

2018 UGC Teaching Award

Guidelines

Section I: Overview

The University Grants Committee (UGC) Teaching Award (the Award) is established to honour those staff who excel in teaching in the UGC sector. The Award, held annually, does not only recognise past and present teaching performance and achievements, but also the teachers' leadership in and scholarly contribution to teaching and learning within and across universities. The awardees are expected to become “ambassadors of good teaching” to collectively make a real and sustained impact in promoting teaching excellence in the UGC sector.

Section II: Structure and the Award

1. There are two categories under the Award, *i.e.* (1) General Faculty Members/Teams; and (2) Early Career Faculty Members. The category of General Faculty Members/Teams is open to both individual and team nominations, while the Early Career Faculty Members is open to individual nominations only.
2. Each UGC-funded university is invited to submit no more than three nominations in total. If three nominations are submitted, among the three at least one nomination should be in the category of General Faculty Members/Teams and at least one nomination should be in category of Early Career Faculty Members. Each individual can only be included in one nomination.
3. There will be no more than three awardees in total. The Selection Panel will decide the number of awards to be allocated to the two categories having regard to the nominees' merits.
4. The award is in the form of a grant of \$500,000, which includes \$450,000 for each individual/team awardee for undertaking learning and teaching related initiative(s) that can benefit the concerned university and/or the entire UGC sector by advancing learning and teaching, as well as a cash award of \$50,000 for the individual/team's personal use in appreciation of the awardee's past/present achievements and future contribution to the UGC sector.

Section III: Eligibility

General Faculty Members/Teams

- (a) The Award is “discipline-neutral”, *i.e.* universities may nominate individuals/teams from any discipline.
- (b) Nomination under this category is open to both individuals and teams.
- (c) For nominations of individuals, the nominees should be full-time staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes (*i.e.* the majority of the courses in terms of number or hours taught by the nominees are UGC-funded) and should not have received a UGC Teaching Award in the past five years.
- (d) For team nominations, a team leader should be designated. The nominated team may comprise a maximum of five members including the team leader. Each nominated team must include at least one full-time teaching staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes. The team may also include other academic and/or support staff (including teaching assistants) employed on a full-time or part-time basis. The team leader should not have received a UGC Teaching Award in the past five years.

Early Career Faculty Members

- (a) The Award is “discipline-neutral”, *i.e.* universities may nominate individuals from any discipline.
- (b) Nomination under this category is open to individuals only. The nominee should have no more than five years of teaching experience in higher education institutions as at the closing date for nomination. The length of teaching experience is counted on a semester basis and can be non-sequential. The nominee should be a full-time staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes, and should not have received a UGC Teaching Award in the past five years.

Section IV: Selection Criteria

All nominees for the Award will be assessed based on the following three criteria -

- (a) **Adoption of learner-centred approaches, ability to engage/inspire/impact on students and demonstration of superior classroom acumen**, which may include a

good understanding of pedagogy, understanding how students learn and adopting suitable teaching and assessment approaches that can achieve better student learning outcomes; being able to interact with students and engage them in learning with enthusiasm; inspiring and supporting students, with respect for their diverse learning needs, to build confidence and capability (including critical thinking, analytical skills, values, *etc.*); and outstanding classroom (as well as outside-classroom) teaching.

- (b) **Course/programme/curriculum design that can reflect a command of the field**, which may include demonstrating up-to-date knowledge of the field of study in the design of the curriculum and student learning resources (e.g., textbooks, e-learning resources) and adopting complementary research-informed teaching practices; and developing appropriate student learning outcomes and adopting innovative approaches to teaching and assessment which can facilitate students' achievement of the learning outcomes.
- (c) **Past/present achievement(s) and leadership in teaching and potential scholarly contribution to and impact on the development of effective teaching practice within the nominee(s)' own university and/or in other institutions**, which may include demonstrating educational research and innovations in the field of study; and demonstrating leadership in the promotion of teaching excellence within the university and/or in other institutions. In the case of early career faculty nominations, the focus will be on the nominees' potential of leadership in teaching as well as their past achievements. In the case of team nominations, the impact of the collaborative work of the team on the development of effective teaching practice will also be considered.

The three criteria carry no specified weighting. The Selection Panel will consider each nomination on its own merit with reference to the criteria.

Section V: Lodgment of Nominations

Universities are invited to submit for each nomination the following:

1. A completed nomination form in **Appendix**
2. The university's nomination and evidence to substantiate the assertions made against the selection criteria (in no more than 1 600 words)
3. The nominated individual/team's statement of teaching philosophy with reference made to the three selection criteria (in no more than 2 000 words)
4. Evidence-based materials showing the impact of the nominated individual/team's excellent teaching on students' learning outcomes and the manner in which the nominated individual/team's work may be generalised and applied to other disciplines (in no more than 800 words)
5. Evidence-based materials showing the nominated individual/team's engagement in professional development activities and commitment in continuous professional development (in no more than 800 words)

6. The personal curriculum vitae of the nominated individual/each member of the nominated team, which will be shared with the media/public should the nominated individual/team be selected for the Award (in no more than 1 600 words). For team nomination, one additional page (in no more than 400 words) per team member can be submitted
7. The nominated individual/team's proposal of initiative(s), including the English and Chinese name of the initiative(s), the implementation timetable (the initiative(s) should be completed within a three-year timeframe) and how the Award's grant will be utilised to undertake learning and teaching related initiative(s) (in no more than 1 200 words). For team nomination, elements of dissemination of good collaborative teaching practice within the UGC sector or the higher education sector in general should be incorporated in the proposal
8. An award citation (in English and Chinese) written by senior management of the university or the nominated individual/team for sharing with the media/public should the nominated individual/team be selected for the Award (in no more than 300 words in English and no more than 450 words in Chinese)
9. (For team nomination only:) materials on demonstration of impact of the collaborative work on the development of effective teaching practice, and the role and percentage contribution of each of the team members (in no more than 800 words)

Universities should make good use of the institutional statements to support the application. On-line information in the form of links inserted in the nomination package will not be considered. For qualitative comments from students and colleagues, universities should only include those collected from formal sources or through formal processes such as course evaluation.

Universities are requested to provide one set of the above, prepared using the "Times New Roman" font (size 12), as well as an electronic copy. Any part(s) of the submission going beyond the word limit or not complying with the above requirements will be disregarded. UGC may contact the nominated individual/team, through the nominating universities, for clarifications and/or further information.

Section VI: Selection Panel and Process

All nominations will be considered by the Selection Panel, which will comprise:

- (a) A Chairperson (who shall be a member of UGC/Quality Assurance Council (QAC))
- (b) An academic member of UGC/QAC
- (c) A lay member of UGC/QAC
- (d) A former recipient of the UGC Teaching Award
- (e) An External International Expert

The Panel will consider the nominations based on the nomination package submitted, and shortlist a number of nominated individuals/teams who will be invited to attend an interview.

All nominated individuals/teams will be informed of the timing of the interview sessions around three weeks in advance.

The Panel will not assess the merits of the award grant proposals as part of the selection process but will consider the soundness of the proposals and offer comments/suggestions as appropriate.

Section VII: Allocation of the Grant and the Cash Award

The award is in the form of a grant of \$500,000 for each awardee (an individual or a team), including \$450,000 for undertaking learning and teaching related initiative(s) that can benefit the concerned university and/or the entire UGC sector by advancing learning and teaching, and a cash award of \$50,000 for the individual/team's personal use in appreciation of the awardee's past/present achievements and future contribution to the UGC sector. Awardees may negotiate with their respective universities for teaching relief for a certain period of time so that they can focus on the delivery of the initiative(s) to be funded by the Award's grant.

The award monies will be disbursed to the awardee's university. Awardees should observe the relevant guidelines of the universities concerned in expending the grant for undertaking the learning and teaching related initiative(s). Any unspent balance upon completion of the initiative should be returned to UGC. If an awardee selected for the individual award plans to leave his/her university before completing the initiative and is to be employed by another UGC-funded university, he/she could seek approval from UGC for transferring the grant to his/her new university for continuing to deliver the initiative. If the awardee is not to be employed by another UGC-funded university, his/her university is required to return the unspent balance of the award grant to UGC. For the team award, if a team member has left his/her university, the other team member(s) should continue to deliver the initiative.

Awardees will be invited to submit (through their respective universities) to UGC interim and final reports on details of the initiative(s) undertaken, including but not limited to a breakdown of the project expenditure, beneficiaries of the initiative(s), as well as the impact of the initiative(s) to the universities concerned and the UGC sector as a whole.

Any major changes to the award grant projects (*e.g.* change of project deliverables and duration) require the prior approval of UGC.

Section VIII: Obligations of the Awardees

The awardees will become "ambassadors of good teaching" in their universities as well as the entire sector. Awardees may be invited to present their teaching philosophies and share experiences at, among other occasions, the Presentation Ceremony of the UGC Teaching Award which will be held in September 2018.

2018 UGC Teaching Award**Nomination Form**

(Please complete a separate form for each nominated individual/team and tick the boxes as appropriate)

University	
Category	<input type="checkbox"/> General Faculty Members/Teams <u>or</u> <input type="checkbox"/> Early Career Faculty Members
Nomination type (For General Faculty Members/Teams)	<input type="checkbox"/> Individual <u>or</u> <input type="checkbox"/> Team

Section 1: Particulars of Nominated Individual / Team Leader of Nominated Team *

Title	
Name	
Post Title	
Faculty/Department	
Postal Address	
Telephone	
Fax	
Email	

Section 2: (For Team Nomination only) Members of Nominated Team *

	Name	Post Title
1.		
2.		
3.		
4.		

* The name(s) and post title(s) provided above will be used for the production of the Award plaque/certificate and shared with the media/public should the nominee(s) be selected for the Award. The university should notify the UGC Secretariat of any changes in the interim before the selection process is completed.

Section 3: Declaration of Nominated Individual/Team Leader of Nominated Team

I (print name of nominated individual/team leader of nominated team)

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accept / on behalf of the nominated team, accept nomination for the UGC Teaching Award, and understand and have no objection that information submitted to UGC in connection with the nomination be used primarily for the purpose of assisting UGC (through the Award's Selection Panel to be established) to determine the recipients of the awards.

Signature

Date

Section 4: Particulars of Institutional Contact Officer

Name (print)	
Post title	
Postal address	
Email address	
Tel. no.	
Fax no.	