

THE EDUCATION UNIVERSITY OF HONG KONG
FACULTY OF HUMANITIES

Schedule for the Faculty Caring Teacher Commendation Scheme 2024/25

Dates*	Activities
7 March 2025 (Fri)	<p><u>Nomination Deadline</u> Deadline to submit the Nomination Form to the Heads of Departments/Centre of the nominees</p>
10 March (Mon) – 17 April 2025 (Thu)	<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.
28 April (Mon) – 30 May 2025 (Fri)	<p>Faculty Selection Panel</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).
10 June (Tue) – 16 June 2025 (Mon)	<p>Dean(HM)</p> <ul style="list-style-type: none"> - To consider and approve the list of recipients; and - To announce the list of recipients.
August – October 2025	Presentation Ceremony (Faculty’s events/occasions)

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