## QUEEN’S UNIVERSITY TEACHING AWARDS SCHEME 2022

## Notes for Guidance

The *Teaching Awards Scheme* was established to encourage and reward the development of learning and teaching practices and learning support practices that have led to particularly effective/worthwhile learning.

The *Teaching Awards Scheme* is a competitive process and normally up to 10 Teaching Awards are available each year. A prize of £1000 will be awarded to each successful individual or team. The prize will be paid into a dedicated School account for the exclusive use of the winning team or individual for professional development purposes.

The *Teaching Awards Scheme* is open to full members of University staff. Applications embracing a diversity of approaches are welcomed and applications for postgraduate teaching as well as undergraduate teaching are invited. Applicants should make the case for how their approach demonstrates excellent practice appropriate to their level of experience. Discussion of an extra-curricular activity can be included as part of a body of work being put forward for consideration, but will not be considered for an Award as a stand-alone activity.

The panel especially welcomes applications demonstrating how the applicant is addressing the University’s priorities as set out in the [Education Strategy 2016-21](https://home.qol.qub.ac.uk/University%20Documents/Staff%20Documents/Strategies/Education%20Strategy%202016-2021.pdf), including how staff and student Digital Literacies are being developed in teaching and learning approaches, beyond IT competency, through the effective use of digital tools, applications and resources.

### Teaching Award Categories

There are 5 categories of Teaching Awards.

##### Individual Awards

# Colleagues can receive a maximum of one Teaching Award in each of the Rising Stars, Sustained Excellence and Impact categories. Information on other recognition routes, such as the Queen’s Merit Award and National Teaching Fellowship Scheme, can be obtained from the [Centre for Educational Development](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/QUBTeachingAwards/).

# Category 1: Rising Stars

This category is open to individual colleagues who have been teaching\supporting learning within higher education for fewer than 9 years.

# Category 2: Sustained Excellence

This category is open to individual colleagues who have had a sustained career in teaching\supporting learning within higher education for 9 years or over. The application should reflect your pedagogic impact over your career to date.

# Category 3: Impact Award

This category is open to individual colleagues who have been teaching/supporting learning within higher education for a substantial period of time. Applicants in this category will be expected to demonstrate how their work has had national/international impact within their discipline. This category may be of interest to colleagues interested in working towards Principal Fellowship of the HEA and/or National Teaching Fellowship.

# Category 4: Student-nominated Awards

This category is promoted to the student body by the Students’ Union. Students (a minimum of **4 students per nomination**) can e-mail their nomination to the [Centre for Educational Development](mailto:ced@qub.ac.uk) who will then inform the relevant staff member and invite them to put an application forward. Students should contact the [VP for Education](mailto:su.vpeducation@qub.ac.uk) in the Students’ Union for information on nominating a member of staff.

Student-nominated applicants will be assessed according to the criteria for Rising Stars or Sustained Excellence, as appropriate to their length of experience in higher education.

If a member of staff who has already received a Teaching Award receives a nomination from their students, the nominated teacher can apply again if the work they outline is substantially different to the learning and teaching practice for which they were previously recognised.

##### Team Award

# Category 5: Excellence in Teaching or Learning Support by a Team

This category is open to teams of academic and/or learning support colleagues. Winning teams, or a team that is substantially the same as a previous winning team, cannot normally apply for another Team Award within three years of winning their award.

### Applying for a Teaching Award

The application process is in two stages as follows:

#### Stage 1 Submission of an Analytical Account (please complete template)

Applicants submit an analytical account of their learning and teaching or learning support practice on the appropriate template available from the [CED website](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/QUBTeachingAwards/). There are separate templates for each category.

The [CED website](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/QUBTeachingAwards/) provides guidance on writing an application.

Guidance on word counts and the type of information that applicants might wish to include is provided in the application template. No supplementary material or material on the web will be considered as evidence.

The closing date for receipt of applications is Monday 4 April 2022. Applications should be submitted in **Word** via e-mail to [e.mcdowell@qub.ac.uk](mailto:e.mcdowell@qub.ac.uk).

Heads of Schools and Directors of Education will be informed of applications shortlisted from within their School.

Shortlisting is undertaken by a panel. The panel comprises the Pro-Vice-Chancellor for Education and Students, Dr Penny Sweasey (external assessor), representatives from each of the Faculties, representatives from Academic and Student Affairs and the VP Education, Students’ Union. The decision of the panel is final.

#### Stage 2 Presentation and Meeting with Panel

Shortlisted applicants will be invited to meet with the panel to discuss their work and this will be face-to-face, if possible, or via MS Teams, if necessitated by the pandemic. Shortlisted applicants will also be asked to provide a brief presentation to the panel in support of the case made in their analytical account before the meeting. Further details will be provided to the shortlisted candidates at that time.

Applicants will be informed of the panel’s decisions as soon as practicable; the decision of the panel is final.

The date for shortlisted candidates to meet with the panel will be 30 May 2022.

### Dissemination

Dissemination of the good practice identified is an important element of the Teaching Awards Scheme and is carried out in the following ways:

* A case-study in the [Learning & Teaching Hub](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/LearningTeachingandAssessment/LearningandTeachingHub/LearningandTeachingCaseStudies/) and/or [Assessment Hub,](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/LearningTeachingandAssessment/AssessmentHub/) as appropriate.
* Participation in a dissemination event, such as the Queen’s Learning and Teaching conference/webinars
* An article in *Reflections* newsletter