# **School of Business Award for Teaching Excellence**

# The aim of the award is to recognize, encourage and reward teaching staff that have contributed significantly in improving the quality of teaching and enhancing students’ learning at both the undergraduate and postgraduate levels.

# **Eligibility**

1. Application is open to all full-time academic staff with teaching appointments at the School of Business.

2. Applicants must have ordinarily a minimum of 3 years of academic teaching-related employment at the School of Business.

3. Winners of the School of Business ATE are not eligible to reapply for the award the year following their awarded year.

4. A minimum number of 5 applications must be submitted in order to proceed with the Award process.

# **Criteria**

Applications will be assessed based on the following criteria:

**1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn. (40%)**

This may include:

* Fostering student development by stimulating curiosity and independence in learning.
* Participating in effective and empathetic guidance and advice for students.
* Encouraging student engagement through the enthusiasm shown for learning and teaching.
* Inspiring and motivating students through effective communication, presentation and interpersonal skills.
* Assisting teaching staff in enhancing their approaches to learning and teaching.
* Innovative teaching approaches, such as case studies, field trips, paper critique, …etc

**2.** **Development of curricula, resources or services that reflect a command of the field.** **(20%)**

This may include:

* Demonstrating up-to-date knowledge of the field of study in the design of the course syllabus/ curriculum and the creation of resources for learning.
* Providing support to those involved in the development of curricula and resources.

**3.** **Evaluation practices that bring about improvements in teaching and learning. (40%)**

This may include:

* Providing constructive and detailed feedback in evaluation.
* Using a variety of evaluation strategies to bring about change, such as exams, case studies, projects, assignments …etc.
* Adapting evaluation methods to different courses, learning contexts and student needs.
* Contributing professional expertise in student evaluation in order to improve program design and delivery.

In making judgements against these criteria, the panel will consider the following:

* The extent to which specific claims made by the applicant are clear and well-supported in his/her application.
* The extent to which the overall teaching approach satisfies the award criteria, and is applied consistently among most of the courses taught.
* The extent to which the evidence presented relates to achievement within the academic year in which the application is submitted.
* The extent to which evidence of positive impact is provided.

# **Process**

Teaching staff interested in applying for the award must provide their name to the Deputy Dean of Administrative Affairs Office **by the end of the first week of the first or second term**. Names not provided by the deadline will **not** be considered for the award.

Applications must be submitted to the Deputy Dean of Administrative Affairs Office.

Submission Deadline: 15/06/ Year

Winners announced: 15/07/ Year

# Application Template

## School of Business Award for Teaching Excellence

### **Applicant Details**

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Academic rank/title** |  |
| **Duration in position** |  |
| **Department** |  |
| **Email** |  |
| **Courses taught in this academic year** |  |

#### Personal Statement (maximum 150 – 200 words)

### **Written Statement (maximum four (4) A4 pages)**

#### Statement Addressing the Assessment Criteria and Providing Supporting Evidence. Refer to the Criteria for Guidance.

##### Criterion One: Approaches to teaching and the support of learning that influence, motivate and inspire students to learn

##### Criterion Two: Development of curricula, resources, or services that reflect a command of the field

##### Criterion Three: Evaluation practices that bring about improvements in teaching and learning

### Supporting materials

Applicants can choose to submit two of the following supporting materials (Additional to the required above):

* A three minute video
* Website URL