none"> <li>- 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;</li> <li>- To invite nominees to attend an interview, if necessary; and</li> <li>- To recommend the list of awardees to Dean(HM).</li> </ul>
12 June (Mon) – 16 June 2023 (Fri)	<p><b><u>Dean(HM)</u></b></p> <ul style="list-style-type: none"> <li>- To consider and approve the list of recipients; and</li> <li>- To announce the list of recipients.</li> </ul>
August – October 2023	Presentation Ceremony (Faculty's events/occasions)

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