

TUNG WAH COLLEGE
Guidelines on Teaching Excellence Award (TEA)
(with effect from AY2022/2023)

Purpose

1. The Teaching Excellence Award (TEA) is established to acknowledge, reward and promote excellent performance and achievement in teaching at TWC.

The Award

2. The TEA accepts individual nomination. A maximum of five individual awards will be granted for each academic year.
3. Each award includes a cash award of HK\$8,000 and a certificate, and a one-off additional grant of HK\$8,000 for staff development sponsorship (i.e. on top of the existing maximum grant of HK\$15,000 per academic year) (subject to the approval of the Management Board) to be claimed in the year immediately following the award year. The unclaimed additional grant is not allowed to be carried forward to future years.
4. The names of awardees will be posted on the TWC's and Quality Assurance Office (QAO)'s websites.
5. There is no restriction on the number of TEA nomination from each school.

Eligibility

6. All current full-time teaching staff of TWC who have achieved an average teaching evaluation score of minimum 3.5 or above (in the concerned academic year) are eligible for nomination.
7. Awardee(s) of the last round of TEA shall not be eligible for nomination.
8. Self-nomination shall not be allowed.
9. For fairness to all nominees, late submission of nomination shall not be accepted.

Criteria for Award

10. The nominees are required to show evidence of excellence in the respective areas for the concerned Academic Year (AY) only.

Criteria - Adopting effective teaching and assessment strategies and demonstrating the ability to facilitate and inspire student learning (Nominees need to accomplish a majority of the relevant criteria)

- (a) Stimulating, motivating and facilitating student learning to achieve effective learning outcomes;
- (b) Developing assessment strategies appropriate to achieving the desired learning outcomes;

- (c) Developing effective learning and teaching activities that are consistent with learning outcomes;
- (d) Adopting a variety of learning and teaching activities in classes suited to the needs of different students;
- (e) Using quality and relevant learning and teaching resources, including use of technology;
- (f) Interacting with students and engaging them in learning with enthusiasm;
- (g) Encouraging students' reflections and innovations on professional and ethical related issues;
- (h) Sharing good practices through participation in activities related to learning and teaching, as well as through publications, workshops, conferences or other means;
- (i) Evidence that students are inspired to pursue further on the relevant topics or professional knowledge.

Threshold standard for award: The 5-point Likert Scale is adopted as the scoring level for the assessment of each criterion. Each of the above nine criteria values 5 marks the highest. A nominee must score at least 70% of the total scores from the Selection Panel of TEA to meet the threshold standard for the award.

Examples of evidence (not meant to be exhaustive)

- (a) Quality organisation and presentation of course materials such as teaching portfolio, lecture handouts, and/or presentation files;
- (b) A sample teaching plan to demonstrate how it helps students to meet the CILOs of the course;
- (c) Adopting teaching approaches that promote independent learning in students;
- (d) Sound and effective assessment of student learning, including giving constructive and timely feedback to students;
- (e) Communicate clearly to students the appropriate standards and expectations for academic achievement;
- (f) Making arrangements for consultation, counselling and advising of students;
- (g) Sound command of the subject matter;
- (h) Demonstrating up-to-date knowledge in the discipline and in teaching practice;
- (i) On-going reflection on feedback for teaching enhancement;
- (j) Maintaining up-to-date knowledge of the discipline through continuous professional development;
- (k) Summative and Formative Course and Teaching Evaluation reports;
- (l) Selecting course contents that reflect the latest developments in the discipline;
- (m) Adopting research-informed teaching practices;
- (n) Concrete examples that show students are inspired to pursue further on the relevant topics or professional knowledge.

Nomination Procedures

11. Nominations can be made by the supervisor of the teaching staff or another teaching staff by submitting a nomination form. Each nomination must have the consent of the nominee.
12. Each nominee should submit a brief staff profile and examples of evidence supporting the criteria in paragraph 10 for the concerned AY only. The total number of pages of the staff profile, teaching portfolio and supporting evidence provided by the nominee should not be more than 20 pages. The nominees may be invited to provide additional information and/or attend a meeting with the Selection Panel to further substantiate their achievements in relation to the criteria for the award.

13. The nominee is required to submit the Course and Teaching Evaluation (CTE) report(s) of his/her teaching course(s) in the concerned AY.
14. To facilitate the operation of blind assessment of nominations as stipulated in the Guidelines, the nominees are required to remove or censor the information that can identify the nominee and his/her nominator on the teaching portfolio and supporting documents, including but not limited to the name, position, and photos.
15. The nominator should provide more explanation to substantiate the recommendation of the nominee.

Selection Panel

16. The composition of the Selection Panel shall comprise the President or his/her delegate, and one senior staff member representative from each School nominated by the School Dean. In the event that a member of the Selection Panel is also a nominee for an award, s/he will need to declare conflict of interest and be substituted and excused from the Selection Panel. The Membership and Terms of Reference of the Selection Panel are below:

Membership:

	Membership Composition
Chairperson	The President or his/her delegate
Members	One <u>senior staff member</u> representative from each School nominated by the School Dean
Secretary (without voting right)	A staff nominated by the Chairperson of the Learning and Teaching Committee (LTC)

Terms of Reference:

- (a) To consider and review the nominations for the Teaching Excellence Award (TEA);
 - (b) To select awardee(s) of the TEA and report the recommendations to the Learning and Teaching Committee (LTC); and
 - (c) To provide feedback (if any) on the guidelines and procedures of the TEA to the LTC.
17. The selection shall be made through a blind assessment of nominations to ensure assessment objectivity. That means the submission documents including a score sheet with information about the nominators and nominees removed will be provided for the Selection Panel’s assessment.
 18. Upon receipt of the selection results of the Selection Panel, the LTC should consider and endorse the results and make recommendations to the Academic Board for final approval.

Sharing of Experience

19. Recipients of the awards will be invited to share their experience with other staff members to promote best practices in teaching.

Quality Assurance Office
June 2023