

**Application for Teaching Excellence Team Award
2016/2017¹**

Name of Team Leader _____

Department / Programme _____

Are you a teaching staff member? Yes No

If yes, no. of years teaching at Lingnan _____

Full-time Part-time

Particulars of team members

	Name	Department/Programme	No. of years teaching at Lingnan	Full/Part Time
1.				
2.				
3.				
4.				

Criteria for the Award

Excellence should be demonstrated in some or all of the following criteria:

- evidence of a high level of competence in a wide range of teaching skills;
- a demonstrated commitment to the requirements of the discipline;
- a demonstrated concern for student learning;
- evidence of a genuine interest in the continual improvement and innovation of teaching practice;
- contribution to the formulation / administration of courses / modules (if applicable); and
- impact of the collaborative work of the team on the development of effective teaching practice.

Please fill in each section of this proforma. Feel free to vary the format to suit your needs and support your application by providing additional information in an appendix.

¹ This form is to be completed by the team leader in collaboration with team members.

1. Statement of teaching responsibilities

(You may choose to focus on courses currently being taught as a team, it is also appropriate to include a short record of your past teaching experience, even at other institutions.)

[enter text here]

2. Reflective statement outlining the teaching philosophy, practices, and goals of the team

(State the teaching philosophy, strategies, objectives, and methodologies, and why you consider these goals to be important, and how the teaching practices promote student learning.)

[enter text here]

3. Description of teaching and learning innovations, and/ or contribution to course development

(Provide a brief explanation of the examples of courses or materials developed, and state how they relate to the achievement of particular learning outcomes. These activities may include any Service-Learning components incorporated into the courses. A list of these activities may be accompanied by a brief explanation of each with relevant documents included in an appendix.)

[enter text here]

4. Evaluation of teaching (By students)

(Data from the CTLE will be extracted and added to any application from the Banner system by the Teaching and Learning Centre. You may wish to provide a summary of the student ratings or comments about your teaching over the last few years [at least two]. You may also include excerpts from letters that support your approach to teaching [written both during and after their student years].)

[enter text here]

5. Evaluation of teaching (By peers / supervisors / TLC staff)

(Include comments from colleagues about the team teaching, e.g. in the form of statements from colleagues who have observed the teaching, statements from supervisors [current or previous], statements from colleagues at other institutions, evaluations of the team's work on course development, teaching and contributions to the discipline by outside organizations.)

[enter text here]

6. Self-reflection and self-appraisal

(Describe the steps taken to evaluate and improve the team's teaching, including changes resulting from student feedback, self-evaluation, time spent on teaching development workshops, seminars and activities. You may also include a statement describing teaching goals for the next three years.)

[enter text here]

7. Other contributions to teaching and learning

(Provide information on those activities contributing to the improvement of tertiary teaching and learning in general. Such items may include: teaching and learning initiatives funded by Teaching Development Grants, presentations and publications on teaching, administrative and committee work related to teaching.)

[enter text here]

8. Collaborative work

(Provide materials that demonstrate impact of the collaborative work on the development of effective teaching practice.)

[enter text here]

8. Other additional information

(Provide information not previously included to support your application.)

[enter text here]

9. The Appendix

(Give a list of the appended materials / information here including personal curriculum vitae of each member of the team. Be selective about the information to be provided in the appendices. For supplementary materials such as computer disks, CD-ROMs, audio or video tapes, you may briefly discuss such materials here and make them available for review upon request.)

[enter text here]

Signature of team leader

Date

Please return the completed application (with appendices) to the Teaching and Learning Centre (TLC) **on / before 20th March 2017**. Should you need further information and assistance, please contact the TLC.

*Tel: 26167576 Fax: 25725706 Email: tlc@ln.edu.hk
TEAS web-site: <http://tlc.ln.edu.hk/>*

December 2016