

Teaching Excellence Awards Scheme 2023/2024

Guidelines

A. Introduction

The Teaching Excellence Awards Scheme (TEAS) is established to recognize and reward distinguished teachers of Lingnan University who have demonstrated outstanding performance in teaching. The scheme also confirms the University's commitment to:

- developing a culture of high quality teaching and excellence among academic staff;
- acknowledging the importance of quality teaching for improving student learning outcomes;
- improving the student learning experience;
- acknowledging innovative and creative teaching; and
- promoting teaching as a scholarly activity.

B. The Awards

1. There are four categories under the Scheme, i.e. (1) Individual Faculty Members; (2) Teams; (3) Outstanding Teaching Award for Early Career Faculty Members; and (4) Individual Faculty Members (Postgraduate).
2. There will be up to 5 awards [i.e. up to 4 awards for categories (1)-(3) and 1 award for category (4)] in a year to be considered.
3. The Teaching Excellence Award recipient (both an individual or a team) will receive a cash reward of HK\$20,000 and a gift. The Early Career Faculty will receive a cash award of HK\$10,000 and a certificate. The names of the individual recipients (including the recipient of Early Career Faculty Award) and the name of the team and its members will be engraved on a giant plaque display placed on a prominent site on the campus. Certificates of merit will also be given to shortlisted candidates in recognition of their outstanding teaching. All the awards, gifts and certificates will be presented at an awards presentation ceremony.
4. Souvenirs will also be given to nominators of the TEAS winner(s) in appreciation of their nominations.

C. Eligibility

1. For individual faculty category: The candidates should be full-time teaching staff (excluding visiting staff) who have been teaching at Lingnan with teaching duties - primarily on UGC-funded programmes (i.e. the majority of the courses in terms of number of hours taught by the candidates are UGC-funded). TEA winners are not allowed to compete for all categories in the next round of TEA.
2. For team category: The nominated teams should be inter-disciplinary (i.e. involving more than one department). A team comprising only members from the same department may also be considered providing that its pedagogical

work possesses strong potential for application beyond the disciplinary and institutional boundaries. The teams 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. The leaders of the winning teams are not allowed to compete for all categories in the next round of TEA.

3. For the Early Career category: It is open to individuals only. The candidates should be full-time teaching staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes. The candidates should have no more than six years of teaching experience in higher education and a minimum of two terms of teaching experience at Lingnan as of the closing date for nomination. The length of teaching experience is counted on a term basis and can be non-sequential. TEA winners are not allowed to compete for all categories in the next round of TEA.
4. For individual faculty category (postgraduate): The candidates should be full-time teaching staff (excluding visiting staff) who have been teaching at Lingnan with teaching duties primarily on postgraduate programmes. TEA winners are not allowed to compete for all categories in the next round of TEA nor apply for the UGC Teaching Award.
5. Any nominee should be included in only one of the four Award categories and be included in only one nomination.

D. Criteria for the Award

Teachers nominated for the award should demonstrate excellence in some or all of the following criteria:

1. Adoption of learner-centred approaches, ability to engage/inspire/impact on students and demonstration of superior acumen in teaching, which may include
 - a good understanding of pedagogy, understanding how students learn and adopting suitable teaching and assessment approaches that can achieve better student learning outcomes;
 - being able to interact with students and engage them in learning with enthusiasm; inspiring and supporting students, with respect for their diverse learning needs, to build confidence and capability (including critical thinking, analytical skills, values, etc.);
 - outstanding classroom (small and large group as well as outside-classroom) (in face-to-face, virtual or hybrid settings) teaching; and
 - demonstrating the ability to seek and act on feedback received from students and peers.

2. Course/programme/curriculum design that can reflect a command of the field, which may include
 - demonstrating up-to-date knowledge of the field of study in the design of the curriculum and student learning resources (e.g., textbooks, e-learning resources);
 - adopting complementary research-informed teaching practices;
 - developing appropriate student learning outcomes;
 - adopting innovative approaches to teaching and assessment which can facilitate students' achievement of the learning outcomes etc., at/within an institutional, inter-institutional or sector-wide level; and
 - providing opportunities for experiential learning e.g. through facilitating service-learning.

3. Contribution to the formulation/administration of courses/programmes 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/programmes; and
 - the ability to develop new teaching strategies in response to changes in courses/programmes.

4. Past/present achievement(s) and leadership in teaching and potential scholarly contribution to and impact on the development of effective teaching practice within the nominee(s)' own university and/or in other institutions, which may include
 - demonstrating educational research and innovations in the field of study;
 - active involvement in the scholarship of teaching, including TDG project supervision;
 - contribution to sharing of good practice on teaching and learning; and
 - demonstrating leadership in the promotion of teaching excellence within the university and/or in other institutions. In the case of early career faculty nominations, the focus will be on the nominees' potential of leadership in teaching as well as their past achievements. In the case of team nominations, the impact of the collaborative work of the team on the development of effective teaching practice will also be considered.

E. 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 of Lingnan
- Alumni: 3 alumni of Lingnan
- Staff member: 1 full-time academic staff member

F. Nomination rules and regulations

- any nomination must come with the consent of the nominee;
- departments are encouraged to play an active role to identify excellent teachers in the nomination process and to provide feedback on the strength of nominations to the Sub-Committee on Teaching and Learning (SCTL) of AQAC;
- candidates are encouraged to seek input from their Heads of Academic Units in preparing for their applications; 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.

G. 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 required information with reference to the selection criteria, including but not limited to the Report(s) of Course Teaching and Learning Evaluation (CTLE)* they have received for the latest six terms at Lingnan as far as possible. For the team, the CTLE report(s) of the course(s) that is/are relevant to the collaboration/teaching as a team should be submitted. Any further details or additional documentation can be attached as appendix materials to support the application, preferably no more than 20 pages.

** Each report includes CTLE scores, response rate and written comments from students (if any).*

H. Selection Panel and Process

The Selection Panel will be composed of:

- 3 student representatives (nominated by the Faculties). 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 SCTL of AQAC, one of whom may be chosen from among previous award winners;
- the chairperson of the Selection Panel (to be appointed by SCTL);
- the Director of Teaching and Learning; and
- the secretary of the Selection Panel (a staff member of TLC).

I. Timeline

Oct 2023 – Jan 2024	To receive nominations and applications: Nomination deadline: 27 Nov 2023 Application deadline: 19 Jan 2024
Jan – Mar 2024	To commence selection
Mar – Apr 2024	To announce results
1st term of 2024/25	To present awards

J. Forms & Enquiry

Nomination and application forms can be obtained from the TLC, 2/F, B.Y. Lam Building or downloaded from <https://www.ln.edu.hk/tlc/support-for-staff/teas>. For enquiry, please contact the TLC: 2616 7117 (tel), tlc@ln.edu.hk (email).

Teaching and Learning Centre
Mar 2023