THE UNIVERSITY OF HONG KONG

To: List A

Teaching Excellence Award Scheme, 2016

Nominations are now invited for awards under the Teaching Excellence Award Scheme (TEAS) in 2016.

2. The TEAS aims to recognise, reward and promote excellence in teaching at the University. In addition to the existing three categories of awards, viz. University Distinguished Teaching Award (UDTA), Outstanding Teaching Award (OTA), and Teaching Innovation Award (TIA), the University introduces a new Early Career Teaching Award (ECTA) this year to recognise the outstanding contributions and commitment of our colleagues who are at an early stage of their teaching career. Besides individual awards, both OTA and TIA comprise team awards to recognise and encourage collaborative effort and achievement in enhancing teaching and learning. All Faculties are encouraged to nominate colleagues who have made outstanding teaching and learning contributions for these awards.

3. The UGC invites annually nominations from the University for its UGC Teaching Awards. Award recipients under the TEAS have a priority in being considered for the nominations.

4. Details of the awards and the nomination procedures are set out below.

(a) Eligibility

The awards are open to all full-time teaching staff of all grades on Terms of Service I with a substantial responsibility for teaching for a continuous period of 3 years in this University. In addition for the Early Career Teaching Award, nominees should possess no more than four years of teaching experience in higher education institutions as at June 30, 2016.

Teaching teams which comprise members satisfying the above eligibility criteria are eligible for OTA and TIA. In cases where not all members of the team meet the prescribed criteria, the team may present justifications for exceptional consideration by the Selection Panel. The final decision on the eligibility of such cases rests with the Selection Panel.

A teaching staff may be nominated for different awards at the same time except concurrently for UDTA, OTA and/or ECTA.
(b) Criteria for Awards

(i) **UDTA**

Candidates for the UDTA are expected to demonstrate:
- clear evidence of attainment in excellence in teaching and engagement with students and their learning;
- clear evidence of attainment in excellence in curriculum design, renewal and innovation; and
- clear evidence of attainment in excellence in the leadership and scholarship of teaching and learning, and curriculum design and innovation.

(ii) **OTA**

Candidates, individuals or teams, for the OTA are expected to demonstrate:
- clear evidence of attainment in excellence in teaching and engagement with students and their learning;
- clear evidence of attainment in excellence in curriculum design, renewal and innovation;
- clear evidence of reflection on teaching philosophy, teaching practices, and engagement with students in curricular and co-curricular activities.

In addition to the above, team-based nominees should also demonstrate clear evidence of the impact of their collaborative work on enhancing excellence in curriculum design, renewal and innovation.

(iii) **ECTA**

Candidates for the ECTA are expected to demonstrate:
- clear evidence of outstanding attainment in teaching and engagement with students and their learning;
- clear evidence of outstanding attainment in curriculum design, renewal and innovation; and
- clear evidence of reflection on teaching philosophy, teaching practices, and engagement with students in curricular and co-curricular activities.

(iv) **TIA**

Candidates, individuals or teams, for the TIA are expected to present evidence indicating a recent innovation in pedagogy and/or curriculum design that demonstrates evidence of impact and/or potential impact on curriculum design and/or student learning and of reflection on the sustainability of this innovation to be embedded in the curriculum to enhance student learning.

Appendix A sets out examples of practices associated with, and sources of evidence for, the awards.
(c) Number and Nature of Annual Awards

(i) The monetary award and the maximum number for the different categories of awards are set out below:

<table>
<thead>
<tr>
<th>Award</th>
<th>Monetary award</th>
<th>Maximum number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDTA</td>
<td>$250,000</td>
<td>1</td>
</tr>
<tr>
<td>OTA</td>
<td>$150,000</td>
<td>8</td>
</tr>
<tr>
<td>ECTA</td>
<td>$75,000</td>
<td>2</td>
</tr>
<tr>
<td>TIA</td>
<td>$50,000</td>
<td>2</td>
</tr>
</tbody>
</table>

(ii) The monetary award can be used for academic purposes related to teaching and learning. In the case that the awardee wishes to use the grant to support teaching relief in order to focus on a teaching and learning initiative, a maximum of two courses arranged in different academic years may be allowed subject to the approval of his/her Faculty/Department. Awardees are expected to submit a brief report on the uses of the award at the end of the funding period, which is five years for UDTA and OTA, three years for ECTA and two years for TIA (or up until the expiry of the awardee’s appointment with the University, whichever being the earlier). For the team award, the monetary award will be shared equally among all team members.

(iii) In addition, the names of awardees/teams will be posted for a period of not less than five years on an Honour Board to be located tentatively on the Centennial Campus.

(iv) UDTA and OTA awardees are eligible to be nominated for the same award after 5 years.

(d) Selection Panel

The Selection Panel comprises the following:
- President and Vice-Chancellor (Chairman);
- Vice-President and Pro-Vice-Chancellor (Teaching and Learning);
- Director of the Centre for the Enhancement of Teaching and Learning;
- An external member (normally a teacher from another university); and
- Up to two co-opted members (to be determined by the Selection Panel - a student representative and a previous award recipient were co-opted in the previous exercises).

(e) Nomination and Submission of Teaching Portfolio

(i) Teaching staff/teams wishing to be considered for an award are expected to provide the Selection Panel with:
- a completed nomination form (documents [145/516 & 146/516: Appendix B] which can be downloaded from the HKU Intranet for staff and students or the Teaching and Learning homepage (http://tl.hku.hk/teaching-excellence-awards);
• a teaching portfolio\(^1\) not exceeding 8 pages (font in *Times New Roman 12*) and, where necessary, appendices not exceeding 20 pages, addressing the selection criteria set out in paragraph 4(b) above. *(Appendix C)* provides guidance on the preparation of the teaching portfolio, especially for the UDTA, OTA and ECTA. Nominees for the TIA should provide details of the innovation, and evidence of its impact and sustainability; and

• for UDTA, OTA and ECTA, a report on the results of the Student Evaluation of Teaching and Learning for all courses taught in the past three years by the nominee, following the standard template at Annex I to Appendix C.

Submissions beyond the specified page limits will NOT be considered by the Selection Panel.

(ii) Nominees are invited to submit the nomination form and their teaching portfolio through their Head of Department/School/Centre/Unit or Dean of Faculty or Chairman of the relevant management committee, in the case of nominees working in an independent centre or unit. Nomination can also be made by the nominee’s students and colleagues or course/programme committees. Team-based submissions should be endorsed by the Faculty Deans of all team members.

5. Faculty Deans and Heads of Departments/Units/Centres are invited to disseminate the contents of this circular to all teaching staff, and to encourage nominations from staff and students. Nominees are advised to contact the Centre for the Enhancement of Teaching and Learning (CETL) for advice on the preparation of the submissions. CETL will be offering seminars/workshops in June and September 2016 to support interested staff members on the preparations.

6. This circular can be accessed from the HKU Intranet or the Teaching and Learning homepage (http://tl.hku.hk/teaching-excellence-awards). Questions may be directed, in the first instance, to Ms. Synthia Chau, Curriculum Development and Quality Assurance Section, at 2859 2440 or via email to schau@hku.hk. All nominations and the supporting documents should reach Ms. Chau on or before September 30, 2016.

May 5, 2016

Professor Ian Holliday
Vice-President and Pro-Vice-Chancellor
(Chancellor and Learning)

\(^1\) For teaching portfolio with colour pages or a DVD/CD, please provide 8 copies for distribution to the selection panel.