

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

**Schedule for the Faculty Caring Teacher Commendation Scheme 2025/26**

| <b>Dates*</b>                          | <b>Activities</b>   |
|--|---|
| 6 March 2026 (Fri)                     | <b><u>Nomination Deadline</u></b><br>Deadline to submit the Nomination Form to the Heads of Departments/Centre of the nominees  |
| 9 March (Mon) –<br>16 April 2026 (Thu) | <b><u>Head of Department/Centre</u></b> <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> |
| 27 April (Mon) –<br>29 May 2026 (Fri)  | <b><u>Faculty Selection Panel</u></b> <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>   |
| 9 June (Tue) –<br>15 June 2026 (Mon)   | <b><u>Dean(HM)</u></b> <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 2026                  | Presentation Ceremony (Faculty's events/occasions)  |

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