TUNG WAH COLLEGE

Guidelines of Teaching Excellence Award (TEA)
(2018/2019)

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$5,000 and a certificate, and a one-off additional grant of HK$5,000 for staff development sponsorship (i.e. on top of the existing maximum grant of HK$15,000 per academic year) 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.

Eligibility

5.   All current teaching staff of TWC are eligible for nomination. For part-time teaching staff, they should have taught a full course in TWC for two semesters at the end of that academic year.

6.   Awardee(s) of the previous round of TEA will not be eligible for nomination (i.e.: no consecutive nomination).

7.   Self-nomination will not be allowed.

8.   For fairness to all nominees, late submission of nomination will not be accepted.

Criteria for Award

9.   The nominees are required to show evidence of excellence in the respective areas.

Criteria - Adopting effective teaching and assessment strategies and demonstrating the ability to facilitate and inspire student learning and having achieved a minimum of teaching evaluation score of 3.5 or above (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 aspired to pursue further on the relevant topics or professional knowledge.

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 teaching portfolio including samples of teaching plans to show how CILOs are achieved with evidence, and examples of teaching achievements, professional development, skills and activities to help students attain the intended learning outcomes and meet the criteria of TEA;

(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)   Evidence that students' are aspired to pursue further on the relevant topics or professional knowledge.

Nomination Procedures

10.   Nominations can be made by supervisors, staff or student groups (with 2 or more students) submitting a nomination form. Each nomination must have the consent of the nominee.

11.   Each nominee should submit a brief staff profile and examples of evidence supporting the criteria in paragraph 9. 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 award.

12.   With the consent of the nominee, the QAO will help obtain Course and Teaching Evaluation (CTE) reports of relevant semesters of an academic year (normally within one year prior to the nomination time) directly from the Information Technology Services Office for the sole purpose of evaluation by the TEA Selection Panel. Nomination, in the absence of consent given by the nominee under Part E of the Nomination Form, will not be accepted.

Selection Panel

13.   The composition of the Selection Panel shall comprise the President or his/her delegate, one senior staff member representative from each School nominated by the School Dean, and Secretary of the Learning and Teaching Committee (LTC). In the event that a member of the Selection Panel is also a nominee for an award, s/he will be substituted and excused from the selection panel. The Terms of Reference of the Selection Panel include:

(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.

14.   Upon receipt of selection results of the Selection Panel, LTC should consider and endorse the results and make recommendations to the Academic Board for final approval.

Sharing of Experience

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

12 April 2019