



National Teaching Fellowship Scheme (NTFS) 2016

Awards guidelines

Contents

Section	Page
Special requirements	3
1. Background	4
2. Guidelines for nomination and selection	4
2.1 Eligibility	4
2.2 Nomination Process	5
2.3 Selection criteria	5
2.4 Assessment process	6
2.5 Nomination instructions - core nomination documents	8
a) Statement of support:	8
b) Claim for National Teaching Fellowship:	8
c) Curriculum Vitae:	9
d) Application form (for internal administration only):	9
2.6 Nomination instructions – formatting requirements	9
Word limits/page lengths:	9
2.7 Additional documents/requests	10
26. Equal opportunities form:	10
27. Personal profiles (compulsory but not assessed):	10
2.8 Additional documents requested from successful nominees only	10
2.9 Submission and receipt of nominations	10
3. Outcomes and publicity	10
4. Awards ceremony and briefing event	11
5. Checklist for nominees and institutions	11
6. Appendix 1 - Deadline and assessment schedule	13

Special requirements

If you require these guidelines in an alternative format please contact: ntfsindividual@heacademy.ac.uk.

Nominees who are unable to submit a nomination in written format should contact Reward Team either by email: ntfsindividual@heacademy.ac.uk or by telephone: 01904 717500 as soon as possible to discuss an appropriate alternative format. Any correspondence can be addressed to:

Awards Team

Higher Education Academy

Innovation Way

York Science Park

Heslington

York

YO10 5BR.

1. Background

1. The purpose of the National Teaching Fellowship Scheme is to recognise, reward and celebrate individuals who are judged to make an outstanding impact on the student learning experience and provide the means to develop a proactive community of National Teaching Fellows (NTFs).
2. The Higher Education Academy (HEA) organises and runs the Scheme (with funding from the Higher Education Funding Council for England (HEFCE), the Higher Education Funding Council for Wales (HEFCW) and the Department for the Economy (DfE) Northern Ireland (now incorporating the responsibilities of DELNI) with advice and guidance from the NTFS Awards Panel. The Panel advises on the criteria, the processes of assessment and moderation, and the selection of the winners. The Panel consists of a range of representatives from across the sector and other relevant stakeholders.
3. Up to 55 individual awards will be made in 2016 in recognition of individual excellence. On gaining the award, each NTF has a role to support the enhancement of learning and teaching in both the institution and the sector.
4. Each winner will be awarded £5k. Each NTF will be expected to use this money to disseminate their excellent practice and to be able to demonstrate how their work has impacted on the sector.
5. Nominees will be informed of the outcomes in December 2016 and the National Teaching Fellowships will be awarded at a celebratory event in early 2017.
6. National Teaching Fellows are invited to become members of the Association of National Teaching Fellows (ANTF).
7. Detailed guidelines for nomination and for the preparation and submission of nominations for the awards are provided in this document.
8. Further details of the Scheme and of the Association of National Teaching Fellows are available at www.heacademy.ac.uk/ntfs.

2. Guidelines for nomination and selection

2.1 Eligibility

9. The Scheme is run with funding from the Higher Education Funding Council for England (HEFCE), the Higher Education Funding Council for Wales (HEFCW) and the Department for the Economy (DfE) Northern Ireland (now incorporating the responsibilities of DELNI). All HE providers in England, Wales, and Northern Ireland may participate in the Scheme.
10. Staff are eligible to be nominated to NTFS under various contracts including part-time, full-time, and non-permanent (fixed-term).
11. A nominee should be a Fellow of the HEA (any category).
12. Staff working for an HE provider in England, Wales or Ireland at an overseas campus will be eligible to be nominated.

2.2 Nomination Process

13. Eligible institutions are invited to nominate up to three individual members of staff who clearly demonstrate excellence in teaching and/or supporting the higher education learning experience of students. In nominating these individuals, institutions are strongly encouraged to consider the full diversity of roles that support the student learning experience.
14. In developing nominations, eligible institutions should identify what is innovative, inclusive, and excellent practice within their own organisational settings (as well as, in brief, and where appropriate, how far this may reflect national and/or international practices). The HEA and the Teaching Excellence Awards Panel recognise that excellence in teaching and learning support will be situated within specific academic, professional and institutional contexts and consider that excellent practice should be inclusive practice.
15. Although the HEA and the Teaching Excellence Awards Panel appreciate that some advice or assistance from the institution may be deemed necessary, the text of the claim for excellence should be the work of the nominee only.
16. Eligible institutions are strongly encouraged to nominate individuals at any stage of their career who undertake any role(s) which clearly contributes to the enhancement of the student learning experience.
17. The HEA is committed to equality of opportunity. It is keen to ensure that no one is treated less favourably than others on the grounds of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstances, sexual orientation, gender reassignment, spent criminal convictions, age, or for any other unlawful reason.

2.3 Selection criteria

All nominees will be assessed on evidence provided in the core nomination documents in relation to each of the three criteria listed below:

Criterion 1

Individual excellence: evidence of enhancing and transforming the student learning experience commensurate with the individual's context and the opportunities afforded by it.

This may, for example, be demonstrated by providing evidence of:

- > stimulating students' curiosity and interest in ways which inspire a commitment to learning;
- > organising and presenting high quality resources in accessible, coherent and imaginative ways which in turn clearly enhance students' learning;
- > recognising and actively supporting the full diversity of student learning needs;
- > drawing upon the results of relevant research, scholarship and professional practice in ways which add value to teaching and students' learning;
- > engaging with and contributing to the established literature or to the nominee's own evidence base for teaching and learning.

Criterion 2

Raising the profile of excellence: evidence of supporting colleagues and influencing support for student learning; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.

This may, for example, be demonstrated by providing evidence of:

- > making outstanding contributions to colleagues' professional development in relation to promoting and enhancing student learning;
- > contributing to departmental/faculty/institutional/national initiatives to facilitate student learning;
- > contributing to and/or supporting meaningful and positive change with respect to pedagogic practice, policy and/or procedure.

Criterion 3

Developing excellence: evidence of the nominee's commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support.

This may, for example, be demonstrated by providing evidence of:

- > on-going review and enhancement of individual professional practice;
- > engaging in professional development activities which enhance the nominee's expertise in teaching and learning support;
- > engaging in the review and enhancement of one's own professional and/or academic practice;
- > specific contributions to significant improvements in the student learning experience.

Please note that:

- > nominees should address and make a specific claim against each criterion in turn;
- > each of the three criteria above is given equal consideration in the assessment process;
- > nominees should not feel limited by the illustrative examples above: these are designed to provide indicative areas of evidence for each criterion;
- > the scheme recognises impact and engagement beyond a nominee's immediate academic or professional role;
- > the nature of the institutional context and each individual nominee's opportunity to contribute will be taken into account and therefore should be made explicit in the submission. A nominee may, for example, have made a significant contribution to learning and teaching in an area that falls outside his/her substantive institutional role.

2.4 Assessment process

18. Nominations are considered by independent, external peer reviewers who will judge nominations on the information submitted against the three headline criteria. No information other than the core nomination documents submitted will be taken into consideration.
19. The HEA will allocate reviewers using the assessment categories (see section 2 of the Application form) provided by the nominee. The reviewers submit their assessment ratings and comments to the NTFS Advisory Panel.
20. The reviewers rate each of the criteria using the grade descriptors below.
21. The criteria are equally weighted in the assessment process according to the following grade descriptors:

Alpha one

The submission provides clear evidence that the nominee:

- meets the criterion in **highly explicit, relevant and innovative** ways;
- demonstrates that s/he has made an **outstanding contribution that has had a transformative impact** on student learning;
- **has significantly raised** the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in higher education.

The evidence provided toward this criterion is **fully commensurate** with that expected of a National Teaching Fellow.

Alpha two

The submission provides clear evidence that the nominee:

- meets the criterion **in explicit, relevant and innovative** ways;
- demonstrates that s/he has made an **outstanding contribution to and significant impact** on student learning;
- has **clearly raised** the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in higher education.

The evidence provided toward this criterion is **clearly commensurate** with that expected of a National Teaching Fellow.

Alpha three

The submission provides clear evidence that the nominee:

- meets the criterion **in explicit and relevant** ways;
- demonstrates that s/he has made an **outstanding contribution** to student learning;
- has **raised** the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates a commitment to raising the status of teaching and learning in the future.

The evidence provided toward this criterion is **commensurate** with that expected of a National Teaching Fellow.

Beta one

The submission:

- demonstrates substantial but incomplete fulfilment of the criterion;
- offers specific and relevant evidence that is, however, insufficient in breadth and/or depth;
- demonstrates that the nominee has, to some degree, helped to raise the profile and/or standard of learning and teaching;
- demonstrates a commitment to raising the status of teaching and learning in higher education.

Beta two

The submission:

- demonstrates incomplete fulfilment of the criterion;
- offers some specific and relevant evidence that is, however, limited in breadth and/or depth;
- demonstrates that the nominee has to a limited degree, helped raise the profile and/or standard of learning and teaching;
- demonstrates some commitment to raising the status of teaching and learning in higher education.

Beta three

The submission:

- demonstrates limited fulfilment of the criterion;
- offers limited evidence that lacks depth and/or breadth;
- demonstrates that the nominee has, to a very limited degree, helped raise the profile and/or standard of learning and teaching;
- demonstrates some commitment to raising the status of teaching and learning in higher education.

Gamma

The submission:

- does not demonstrate fulfilment of the criterion;
- provides little or no explicit and/or relevant evidence of meeting the criterion.

The evidence provided in this submission is **not commensurate** with the standard expected of a National Teaching Fellow.

22. The Panel will make its judgements on the basis of the reviewers' assessments and comments.
23. The reviewers and members of the Panel will not be permitted to consider nominations from their own institution, or from any institution with which there may be a conflict of interest.

2.5 Nomination instructions - core nomination documents

24. Nominations should comprise the following, **each as a separate Word document submitted electronically** (please note maximum word limits):
 - a) Signed statement of support from the institution's senior manager (maximum **1000 words**).
 - b) Claim for NT Fellowship: a statement by the individual of how they demonstrate excellence relevant to each of the three headline individual award criteria (maximum **5000 words**).
 - c) Brief Curriculum Vitae (maximum **1500 words**).
 - d) Application form (for internal administration only) – available at www.heacademy.ac.uk/ntfs.
25. Nominees and institutions may find the following guidance helpful in compiling the nomination documents:
 - a) **Statement of support:** the supporting statement from the institution's senior manager is an essential aspect of the nomination. It is recommended that the nominee's claim for a National Teaching Fellowship is read prior to composing the institutional supporting statement. Please provide evaluative comments under the three headline criteria (see section 2.3) In particular, the statement should:
 - > endorse the validity of the nominee's claim for excellence;
 - > provide an institutional context within which the nominee has been identified as excellent;
 - > provide confirmation of support of the nominee, should they be successful, in terms of carrying out the requirements associated with a National Teaching Fellowship;
 - > provide any additional supporting information which might be most appropriately expressed by an institutional representative rather than the nominee her/himself.
 - b) **Claim for National Teaching Fellowship:** nominees are required to present their excellence claim against the three criteria (see section 2.3) with reference to examples of supporting evidence, which may include (but need not be confined to): student feedback and evaluations, feedback from peer observations, feedback from other national engagements, student support materials and work with other partner institutions, and organisations. The decision of what constitutes appropriate evidence rests with the nominating institution and the individual nominee but nominees are encouraged to ensure that the student voice is explicit in their nomination.

Individuals from various academic disciplines inevitably demonstrate different communication and analytical styles and this will be accounted for in the assessment process. As such there is no 'style' that is expected in applications and examples will be assessed and marked for their contribution to the headline criteria as a whole.

- c) **Curriculum Vitae**: nominees are advised to focus on their experience and outputs with a view to demonstrating a robust commitment to enhancing and supporting student learning and delivering, or facilitating, teaching excellence. Please note that the formatting requirements detailed below apply to the CV.
- d) **Application form** (for internal administration only): nominees must submit a completed application form with the above three nomination documents (i.e. statement of support, claim for NT Fellowship, and CV). The application form, available to download at www.heacademy.ac.uk/ntfs, contains information used for internal administration purposes and will **not** be sent to reviewers. All sections must be completed in full. Application forms should be submitted in Microsoft Word format, although the page 5 signature document should be submitted as a PDF document.

2.6 Nomination instructions – formatting requirements

26. The three nomination documents (statement of support, claim for National Teaching Fellowship, and CV) must adhere to all the following formatting requirements:

Word limits/page lengths:

- statement of support: maximum **1000 words**;
- claim for National Teaching Fellowship: maximum **5000 words**;
- Curriculum Vitae : maximum **1500 words**;

Font: Arial 12 point;

Page orientation: A4 portrait **only**;

Line spacing: 1.5 lines;

Margins: 2cm minimum (not including footers);

Headers: Should contain the nominee's full name and nominating institution **only**;

Footer: Should indicate "page x of y" **only**.

27. In addition to all the above, the **claim for National Teaching Fellowship** should adhere to the following formatting requirements:

- > **word limit:** all section headings, text within tables or diagrams, numerical characters and any references **will** count towards the word limit;
- > **footnotes:** should **not** be used. References should be included in the body text or put as endnotes, which should be added to the final word count;
- > **pictures:** the claim should **not** contain any pictures or logos;
- > **diagrams:** are permitted. Any text appearing within the diagram should be manually counted and stated next to the diagram in brackets and added to the final word count;
- > **web links:** should **only** be used for reference and **put in the end notes**. The content of web links will **not** be considered in the nomination;
- > **final word count:** the entire document should be highlighted and the word count tool utilised, ensuring that the tick box 'include footnotes and endnotes' is selected, to add up all relevant free text. If any text is included in diagrams, this should be added to the word count total and the total sum should be stated at the end of the document. Headers and footers, used for the nominees name, nominating institution and pages numbers, are **not** counted.

28. The NTFS Awards Panel supports a strict application of the above formatting requirements to ensure fairness and consistency to all nominees. **Any nominations failing to adhere to these requirements will be automatically rejected after the nomination deadline.** It is therefore the responsibility of the nominating institution and individual nominee to ensure that the nomination adheres to the requirements with regard to formatting and word limits.

2.7 Additional documents/requests

29. **Equal opportunities form:** The HEA is committed to promoting equality and diversity and wishes to collect data on nominees for statistical monitoring. We invite nominees to submit an equal opportunities form, available on the HEA's website at www.heacademy.ac.uk/ntfs. Equal opportunities forms should be sent electronically **by the nominee** to ntfsindividual@heacademy.ac.uk **by 12:00 on 28 July 2016** and will be treated in the strictest of confidence. Please note that equal opportunities data is not used in the assessment or selection process for the NTFS.
30. **Personal profiles (compulsory but not assessed):** included within the application form, applicants must provide a **350 word** personal profile and two short statements. Personal profiles will not be assessed as part of the application. However, please note that personal profiles are **a required component for a complete submission to the NTFS.**

2.8 Additional documents requested from successful nominees only

31. Successful nominees will be contacted **by 4 November 2016** and asked to submit a revised version of their 350 word personal profile and two statements and three high quality photographs (Minimum 3 MB). **Only successful nominees need to submit these items.** Further information for successful nominees will be provided.
32. Revised personal profile and photograph submissions for successful nominees must be received by the HEA via email, clearly stating the nominee's name and institution **by 12:00 10 November 2016** and sent to: rewardandrecognition@heacademy.ac.uk.

2.9 Submission and receipt of nominations

Nomination documents should be submitted **electronically by the nominee's institutional signatory.**

33. The core nomination documents (see para. 24) must be sent **electronically**, as separate Word documents, by **12:00 on 28 July 2016** to ntfsindividual@heacademy.ac.uk, with the subject heading 'Name_Institution_Nomination for NTFS'. **The electronic signature of the institutional signatory must be submitted within the body of the submission email.**
34. If your institution is submitting more than one nomination, the person submitting the nominations should ensure the documents for each nominee are submitted together. A separate e-mail submission is required for each nominee.
35. Receipt of electronic nominations will be acknowledged by email to the individual that submitted the application (the senior representative of the nominating institution). Please note that nominations will be manually checked to ensure they meet formatting requirements before receipt is acknowledged. If the individual submitting the nomination has any concerns, they should contact the Awards team at ntfsindividual@heacademy.ac.uk or telephone: 01904 717500.

3. Outcomes and publicity

36. All nominees will be informed of the outcome via email on **4 November 2016**. The email will also be copied to senior representatives of the nominating institution. **A condition of the competition is that nominees do not share news of their success before Thursday 8 December 2016 in order to**

ensure maximum publicity.

37. The names of the Award winners will be officially announced on **8 December 2016** on the HEA's website www.heacademy.ac.uk/ntfs.
38. After the outcome of the 2016 NTFS Awards is published, the HEA will publish an overview report of the 2016 round. This will provide an analysis of the main strengths and weaknesses in applications as well as a statistical profile of the round, including equal opportunities and subject profiles of nominations and winners. All nominees will be informed once this is available. **Individual comments to individual nominees will be provided.**

4. Awards ceremony and briefing event

39. The individual awards will be presented at a celebratory dinner, to which successful nominees, their personal guest and a senior institutional representative will be invited. The new National Teaching Fellows will also be invited to a briefing. The briefing and the ceremony are to be held in early 2017.

5. Checklist for nominees and institutions

- Do the submission documents meet the formatting and word requirements?** Any submissions failing to adhere to all of the requirements will be automatically rejected after the deadline. Please note that this includes the statement of support and the brief Curriculum Vitae (see paras. 26-27).
- Are the submission documents in 'Word' format?**
- Are all the documents included?**
- Statement of support;
 - Claim for NT Fellowship;
 - Curriculum Vitae;
 - Application form (including the personal profile of 350 words and two short statements).
- Have all the sections (1 - 6) in the application form been completed in full, including section 5, which is to be completed by a senior representative of the nominating institution? Section 5 must be completed electronically, printed, signed (electronic signature will not be accepted), and attached as a separate PDF document to the submission email.**
- Has the submission been emailed to ntfsindividual@heacademy.ac.uk, by the senior representative of the nominating institution, with the subject heading 'Nomination for National Teaching Fellowship Scheme' by 12:00 on 28 July 2016?**
- Has the nominee sent an equal opportunities form to ntfsindividual@heacademy.ac.uk by 12:00 on 28 July 2016?** This information is extremely helpful for statistical monitoring, particularly of the NTFS (see para. 29).

- Has the nominee made arrangements to ensure access to her/his email on 4 November 2016 to check the confirmation message from the HEA on the outcome of her/his submission?**
Successful nominees will need to send a finalised personal profile and photos by **12:00** on **10 November 2016** to rewardandrecognition@heacademy.ac.uk (see paras. 30-32).

4. Appendix 1 - Deadline and assessment schedule

The timetable for the submission and assessment process is as follows:

> Thursday 12 May 2016

Call for nominations - nomination forms released

> Thursday 28 July 2016

Nominations close - deadline to receive electronic copies of core nomination documents from the nominee's institutional signatory and equal opportunities forms from nominees is 12:00

> Friday 4 November 2016

Nominees and senior representatives of the nominating institution informed of outcome (information embargoed until official announcement on 8 December 2016)

> Thursday 10 November 2016

Deadline for successful nominees to submit their finalised profiles and photographs to the HEA at rewardandrecognition@heacademy.ac.uk.

> Thursday 8 December 2016

Announcement of NTFS 2016 Fellows

Contact us

+44 (0)1904 717500 enquiries@heacademy.ac.uk
Innovation Way, York Science Park, Heslington, York, YO10 5BR
Twitter: @HEAcademy www.heacademy.ac.uk

© Higher Education Academy, 2016

Higher Education Academy (HEA) is the national body for learning and teaching in higher education. We work with universities and other higher education providers to bring about change in learning and teaching. We do this to improve the experience that students have while they are studying, and to support and develop those who teach them. Our activities focus on rewarding and recognising excellence in teaching, bringing together people and resources to research and share best practice, and by helping to influence, shape and implement policy - locally, nationally, and internationally.

HEA has knowledge, experience and expertise in higher education. Our service and product range is broader than any other competitor.

The views expressed in this publication are those of the author and not necessarily those of the Higher Education Academy. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any storage and retrieval system without the written permission of the Editor. Such permission will normally be granted for educational purposes provided that due acknowledgement is given.

To request copies of this report in large print or in a different format, please contact the communications office at the Higher Education Academy: 01904 717500 or pressoffice@heacademy.ac.uk

Higher Education Academy is a company limited by guarantee registered in England and Wales no. 04931031. Registered as a charity in England and Wales no. 1101607. Registered as a charity in Scotland no. SC043946.

The words "Higher Education Academy" and logo should not be used without our permission.