

GUIDELINES FOR UEA AWARDS FOR EXCELLENCE IN TEACHING 2008/09



What are the Awards?

As part of its *Strategy for Teaching and Learning*, UEA recognises and values excellence and innovation in learning and teaching, and wishes to support its development.

A total of five prizes shall be awarded for excellence in teaching:

(i) one award to be offered to Academic and Academic Related members of staff in each of the four Faculties:

Faculty of Arts and Humanities (HUM) ART, AMS, FTV, HIS, LLT, LIT, MUS, PHI, PSI

Faculty of Health (FOH) AHP, MED, NAM

Faculty of Science (SCI) BIO, CAP, CMP, ENV, MTH

Faculty of Social Sciences (SSF) CCE, DEV, ECO, EDU, LAW, NBS, SWP

(ii) one award to be offered for teaching students to teachers in the following categories: a postgraduate research student who is undertaking teaching in any of the Faculties; a member of contract research staff based in any of the Faculties (if not eligible under (i) above); a teacher based in the Dean of Students' Office, the Centre for Staff and Educational Development (CSED) or the Information Services Directorate (ISD).

Prizes to the value of £1000 each will be awarded annually and presented at Congregation in July.

The Awards Panel will comprise:

The Vice-Chancellor (Chair)

The Pro-Vice-Chancellor for Learning, Teaching and Quality

The Director of Taught Programmes or the Director of Postgraduate Research Programmes

One member of teaching staff from each Faculty:

- Arts and Humanities
- Health
- Science
- Social Sciences

The Union of UEA Students' Academic Officer (or student nominated by same)

The Chair of the Graduate Studies Association (or student nominated by same)

Who can be nominated?

- Nominees may be put forward by an employee or student of the University.
- Nominations may be made for undergraduate teaching, postgraduate teaching and/or research supervision.
- Nominees must be employees of the University or holders of honorary appointments.
- Joint nominations (e.g. joint course directors or joint module teachers) are welcomed.
- There is no minimum level of experience for the prizes. They are open to recently appointed staff as well as part-time staff.
- Previous recipients of a prize may not be nominated for the same achievement within five years of receiving a prize. Details of recent prize winners who cannot be nominated in this year's competition are available on the 'Recognition of Teaching' page of the Learning, Teaching and Quality Office website at: <http://www1.uea.ac.uk/cm/home/services/units/acad/ltqo/teachingrecognition>

What are the criteria for the Awards?

The Awards Panel will be looking for evidence of outstanding teaching which is stimulating and challenging to students and makes a positive contribution to the University's learning and teaching strategy.

When you are nominating your preferred candidate for this award, you should refer to some or all of the criteria below and provide examples of how these have been achieved:

- A** Demonstrates a commitment to the quality of teaching and learning and to its enhancement.
- B** Communicates enthusiasm for the subject and stimulates critical thinking, curiosity and independent learning in students.
- C** Demonstrates expertise in the subject, including up-to-date scholarship, and shows a clear grasp of the relationship, where relevant, between teaching and research.
- D** Shows an innovative and adaptive approach to assessment, including an ability to link methods of assessment effectively to learning outcomes.
- E** Provides effective personal support and academic guidance to individual students.
- F** Refines own practice as a result of self-reflection and evaluation by students and peers.
- G** Demonstrates imagination and innovation in curriculum design and teaching methods, including use of IT.

Nominations may also be put forward on the basis of different criteria in addition to those above, and this should be made clear in the nomination statement.

Awards will be made for particular and recent achievements rather than for distinguished long-term service.

What is the Nomination Procedure?

1. Collect a nomination form, available from the Union House Reception, the Reception desk in the Registry Building or the Reception Desk in the Library. Alternatively, download it from the 'Recognition of Teaching' page of the Learning, Teaching and Quality Office website at: <http://www1.uea.ac.uk/cm/home/services/units/acad/ltqo/teachingrecognition>
2. Complete one nomination form per teacher, or put forward one nomination form for joint course directors or joint module teachers.
3. Return the form to 'Mrs Jackie Wright, Learning Teaching and Quality Office, The Registry' by **noon on Friday, 20 February 2009** at the latest. The different methods for returning it are shown on Page 1 of the form.
4. The Learning, Teaching and Quality Office will contact your nominee(s) to invite them to participate in the Awards by submitting a portfolio of evidence by **Friday, 1 May 2009**, which will include a brief self-evaluation and supporting statements from up to five students/peers/external contacts.
5. The Awards Panel will meet in June 2009 to consider the portfolios and select the winners. Details will appear in the University's 'Broadview' magazine and the winners will receive their certificate and £1000 prize in the July 2009 Congregation ceremonies.