

Teaching Excellence Team Award 2016/2017

1. Introduction

In order to recognize and encourage collaborative effort and achievement in enhancing teaching and learning, the University has introduced a **Teaching Excellence Team Award** as part of the Teaching Excellence Awards Scheme in this year.

This Team Award is aligned with the existing internal Teaching Excellence Awards Scheme (TEAS) and taking into account the UGC Teaching Award. Nominations are now invited with a deadline of 20th of February 2017. Recipients of this award will be considered for UGC Teaching Award nominations.

2. Criteria for the Award

Teaching teams nominated for the award should demonstrate excellence **in some or all of the following criteria**:

- ◆ a high level of competence in a wide range of teaching skills which may include:
 - ◆ small and large group teaching;
 - ◆ accommodation of different student learning needs and learning styles;
 - ◆ assessment of student projects and supervision;
 - ◆ effective design and use of a variety of materials to support learning; and
 - ◆ evidence of development of effective seminars/tutorials/workshops.

- ◆ a commitment to the requirements of the discipline, evidenced by:
 - ◆ a sound command of the subject matter;
 - ◆ up-to-date knowledge of discipline changes and development; and
 - ◆ a focus on key concepts and principles rather than detail.

- ◆ a concern for student learning as demonstrated by characteristics such as:
 - ◆ being pro-active in addressing student learning problems;
 - ◆ having high expectations of student learning;
 - ◆ demonstrating the ability to seek and act on feedback received from students and peers;
 - ◆ establishing multiple channels of communication with students;
 - ◆ using a variety of assessment strategies appropriate to achieving the desired student learning outcomes;
 - ◆ using a variety of teaching strategies to enhance learning outcomes; and
 - ◆ providing opportunities for experiential learning e.g. through facilitating service-learning.

- ◆ a genuine interest in the continual improvement of teaching and the development of teaching innovations as demonstrated by characteristics such as:
 - ◆ the ability to stimulate curiosity and arouse interest in students about learning;
 - ◆ evidence of innovations and awareness of current research in the teaching of the

- subject;
 - ◆ active involvement in the scholarship of teaching, including project supervision;
 - ◆ effective application of strategies conducive to independent student learning; and
 - ◆ involvement in the promotion of teaching excellence among colleagues.
- ◆ contribution to the formulation/administration of courses/modules as demonstrated by characteristics such as:
 - ◆ active and effective participation in course administration and/or curriculum planning, design and development;
 - ◆ active participation in designing and incorporating service-learning components into courses/modules; and
 - ◆ the ability to develop new teaching strategies in response to changes in courses/modules.
- ◆ impact of the collaborative work of the team on the development of effective teaching practice.

3. The Award

The number of team award to be granted each time depends on the quality of the candidates. The award recipients as a team will receive a cash award of HK\$20,000 and a gift at an award presentation ceremony. Their names and the name of the team will also be engraved on a giant plaque display placed in a prominent site on campus.

4. Timeline

January – March 2017	To receive nominations and applications
Early April 2017	To commence selection
April – May 2017	To announce result

5. Eligibility

The nominated team may comprise a maximum of five members including a team leader. Each nominated team must include at least one full-time teaching staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes. The team may also include other academic and/or support staff (including teaching assistants) employed on a full-time or part-time basis.

6. Nomination

Nominations can be made by either students or staff under any of the following conditions:

- Students: 5 students of any combinations of undergraduates and postgraduates; or
3 former students of Lingnan
- Staff: 1 full-time academic staff member

7. Nomination rules and regulations

- ◆ any nomination must come with the consent of the nominee;
- ◆ leaders of the winning teams are not allowed to compete for the next round of TEA; and
- ◆ all nominations should be addressed to the Teaching and Learning Centre (TLC) for initial screening. Shortlisted nominees will be recommended for consideration to the Selection Panel.

8. Documentation required

Nominees are required to submit an application using a standard proforma. The standard proforma is available from the TLC. In the proforma, applicants are to provide the minimum required information. Any further details or additional documentation can be attached as appendix materials to support the application.

9. Selection Panel

The Selection Panel will be composed of:

- ◆ 3 student representatives (including the President of the Students' Union and 2 student members nominated by the Students' Union). The 3 student members should come from different Faculties so as to ensure fair representation;
- ◆ 3 teaching staff representatives (from different Faculties) nominated by the AQAC Sub-Committee on Teaching and Learning (SCTL), one of whom may be chosen from among previous award winners;
- ◆ the Director of Teaching and Learning;
- ◆ the chairperson of the Selection Panel (to be appointed by SCTL); and
- ◆ the secretary of the Selection Panel (a staff member of TLC).

10. Feedback and Evaluation

Arrangements will be made for award winners to share their experiences with other teachers. These will take the form of open forums, seminars or recorded interviews.

The implementation of TEAS will be continually evaluated by the SCTL. This will include consideration of feedback from the Selection Panel, nominees, proposers, academic staff and students.

11. Forms & Enquiry

Nomination and application forms can be obtained from the TLC, 2/F, B.Y. Lam Building or download from <http://study.ln.edu.hk/>. For enquiry, please contact the TLC: 2616 7576 (tel), tlc@ln.edu.hk (email).

Teaching and Learning Centre
16th January 2017