



National Collaborative Award for Teaching Excellence (CATE) 2016

Awards guidelines

Contents

Section	Page
Special requirements	3
1 Background	4
2 Guidelines for Application	4
2.1 Eligibility	4
2.2 Application process	5
2.2.1 Application: Stage One	5
2.2.2 Application: Stage Two	6
2.2.3 Formatting requirements	6
2.2.4 Submission and receipt of nominations	7
2.2.5 Additional documents/requests	7
2.2.6 Additional documents requested from shortlisted teams only	7
2.3 Assessment process	8
2.3.1 Selection criteria and assessment	8
3 Outcomes and publicity	9
4 Awards ceremony	9
5 Checklist for teams and institutions	10
Appendix 1 Deadline, assessment and announcement schedule	11

Special requirements

If you require these guidelines in an alternative format please contact: collaborative.awards@heacademy.ac.uk. Teams who are unable to submit a nomination in written format should contact the Reward Team either by email: collaborative.awards@heacademy.ac.uk or by telephone: 01904 717 500 as soon as possible to discuss an appropriate alternative format. Any correspondence can be addressed to:

Reward Team

Higher Education Academy

Innovation Way

York Science Park

Heslington

York

YO10 5BR.

1 Background

1. Team or collaborative working is of growing importance within higher education. Many institutions already have in place institutional team awards, some embedded as part of an award scheme with individual awards; some are part of Student-led Teaching Award Schemes. Running a national scheme would recognise the value of this teaching methodology and provide a progression route for those teams who have been recognised by their institutions.
2. These awards aim to celebrate collaborative learning and teaching initiatives that positively impact on the student experience in creative and innovative ways. Each award will recognise a team who have enabled a change in practice for colleagues or students at an institutional or discipline level.
3. The Higher Education Academy (HEA) leads and runs the Scheme. It is funded by 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).
4. Up to 6 awards will be made in 2016 in recognition of a team's excellence. Each team will be awarded 15k to be spent over a 3 year period. They will be expected to use this money to disseminate their excellent practice nationally and evaluate how their work has impacted on the sector.
5. A shortlist of up to 15 teams will be announced in December 2016 and winners will be announced at the Award Ceremony in early 2017.
6. The HEA will work with the teams to support their work on dissemination and the demonstration of the impact of the award across the sector.

2 Guidelines for Application

7. This section provides detailed guidelines for the preparation and submission of an application for the awards.

2.1 Eligibility

8. All Higher Education providers in England, Wales, and Northern Ireland are eligible to participate in the Scheme. Institutions in Scotland who are interested in engaging in the scheme are asked to contact the HEA (collaborative.awards@heacademy.ac.uk).
9. The teams can comprise staff under various contracts including part-time, full-time, and non-permanent (fixed-term).
10. The team lead should hold a HEA Fellowship (any category).
11. Each team should demonstrate direct involvement of students. Although there is no requirement to be a member of the team, a team should clearly demonstrate how students are directly involved in their work.
12. 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.

2.2 Application process

13. Teams, supported by their institutions, are invited to submit an application to the HEA.
14. A higher education provider will be permitted one submission to the 2016 scheme.
15. Although the CATE Panel and the Awards Panel appreciate that some advice or assistance from the institution may be deemed necessary, the text of the application should be the work of the team only.
16. Teams should demonstrate how they work together as a team and what innovative, inclusive, and excellent practice they have led within their own organisational setting. The CATE Panel and Awards Panel members recognise that excellent team work will be situated within specific academic, professional and institutional contexts and consider that excellent practice should be inclusive practice.
17. There are two stages in the application process: stage one will culminate in long-listing; stage two in shortlisting and designation of winners.
18. Assessment and long-listing is undertaken by the CATE Panel.
19. Long-listed applicants will be invited to submit a dissemination and impact plan. Further details about each stage are provided in the subsections below:

2.2.1 Application: Stage One

20. A stage one application should comprise the following, **each as a separate Word document submitted electronically** (please note maximum word limits):
 - i. A signed statement of support from the institution's senior manager (maximum **500 words**).
 - ii. an application document: a statement, by the team, of how the team demonstrates the award criteria (maximum **1000** words).
 - iii. supporting evidence (maximum **500 words each**).
 - iv. An application form (for internal administration only) – available at www.heacademy.ac.uk/CATE.
21. Team members and institutions may find the following guidance helpful in compiling the application documents:
 - i. **Statement of support (Stage one)**: the supporting statement from the institution's senior manager is an important aspect of the application. It is recommended the team's application is read prior to composing the institutional supporting statement. In particular, the statement should:
 - > endorse the validity of the team's claim for excellence;
 - > provide an institutional context within which the team has been identified as excellent;
 - > provide confirmation of support of the team, should they be successful, in terms of carrying out the requirements associated with a Collaborative Award;
 - ii. **Team application document (Stage one)**: Teams are required to address the eight criteria in their application for stage one ([see section 2.3](#)).

Teams can 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 applications will be assessed and marked against the criteria.
 - iii. **Supporting evidence (Stage one)**: The two supporting evidence documents (500 words max each) should accompany the application. These should demonstrate how the collaborative work has impacted on student learning at an institutional/discipline level. These

could for instance include one set of evidence from an institutional or a colleague(s) perspective and another one from students.

- iv. **Application form (for internal administration only)**: The application form, available to download at www.heacademy.ac.uk/CATE, contains information used for internal administration purposes and will **not** be sent to Panel members. All sections however must be completed in full.

2.2.2 Application: Stage Two

22. 30 long-listed teams will be invited to submit a dissemination and impact plan (5 pages maximum). A stage two application should comprise:

- v. **Dissemination and impact plan (Stage two)**: The proposed plan will build on the team's work detailed in their team application document which will be provided to the Awards Panel for information. The dissemination activity will foster the adoption of the team's excellent practice beyond the team. The plan should also demonstrate how the team collects evidence of the impact of their work and how it will be effectively embedded in the sector, nationally and internationally.
- vi. **Application form (Stage two) (for internal administration only)**: The application form, available to download at www.heacademy.ac.uk/CATE, contains information used for internal administration purposes and will **not** be sent to Panel members. All sections must be completed in full.

2.2.3 Formatting requirements

23. All the application documents (statement of support, team application document, supporting evidence and dissemination and impact plan) must adhere to all the following formatting requirements:

> **Word limits/page length:**

Stage One

- Statement of support: maximum **500 words**;
- Team application document: maximum **1000 words**;
- Supporting evidence : maximum **500 words each**;

Stage Two

- a dissemination and impact plan (**5 pages**)

> **Font:** Arial 12 point;

> **Page orientation:** A4 portrait **only**;

> **Line spacing:** 1.5 lines;

> **Margins:** 2cm minimum (not including footers);

> **Headers:** Should contain the Team Lead's name and institution **only**;

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

24. In addition to all the above, the **application** documents 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;
- > **diagrams and pictures:** are permitted. Any text appearing within the diagram should be manually counted and added to the final word count;

- > **web links:** a maximum of 2 web links can be used to support the application. A context should be provided for any web link used in the text. In the event of a higher number of web links being included in the application, Panel members will be advised to take only the first two into consideration.
- > **final word count:** the entire document should be highlighted and the word count tool utilized. 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, containing the team lead's name, institution and the page numbers are **not** counted.

25. The 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 submission deadline.** It is therefore the responsibility of the team lead to ensure that the nomination adheres to the requirements with regard to formatting and word limits.

2.2.4 Submission and receipt of applications

26. Application documents should be submitted **electronically by the team's institutional signatory, or representative.**

27. The application documents (see para. 21) must be sent **electronically**, as separate Word documents, by **12:00 on 21 July 2016** to collaborative.awards@heacademy.ac.uk, with the subject heading 'Stage One Application for Collaborative Award Scheme'. **The electronic signature of the institutional signatory must be submitted within the body of the submission email.**

27. Teams will be notified that they have been long-listed on **26 July 2016** and invited to submit a second stage application.

28. At stage two the documentation, as a word document, must be sent electronically, by **12:00 on 15 September 2016** to collaborative.awards@heacademy.ac.uk, with the subject heading 'Stage Two Application for Collaborative Award Scheme'.

29. Receipt of each electronic application will be acknowledged by email and sent to the individual that submitted the application. Please note that applications will be checked to ensure they meet formatting requirements before receipt is acknowledged. If the individual submitting the application has any concerns, they should contact the Reward team at collaborative.awards@heacademy.ac.uk or telephone: 01904 717500.

2.2.5 Additional document requested

30. **Equal opportunities form:** The HEA is committed to promoting equality and diversity and wishes to collect data on nominees for statistical monitoring. We invite members of each team to submit an equal opportunities form, available on the HEA's website at www.heacademy.ac.uk/CATE. Equal opportunities forms should be sent electronically by each member of the team to collaborative.awards@heacademy.ac.uk by **12:00 on 21 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 CATE.

2.2.6 Additional documents requested *from shortlisted teams only*

31. **Team profile including two statement/quotes:** included within the application form, teams must provide a 350 word profile including two short statements. Guidelines for the team profile will be provided when the team are notified that they have been shortlisted.

32. Photograph submissions and profiles for shortlisted teams must be received by the HEA via email, clearly stating the team leader's name and institution **by 12:00 10 November 2016** and sent to: rewardandrecognition@heacademy.ac.uk.

33. Shortlisted teams will be contacted **by 4 November 2016** and asked to check/submit a revised version of their 350 word team profile (the HEA reserve the right to edit the profile particularly to align with web

requirements) and three high quality photographs (minimum of 3 MB). **Only shortlisted teams need to submit these items.**

34. A Grant Agreement will be sent to each Team Leader of a winning team and should be returned to collaborative.awards@heacademy.ac.uk within the timeframe specified in the communication.

2.3 Assessment process

35. Each first stage application will be considered by the CATE Panel who will judge them on the information submitted against the eight criteria. Up to 30 applications will be long-listed.

36. No information other than that contained within the application documents submitted will be taken into consideration. This will however include any information at the first stage referred to via up to two web links (although such information must be contextualized in the text of the application).

37. The Panel members will not be permitted to consider applications from their own institution, or from any institution with which there may be a conflict of interest.

38. The Teaching Excellence Awards Panel will select a shortlist of up to 15 teams and then from this up to 6 teams to receive a Collaborative Teaching Excellence Award.

2.3.1 Selection criteria and assessment

39. **At stage one, all team applications will be assessed on evidence provided in the application documents in relation to the following set of eight criteria:**

	Stage One Criteria
1	a clear set of aim(s), objectives and rationale for the team's approach
2	demonstration of how the team presented in the application, works collaboratively and how collaborative working has been an advantage
3	demonstration of how the team, presented in the application, constitutes a team and developed as a team
4	demonstration of direct involvement of students with the team
5	illustration of how the team has addressed a thematic issue: assessment and feedback; retention, employability, staff development; students as partners; technology and social media
6	demonstration of creative solutions to a challenge, situation, problem
7	provision of detailed comment on the impact of the outcomes/outputs of the collaborative work
8	demonstration of how the collaborative work has enhanced student learning

40. **The following six criteria will be taken into account at stage two when the dissemination and impact plan is assessed by members of the Teaching Excellence Awards Panel.**

	Stage Two Criteria
1	a coherent plan of dissemination with objectives
2	demonstration of stakeholder engagement in the dissemination process

3	demonstration of embedding cutting-edge practice
4	clarity with regard to dissemination tools
5	mangeable timeframe
6	details of evaluation and the measurement of impact

41. When assessing dissemination plans, importance will be attached to the level of detail provided and how realistic the plans are.

42. Please note that:

- each of the criteria above is given equal consideration in the assessment process;
- each criterion is assessed on a 10 point scale;
- the nature of the institutional context and each team member's opportunity to contribute will be taken into account and therefore should be made explicit in the submission.

2 Outcomes and publicity

43. All teams will be informed of the outcome of Stage Two via email on **4 November 2016**. The email to the Team leader will also be copied to senior representatives of the nominating institution.

44. All teams will be informed of the shortlisted institutions. The shortlist will be made public.

45. Feedback will be provided to all teams after the winners have been announced.

46. The names of the shortlisted teams will be officially announced on **8 December 2016** on the HEA's website www.heacademy.ac.uk. **A condition of the competition is that team members do not share news of their success before Thursday 8 December 2016 in order to ensure maximum publicity.**

47. The Collaborative Award for Teaching Excellence winners will be announced at the Awards Ceremony in early 2017.

3 Awards ceremony

48. Members of the shortlisted teams will be invited to the award ceremony. This is a celebratory reception and dinner at which up to two team members and a senior institutional representative will be invited at no charge. The Ceremony will be held in early 2017. The team awards will be announced at this ceremony. Additional tickets will be available for purchase.

49. Each winning team will be presented with a trophy and a certificate at the Awards Ceremony.

50. The 2016 National Teaching Fellows will receive their awards at the same ceremony.

51. Members of each winning team will be invited to attend a briefing session to discuss the use of the award and guidance on reporting and engagement with the HEA.

4 Checklist for teams 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.

- Are the submission documents in 'Word' format?**

- Have all the sections 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 collaborative.awards@heacademy.ac.uk, by the senior representative of the nominating institution, with the subject heading**

Either: 'Stage One Application for Collaborative Award Scheme' **by 12:00 on 21 July 2016**
Or: 'Stage Two Application for Collaborative Award Scheme' **by 12:00 on 15 September 2016**

- Has each of the team members sent an equal opportunities form to collaborative.awards@heacademy.ac.uk by 12:00 on 21 July 2016?** This information is extremely helpful for statistical monitoring.

- Has the team lead made arrangements to ensure access to her/his email on 26 July 2016 and if shortlisted, on 4 November 2016 to check the confirmation message from the HEA on the outcome of the team's submission?**

Appendix 1 Deadline, assessment and announcement schedule

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

- **Thursday 14 May 2016**
Call for applications - application forms released
- **Thursday 21 July 2016**
Submissions close for Stage one - deadline to receive **electronic** copies of application documents from the team's institutional signatory and equal opportunities forms from nominees is **12:00**
- **Tuesday 26 July 2016**
Teams informed of first stage success and asked to submit plan for stage two.
- **Thursday 15 September 2016**
Submissions close for Stage two.
- **Friday 4 November 2016**
Teams and senior representatives of the nominating institution informed of shortlisting (information embargoed until official announcement on **8 December 2016**)
- **Thursday 10 November 2016**
Deadline for shortlisted teams to submit their profiles and photographs via email:
rewardandrecognition@heacademy.ac.uk.
- **Thursday 8 December 2016**
Announcement of Collaborative Award for Teaching Excellence winners

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 Higher Education Academy: 01904 717500.

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.