QUEEN’S UNIVERSITY TEACHING AWARDS SCHEME 2020

#### Notes for Guidance

## General Information

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. 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 Career 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.

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.

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.

**Team Award**

Category 4: **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.

Category 5: **Student-nominated Awards**

Students (a minimum of 4 students per nomination) are invited to e-mail their nomination to the Centre for Educational Development who will then inform the relevant staff member and invite them to put an application forward. Students should contact the Students’ Union for information on nominating a member of staff.

Within the student-nominated category, a member of staff who has already received a Teaching Award may sometimes be nominated. If the nominated teacher decides to apply, the learning and teaching practice outlined within that application should be substantially different to the learning and teaching practice for which they were previously recognised.

**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 a [template](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/ProfessionalRecognition/QUBTeachingAwards/). There are separate templates for each category.

The discussion section of the application should not exceed 1700 words, plus 300 words of context (500 words for Team applications). Guidance on 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.**

The closing date for receipt of applications is 5 pm on Wednesday 19 March 2020. Applications should be submitted in Word via e-mail to 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 comprising 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**

Shortlisted applicants will be invited to give a brief presentation to the panel in support of the case made in their analytical account. The date for the presentations is 27 May 2020. The Award winners will be informed within a short time of the presentation. Please note, the decision of the panel is final.

**Dissemination**

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

* Information on the work of the Award recipients will be made available on the web
* Where the approach has applicability beyond the recipient’s own discipline, the recipient may be invited to participate in a dissemination event such as the CED conference or a HE forum event
* Articles on the work of Teaching Award recipients are often included in *Reflections* newsletter.