

## UL Teaching Excellence Awards

### Award Context

The aims of the award system are:

1. To encourage more staff (both academic teachers and those who provide learner support) to consider developing and showcasing their work as part of UL's teaching award process
2. To promote and share excellence in teaching
3. To recognise a diversity of teaching, learning and learner support activity in a newly designed teaching award process
4. To ensure that staff from all four faculties and across all learner support domains engage in the teaching and learning award process
5. To give faculties (and discipline-specific experts) a stronger voice in defining criteria relevant to their disciplines and in shortlisting excellent candidates within their own faculties
6. To ensure that a robust set of criteria is applied across all categories of awards and all disciplines while also recognising diversity of approach
7. To ensure that the student voice remains central to the award process
8. To enhance our existing commitment to acknowledging and celebrating the efforts of those who are having a strong and positive impact on student learning at UL.

### Award Categories and Eligibility

All teachers and those involved in the pedagogic support of learners are eligible to nominate themselves or a colleague(s) (note different award categories).

#### 1. Annual faculty-led awards (individual)

This category applies to **individual** submissions. The application process will be guided by a submission framework that focuses on excellence, that encourages nominations with strong discipline-specific evidence and that focuses on evidence of learning impact.

#### 2. Annual faculty-led awards (team)

**Teams** who have been involved in a collaborative approach to developing teaching and learning excellence (across or within disciplines) may submit for an award. Team submissions must have an academic lead and can involve other academics from any discipline and/or those engaging in any form of learner support. Team submissions can involve as few as two people but should not normally exceed seven. Submissions should make clear the role and contribution of each member.

### 3. Annual award for excellence in the provision of pedagogic support

This category applies to all those engaged directly in *pedagogic support* activities (e.g. librarians, lab supervisors, educational technologists, learner support unit staff, educational developers, technical officers etc) and allows for individual or team nominations. Team submissions in this category must be led by a member of staff in any learner support role and can also involve academics.

## Phase 1: Application Process (October – December 2020)

### Nomination and Submission

Each candidate/team is asked to submit an electronic teaching portfolio through [Sharepoint](#) containing the following information in support of their nomination:

- a) A short statement (1,500 words max) outlining their approach to, and achievements in, the teaching/support of their subjects
- b) A maximum of two relatively recent (i.e. within the last 3 years) examples of UL student feedback (e.g. SETs or focus group reports) that provides details on students' experiences of and responses to their teaching at UL
- c) A UL peer observation report OR a statement from a peer (1,000 words approximately) who is in a position to comment on their teaching/support activities at UL and has an understanding of the subjects that they teach
- d) Recorded footage of them teaching/engaging with students. Recordings *may* contain up to three examples of practice and can be a maximum of 50 minutes in total. Please include a short commentary (maximum 500 words) to contextualise the recording for the evaluation panel. This could detail, for example, group related variables, aims of the session, content and anticipated learning outcomes, plus any other additional relevant information. Please note that the recordings must be of teaching at UL and no more than 3 years old.

### Evaluation Criteria

**A focus on the students** (Rapport, connection, engagement)

**A focus on impact for learning** (Evidence of impact, outcomes, assessment, feedback that engages and improves learning)

**A focus on enhancement and improvement** (Commitment to CPD, continuous reflection and ongoing development of teaching)

**A focus on expertise and discipline-specific concerns** (Clear command of subject, fluency, integration, linking, mapping that expertise with student, grappling with key (or threshold) concepts, addressing issues of particular challenge/importance within the discipline)

### **Phase 1: Shortlisting Process at faculty level (January 2021)**

Faculty-level panels convened will be for Phase 1 evaluation (following shortlisting, where appropriate) and constituted as follows:

- Faculty Dean or nominee
- Two additional academics from within the discipline with recognised teaching expertise (at least one must be external\* to UL)
- Head, Teaching and Learning (Chair)
- Current or past students (min 1, max 2)

***\*external panel member should not be from one of our Regional Partners e.g. LIT or MIC***

Please note that award nominees cannot be part of any of the review panels and there will be strong measures in place to ensure objectivity when it comes to making the award decisions. The review and evaluation process will incorporate strong input from internal and external experts, ensuring discipline-relevant expertise, and the perspectives of students will remain a central part of the decision process.

### **Phase 2: University Award Panel (May 2021)**

Following Faculty Award Panel meetings, successful applicants will be invited to submit an in-depth portfolio following the [portfolio guidelines](#) for the overall institutional award. Candidates will provide a [recording](#) of their teaching, up to 50 minutes and will make a presentation (no longer than 15 minutes) to an international panel, comprised of expert teaching and learning specialists from Ireland and the UK, who are recruited to adjudicate the awards.

#### **Submission Guidelines**

- Portfolio does not exceed 4,000 words (excluding appendices) and saved as a single pdf file using your full name and award type e.g. *First name Surname Individual Award* or *First name Surname Team Award*, as appropriate
- One pdf file to include all appendices along with a vimeo link/HEAnet link (please ensure that HEAnet link is public to allow the external panel members access) <https://filesender.heanet.ie/1.7/>
- Portfolio to be submitted to [Joan.Imray@ul.ie](mailto:Joan.Imray@ul.ie), or before, **noon on 21<sup>st</sup> April**

#### **Special awards**

In addition to the three overarching categories above, the final awards committee at phase 2 may also

decide to confer additional special awards on the basis of a review of the incoming applications.

Further information and support is available from CTL and more information on the award process is available on the [CTL website](#).