



National Teaching Fellowship Scheme (NTFS) 2017

Nominating Institution and Nominee Guidance

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Alternative Formats

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 the Professional Practice 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:

Professional Practice Team

Higher Education Academy

Innovation Way

York Science Park

York

YO10 5BR

The National Teaching Fellowship Scheme is an umbrella scheme which is made up of a range of awards which can be seen in Figure 1.

Figure 1: The Teaching Excellent Awards Structures



1. Background

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).

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 UK Teaching Excellence Awards Advisory Panel (the 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.

Up to 55 individual awards will be made in 2017 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.

Each winner will be awarded prize money (to be determined by the funding partners). Each NTF will be expected to use this money to disseminate their excellent practice by contributing to events, resources and by providing advice to colleagues. All NTFs will be required to provide the HEA with indicative plans for their dissemination activity and be able to demonstrate how their work has impacted on the sector by providing regular reports to the HEA.

Nominees will be informed of the outcomes in August 2017 and the National Teaching Fellowships will be awarded at a celebratory event in November 2017.

Those awarded the National Teaching Fellowships become members of the Association of National Teaching Fellows (ANTF). Further details of the Scheme and of the Association of National Teaching Fellows are available at www.heacademy.ac.uk/ntfs.

Detailed guidelines for nomination and for the preparation and submission of nominations for the awards are provided in this document.

2. Guidelines for nomination and selection

2.1 Eligibility

All HE providers in England, Wales, and Northern Ireland may participate in the Scheme, including HE in FE and independent 'alternative' providers. All staff in these institutions are eligible to be nominated to the Scheme including part-time, full-time, and non-permanent (fixed-term) contracts. Institutions in Scotland who are interested in engaging in the scheme are asked to contact the HEA (ntfsindividual@heacademy.ac.uk).

A nominee should be a Fellow (any category) of the HEA or be working towards Fellowship.

The nominee should not be the team leader of a current CATE nomination.

Staff contracted to HE providers in England, Wales or Northern Ireland but working at an overseas campus will be eligible to be nominated.

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. The text of the Claim should be the work of the nominee only. The HEA may process nominations through anti plagiarism software.

2.2 Nominations

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 UK 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.

Although the HEA and the UK Teaching Excellence Awards Advisory Panel appreciate that some advice or assistance from the institution or an external mentor may be deemed appropriate, the text of the Claim should be the work of the nominee only. The HEA may process nominations through anti plagiarism software.

Eligible institutions are strongly encouraged to nominate individuals at any stage of their career who undertake any role(s) which clearly contribute to the enhancement of the student learning experience. Nominees should demonstrate impact on student learning over a sustained period.

The HEA is committed to equality of opportunity. In this process it ensures that no nominee 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. The HEA and the funders expect institutions to ensure their own processes to identify nominees are grounded in appropriate equality and diversity good practice.

Nominations are made by a central contact at the institution (NTFS institutional contact) through an online system hosted by the HEA's Virtual Learning Environment (VLE). The NTFS institutional contact will have been issued with a username and password for this system. Full instructions will be provided. Details of the documents to be uploaded and the formats to be used are detailed in Sections 2.3 and 2.6.

A provider can withdraw a candidate up to one week prior to the Panel results meeting.

2.3 Nomination documents

Nominations should comprise the following, **each as a separate document submitted via the online submission system hosted on the HEA's VLE** (please note maximum word limits which will be observed in the assessment process):

- **Claim for National Teaching Fellowship:** a statement written by the individual of how they demonstrate excellence relevant to each of the three award criteria (maximum **3500** words).

- > Signed **Statement of Support** from the institution's Vice-Chancellor or equivalent, this document should be submitted as a Word document, however can also be submitted as a scanned PDF to include the signature (maximum **1000 words**).
- > Brief **Curriculum Vitae** (maximum **1000 words**).
- > **Nomination Form** available via the HEA website.

Nominees and institutions may find the following guidance helpful in compiling the nomination documents:

- A. **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,
 - > 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 criteria as a whole.

- B. **Signed Statement of Support:** the supporting statement from the institution's Vice-Chancellor or equivalent is an essential and critical 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 criteria (see section 2.4). 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 the Vice-Chancellor or equivalent rather than the nominee her/himself.
- provide the name, job title and signature of the supporter (electronic signatures are permitted within this document)

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. As guide for the production of the CV the following headings may be included (but need not be confined to):

- Qualifications
- Awards
- Past employment, roles and achievements
- Current roles and appointments
- National and international contributions to education or subject sector
- Publications (education related)
- Conference Papers and Workshop Facilitations
- Non-Accredited Training and Development

D. **Nomination Form:** nominees must submit a completed form with the above three nomination documents (i.e. Claim, Statement of Support 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. Forms should be submitted in Microsoft Word format, although the page 5 signature should be submitted as a PDF document.

Personal profiles (compulsory but not assessed): included within the nomination form, nominees must provide a 350 word personal profile, three useable photographs of a minimum of 1Mb or 300dpi, a 50 word summary of the personal profile and two 20 word quotes. Personal profiles will not be assessed as part of the application. However, please note that personal profiles and quotes are a required component for a complete submission to the NTFS. These will be used by the HEA for promotional purposes when the winners are announced.

In submitting images to the HEA, you are providing consent for the HEA to use your images for promotional purposes or publicity (the "Purpose"). You confirm that you are the owner of any intellectual property rights or have an appropriate licence to share your images with the HEA and for the HEA to use your images for the Purpose.

2.4 Award criteria

All nominees will be assessed on the evidence provided in the core nomination documents (Claim, Statement of Support and CV) in relation to each of the three criteria. Please ensure the relevant evidence is included under the correct criterion.

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: 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.

2.5 Assessment by Reviewers and Marking Scheme

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.

The reviewers are all experienced in criteria-based assessment and have undertaken training before they review nominations. All nominations are double reviewed and a 10% sample is reviewed by a third reviewer as part of our Quality Assurance process. Any nominations where reviewers disagree by a total (aggregated mark over three criteria) of five marks or more are reviewed by a third reviewer and referred to the Panel.

The HEA will allocate reviewers using the information provided by the nominee in the nomination form to avoid conflicts of interest. The reviewers submit their assessment ratings and comments to the HEA which oversees the standardisation of assessment and reports to the Panel.

The reviewers rate each of the criteria using the marking scheme below and the criteria are equally weighted in the assessment process.

5 Points

The **outstanding** 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 over a range of projects both internally and externally to the nominating institution;
- has **significantly** raised the profile and/or standard of learning and teaching through his/her work in the given context;
- demonstrates commitment to raising the status of teaching and learning in higher education;
- the evidence presented clearly demonstrates the impact of the individual on their institution **and their sector on a national and/or international scale**;
- evidence is extensive demonstrating breadth and depth of experience over a sustained period within the sector.

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

4 Points

The **very good** submission provides clear evidence that the nominee:

- meets the criterion in explicit, relevant and **innovative** ways;
- demonstrates that s/he has made an **excellent** contribution to and significant impact on student learning across a range of projects either internally or externally to the nominating institutions;
- 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 presented clearly demonstrates the impact of the individual on their institution and their sector;
- evidence demonstrating breadth and depth of experience over a sustained period within the sector.

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

3 Points

The submission provides clear evidence that the nominee:

- meets the criterion in explicit and relevant ways;
- demonstrates that s/he has made a **good** contribution to and impact on 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 presented demonstrates the impact of the individual on their institution and their sector;
- evidence demonstrating breadth or depth of experience over a period within the sector.

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

2 Points

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;

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

1 Point

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.

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

0 Points

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

The Panel will make its judgements on the basis of the reviewers' assessments and comments. 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. Panel members take no part in the nomination process within their own institution. The Panel does not assess individual nominations and only reviews anonymous data derived from the assessment process.

2.6 Formatting requirements

The three nomination documents (Statement of Support, Claim for National Teaching Fellowship, and CV) must adhere to all the following formatting requirements:

Word limits:

All section headings, text within tables or diagrams, numerical characters and any references **will** count towards the word limit;

- Statement of Support: maximum **1000 words** and submitted as a Word document (unsigned). The Statement can also be submitted in PDF form if including a hard copy signature;
- Claim for National Teaching Fellowship: maximum **3500 words** and submitted as a Word document;
- Curriculum Vitae : maximum **1000 words** and submitted as a Word document;

Final word count: the entire document should be highlighted and the word count tool utilised, ensuring that the tick box 'include textboxes, 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 nominee's name, nominating institution and page numbers, are **not** counted.

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**.

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;

File Saving Conventions: The following convention should be included
<NomineeName>_<Institution>_<DocumentName> for example
J.Bloggs_UniofPoppleton_Claim

The UK Teaching Excellence Awards Advisory Panel supports a strict application of the above formatting requirements to ensure fairness and consistency to all nominees. **We reserve the right to reject any nominations failing to adhere to these requirements, the requirement check will be made after the deadline therefore non-compliance could result in removal from the process.** 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, required signatures and word limits.

2.7 Additional information requests

Equality and Diversity Form: The HEA is committed to promoting equality and diversity and wishes to collect data on nominees for statistical monitoring. After applications have been received nominees will be contacted by email with an Equality and Diversity survey which is anonymous and not linked to the application. **Nominations will not be complete (and therefore reviewed) until this form has been submitted.**

2.8 Submission and receipt of nominations

The nomination documents must be uploaded to the HEA VLE by the NTFS institutional contact (who will have been issued with a VLE username and password) by **12 noon on 19 April 2017**. If the institution is submitting more than one nomination, the NTFS institutional contact is able to upload the multiple documents using the same username and password for each nomination so it is essential that the correct file naming convention is adopted (section 2.6). The NTFS institutional contact is acting on behalf of their institution and will be assumed by the HEA to be acting in accordance with the expectations of their senior management when submitting their institution's nomination(s).

The NTFS institutional contact must pre-register with the Professional Practice team in order to upload an application. Please email ntfsindividual@heacademy.ac.uk to pre-register.

Receipt of uploaded nominations will be acknowledged by automatic email to the individual that submitted the application. A nomination should only be considered successfully

submitted on receipt of a final confirmation email from the Professional Practice team. This final email will only be sent after a further manual check to ensure all documents meet the formatting requirements. If the institutional contact has not heard from the HEA five working days after submitting the nomination(s), they must contact the Professional Practice team at ntfsindividual@heacademy.ac.uk or telephone: 01904 717500 at their earliest convenience to ensure the submission has been fully received. Separate confirmation emails will be sent for each nominee.

3. Outcomes and publicity

All nominees will be informed of the outcome via email on **Thursday 31 July 2017**. The email will also be copied to the Vice-Chancellor or equivalent of the nominating institution. The announcement of NTFS winners is strictly embargoed until Thursday 31 August 2017. **A condition of the competition is that nominees do not share news of their success before this date in order to** ensure maximum publicity. Contravention of this requirement could lead to the award being revoked.

The names of the award winners will be officially announced on **31 August 2017** on the HEA's website www.heacademy.ac.uk/ntfs.

After the outcome of the 2017 NTFS Awards is published, the HEA will publish an overview report of the 2017 cycle. This will provide an analysis of significant issues, trends and strengths identified in nominations, as well as a statistical data about nominees and winners, including equal opportunities and subject profiles of nominations and winners. All nominees will be informed once this is available. Some individual feedback will be provided to nominees.

The NTFS is a competition, the reviewer decision confirmed by the Panel is final and no appeals can be made against their decision. The HEA has a complaints process to address issues of fair treatment in the administration of nominations but, as is common in UK HE, will not reconsider the validity of the judgement made by reviewers.

4. Awards ceremony and briefing event

The individual awards will be presented at a celebratory dinner, to which successful nominees, their personal guest and the Vice-Chancellor or equivalent will be invited. The new National Teaching Fellows will also be invited to a briefing. The briefing and the ceremony are to be held on the same day in November 2017.

Appendix 1 - Checklist for nominees and institutions

✓	Task
	The institution NTFS contact and nominee must read the guidance and use the HEA website to check for further advice.
	The institution's NTFS contact must register with the HEA for a VLE Username and Password – please email ntfsindividual@heacademy.ac.uk to register the institution's interest as soon as possible
	The nominee should download the nomination form and complete the relevant sections, including a signature. Electronic signatures are not acceptable.
	The institution's Vice-Chancellor or equivalent must complete their section on the nomination form and sign the form. Electronic signatures are not acceptable.
	The nominee should prepare their Claim using the guidance in Section 2.3 and the Award Criteria (section 2.4) as a guide to the evidence that should be demonstrated within the submission. Submissions will be marked against the scheme detailed in Section 2.5 therefore this should be considered when making the Claim.
	The CV should be prepared by the nominee using the guidance in Section 2.3. The nominee should be mindful of preparing a CV specific to this submission.
	The Statement of Support should be prepared by the Vice-Chancellor or equivalent using the guidance in section 2.3 and 2.4 after they have read the Claim for National Teaching Fellowship from their nominee. Electronic signatures are acceptable within this document.
	Formatting of all documents should be checked against the guidance given in Section 2.6.
	<p>In 2017 all documents must be uploaded via the VLE in a Zip file, this should follow the file naming convention in Section 2.6. The deadline for submission is 19 April 2017 12 noon.</p> <p>Documents to include:</p> <ul style="list-style-type: none"> ➤ Claim for National Teaching Fellowship – to be submitted as a Word document; ➤ Statement of Support – to be submitted as a Word document. Can be submitted as a PDF as well if signature is hard copy;

	<ul style="list-style-type: none">> Curriculum Vitae – to be submitted as a Word document;> Nomination form (with all sections complete but section 6 unsigned) - to be submitted as a Word document;> Nomination form Section 6 signed by the Vice-Chancellor or equivalent – to be submitted as a PDF document. Electronic signatures will not be accepted.> Three 1 Mb or 300dpi (minimum) images of the nominee. At least one image should be portrait.
	<p>The Equality and Diversity survey will be sent to the nominee directly, via email from the HEA. This should be submitted by return as the nomination is not complete without submission of the survey. The submission is anonymous but completion is tracked.</p>

Appendix 2 - Deadline and assessment schedule

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

Friday 17 February 2017

- Call for nominations – nominees guidance released

Wednesday 19 April 2017

- Nominations close - deadline to receive electronic copies of nomination documents from the NTFS institutional contact is 12 noon. The Equality and Diversity form must be received by the HEA in order for processing of the nomination to begin.

Monday 31 July 2017

- Nominees and Vice-Chancellor or equivalent of the nominating institution informed of outcome (information embargoed until official announcement on 31 August 2017)

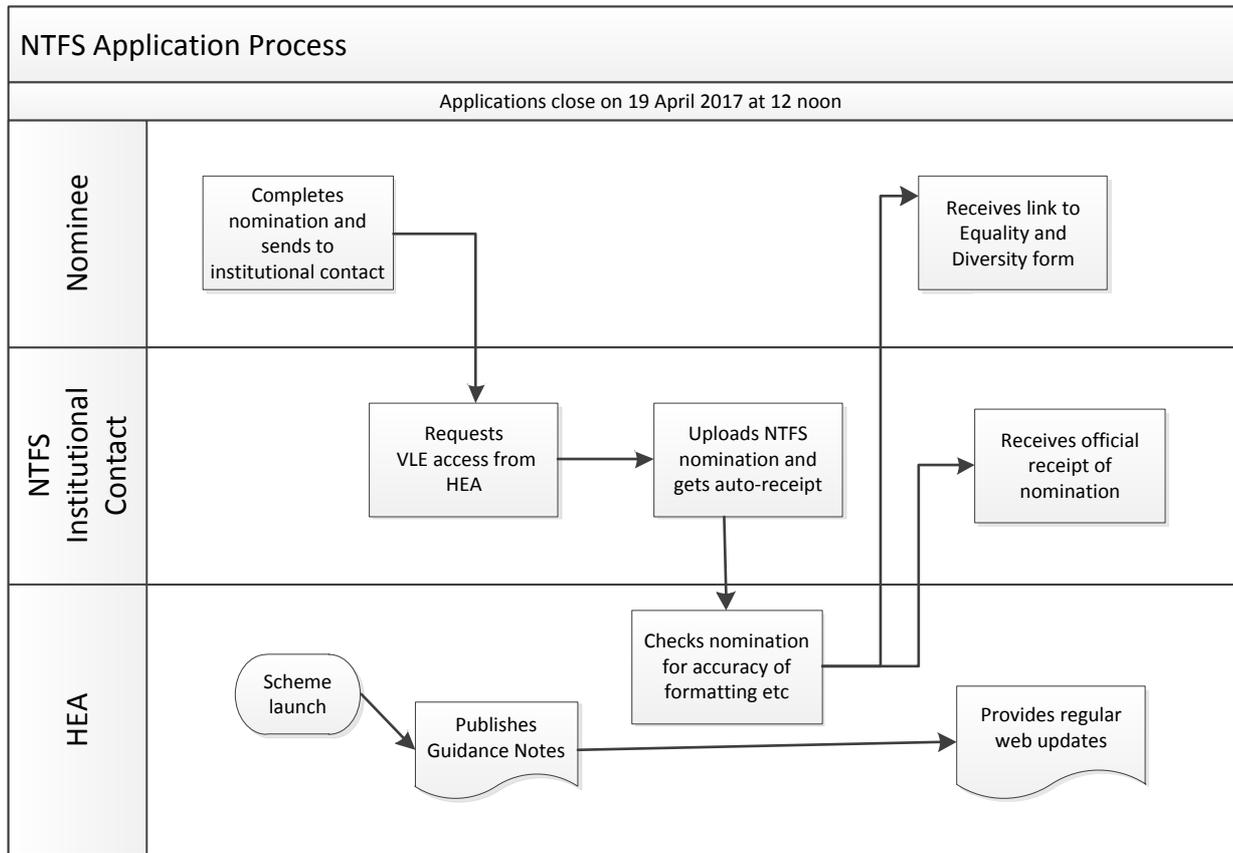
Thursday 31 August 2017

- Announcement of 2017 National Teaching Fellows

November 2017

- Awards ceremony will be held.

Appendix 3 – Flowchart of Application



Contact us

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