Teaching Excellence Award 2023/24

Criteria and Guidelines

1. Aim

Sparking off FSTE's 30th anniversary this year, FSTE Teaching Excellence Award (TEA) is established to recognise and reward FSTE Member Institutions' teachers with excellent teaching performance. This annual Award also aims to promote and share good practices for learning and teaching in order to foster a culture of quality enhancement amongst Member Institutions.

2. Eligibility

2.1 Full-time teaching staff who are in the academic / teaching track and have been performing teaching duties for at least two consecutive academic years.

2.2 Nomination can be made on an individual or team basis. For team nomination, each team should comprise not more than four teachers including a team leader.

2.3 A maximum of two nominations, including individual and team, are limited to each Member Institution.

3. Criteria for Award

The Award is for teachers who consistently perform impactful and excellent in learning and teaching for the benefit of students' achievements. Adopting a holistic outcome-based approach with evidence, the nominees are to be considered by the nature of disciplines / professions and evaluated for the award according to the following criteria:

(a) Demonstrating Student-centred and Outcomes-based Learning, Teaching and Assessment to facilitate effective learning and teaching for students;

(b) Adopting Digital Learning and Teaching Strategies to promote self-led, self-regulated responsible learning for students;

(c) Arranging Internships, Job Attachments, Service Learning, or Designing Learning Activities and alike, to benefit students to better understand industries, employers, community and societal needs;

(d) Engaging in Continuing Professional Development and Applied Research to inform teaching to improve teaching skills and research practices; and

(e) Promoting Teaching and Learning Excellence with impactful achievements within respective institutions and/or across the sector.

*Note: The selection is a holistic assessment based on the above five criteria, which carry **no** specified weighting. Nominee(s) are suggested to demonstrate and highlight their excellence in specific criteria by evidence to the Panel Members during the selection interview.*

4. Nomination

4.1 Nomination(s) must be made on the Nomination Form, which can be downloaded from the following link in FSTE website https://www.fste.edu.hk/en/TEA.

4.2 A nomination shall be made by two staff members (supervisors / management) with consent of the nominee(s).

4.3 Each nominator has to write a statement of about 100 words highlighting the reasons for making the nomination.

4.4 The nomination shall be approved by the President / Director / Principal / Head of Institutions before submission.

5. Submission of Required Documents

5.1 Each submission should include the following documents:

(a) A completed Nomination Form;

(b) Appendix 1: A brief Resume (one to two pages for each nominee);

(c) Appendix 2: A Teaching Portfolio **(refer to the Guidelines in Annex 1)** containing no more than 20 pages shall include:

(i) Teaching philosophy;

(ii) Student feedback questionnaire (SFQ) survey results on learning and teaching;

(iii) Evidence-based supporting documents, such as curriculum / lesson plans, teaching materials / resources etc. related to your performance in learning and teaching; and

(iv) Other relevant and recent information to support the nomination when appropriate.

(d) Appendix 3: Statements for Nomination.

5.2 Examples of the teaching portfolio can be found in the following links:
https://www.ln.edu.hk/f/upload/51551/LU_Teaching_Portfolio_Handbook-Full.pdf
https://cft.vanderbilt.edu/guides-sub-pages/teaching-portfolios/
http://issuu.com/nteu/docs/teaching_portfolio

5.3 The documents should be uploaded to FSTE's OneDrive Account. For the detailed procedure, please refer to the **'Guidelines for E-Submission in OneDrive' (Annex 2)**.

5.4 For enquiries on technical issue of the e-submission procedure, please contact Ms Ada Or of FSTE Secretariat (Tel: 2573 0896 | Email: TEA@fste.edu.hk).

5.5 The deadline for submission of nomination is **12 July 2024**.

6. Schedule

Nomination period:	Now – 12 July 2024
Briefing:	Mid-May 2024
Shortlisting and Interview:	Mid-September 2024
Announcement of results:	Early November 2024
Presentation of awards:	22 November 2024

7. Shortlisting and Selection

7.1 Nominations will be reviewed and assessed by a Selection Panel. The Selection Panel may request additional information from the nominee(s), or other stakeholders, e.g., supervisors, students, peers who are familiar with the nominee(s).

7.2 Shortlisted nominees will be invited to present in the Selection Panel meeting. For Team nominations, Team Leader and all the members are required to attend and present in the Selection Panel meeting.

7.3 The decision of the Selection Panel will be final.

8. Composition of the Selection Panel

Chairperson:	From Non-self-financing Higher Education Sector
Members:	One FSTE Director
	Three representatives from Teaching & Learning Specialists / Senior Management of Higher Education Institutions (recent affiliation could be included) / Statutory Bodies / Industry
	One Past Awardee of the UGC Teaching Award
	One Past Awardee of the FSTE Teaching Excellence Award*
	An Alumnus Representative from FSTE Member Institutions
Secretary:	FSTE Secretariat

**Starting from AY2024/25*

9. Awards

9.1 Three awards will be granted each year. Final number of awards will be subject to the decision of the Selection Panel. Awardee(s) of each Individual / Team Award will be given a trophy, a certificate and a cash prize of $6,000. Shortlisted nominees will be awarded a certificate of merit.

9.2 The TEA 2023/24 prizes will be presented in FSTE 30th Anniversary Ceremony in November 2024.

10. Contribution by Awardee(s)

The awardees will be invited to take part in sharing sessions or related events for the teaching staff in FSTE Member Institutions.

11. Enquiry

For any enquiries on the Teaching Excellence Award, please contact FSTE Secretariat via email: TEA@fste.edu.hk.

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ANNEX 1: Teaching Portfolio

What is a Teaching Portfolio?

- The teaching portfolio is a record to illustrate your professional teaching achievements, which comprises a collection of materials and evidence from a wide range of sources.
- The teaching portfolio aims to provide evidence and demonstrate a holistic picture of your teaching competence, highlighting your teaching achievements.
- The items included in your teaching portfolio shall be precise and concise and shall not be more than 20 pages.

In the teaching portfolio you are expected to:

- provide a written statement of your teaching philosophy, your beliefs in education and the learning and teaching pedagogy that you would like to pursue;
- provide a brief summary of your major accomplishments, merits and strengths in your learning and teaching practice;
- provide evidence-based sources from a variety of supporting documents related to your performance in learning and teaching; and
- other relevant and recent information to support the nomination when appropriate.

1. Teaching Philosophy

The teaching philosophy is a reflective statement about your belief in learning and teaching and education. It includes a description of and justification for your pedagogical approach to teaching / supporting in students' learning. When articulating your teaching philosophy, you may also reflect on your goals as a professional teacher in your institution.

2. Teaching Portfolio

You need to provide detailed information and recent outcome-based evidence to demonstrate your impactful achievements in all the criteria listed below:

(a) Demonstrating Student-centred and Outcomes-based Learning, Teaching and Assessment to facilitate effective learning and teaching for students;

(Effective learning and teaching strategies underpinned by a contemporary learning and teaching pedagogy that engages and motivates students with outcome-based evidence demonstrating improvement in students' performance and attainment of the programme learning outcomes as well as confidence and interest in learning)

(b) Adopting Digital Learning and Teaching Strategies to promote self-led, self-regulated responsible learning for students;

(Effective and innovative use of digital learning approach that motivate and inspire students to regulate their studies and become self and lifelong learners; effective strategies to promote student well-being)

(c) Arranging Internships, Job Attachments, Service Learning, or Deigning Learning Activities and alike, to benefit students to better understand industries, employers, community and societal needs; and

(To provide internship, attachments and service learning, or design related learning activities to familiarise students with the industry's standard with outcome-based evidence on meeting the needs of various stakeholders)

(d) Engaging in Continuing Professional Development and Applied Research to inform teaching to improve teaching skills and research practices.

(Identifying one's needs in professional development to keep abreast of his/her subject knowledge, professional learning and teaching skills, the trends of education and industry sector with outcome-based evidence to demonstrate how the acquired knowledge and skills are applied in daily teaching practice to benefit students' learning)

(e) Achievements and Impact on Promoting Teaching and Learning Excellence within respective institutions and/or across the sector.

(To showcase nominees' potential of leadership in learning and teaching as well as their past achievements; to demonstrate impact on the promotion of teaching excellence within and/or across institutions, with exemplary, innovative and effective pedagogies.)

Note: For team nominations, the Team Leader and all the members are required to submit their own teaching portfolio. Each member should state his/her contribution as a team in order to facilitate Panel's assessment.

3. Examples of Outcome-based Evidence to be Included in the Teaching Portfolio

- SFQ survey results
- Commendation letters from students, peers, supervisors, parents, employers, professional bodies, other organisations, etc.
- Awards / appreciations received
- Presentations, research, and publications on teaching
- Research and project funding granted
- Samples of good teaching, teaching materials or course development / modification materials
- Students' works / assessment results / accomplishments
- Sample of teaching and learning packages (1-2 lessons)
- Continuing professional development records
- Class observation / appraisal reports
- Features in press release / news articles
- Other supporting materials

Note: As teaching is an individual activity, and its characteristics are unique to each individual, please tailor the items to accommodate your own needs.

4. Examples of Teaching Portfolio

- https://www.ln.edu.hk/f/upload/51551/LU_Teaching_Portfolio_Handbook-Full.pdf
- https://cft.vanderbilt.edu/guides-sub-pages/teaching-portfolios/
- http://issuu.com/nteu/docs/teaching_portfolio

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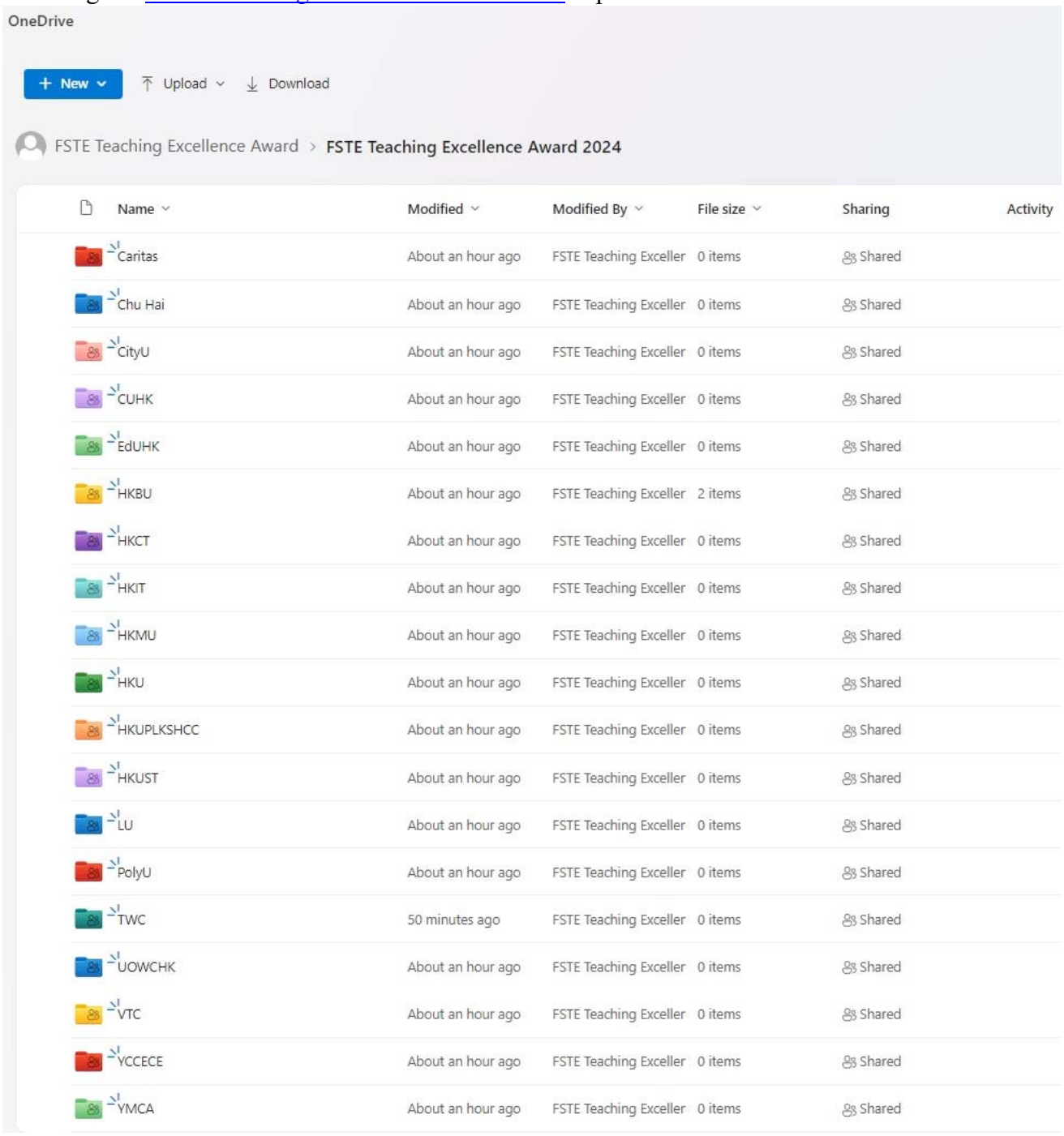
ANNEX 2: Guidelines for E-Submission in OneDrive

Prerequisite

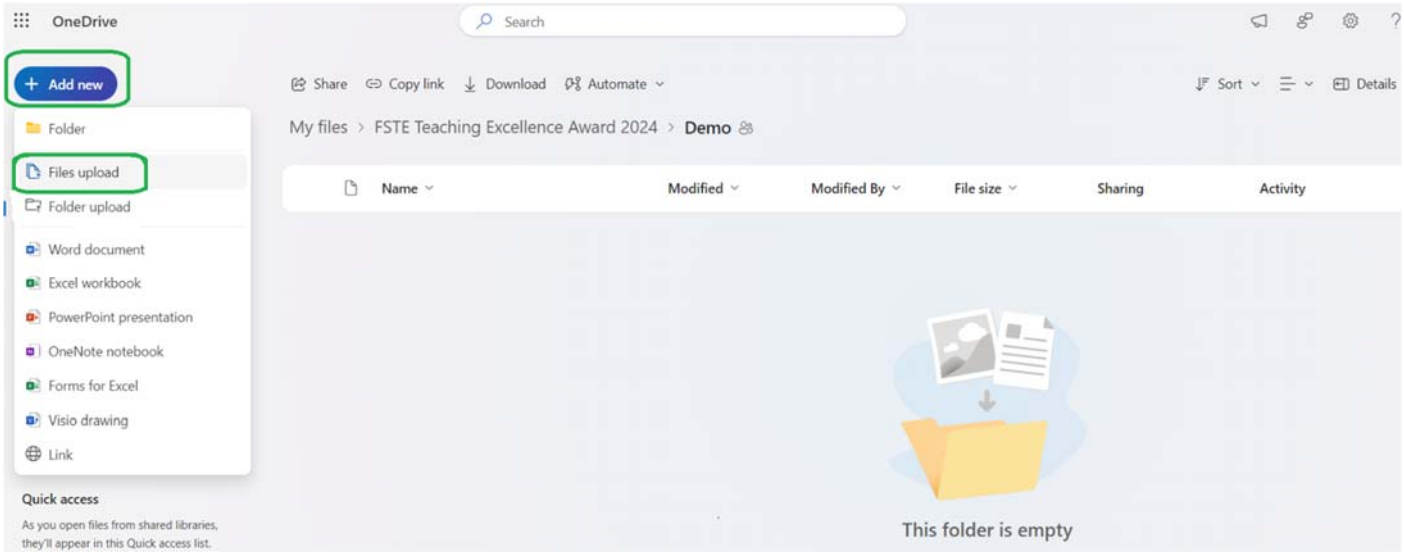
- Storage (folder) size for each institution: max. 15GB
- **ONE PDF** (Adobe Acrobat) **file per submission**
- Name the file with the name of Individual Nominee or Team Leader.
- Please **encrypt** your **PDF** file before uploading. Click here for how-to.
- File **cannot** be deleted by you after upload. If you must replace your file or withdraw from submission, please send your request to TEA@fste.edu.hk.

Upload Procedure

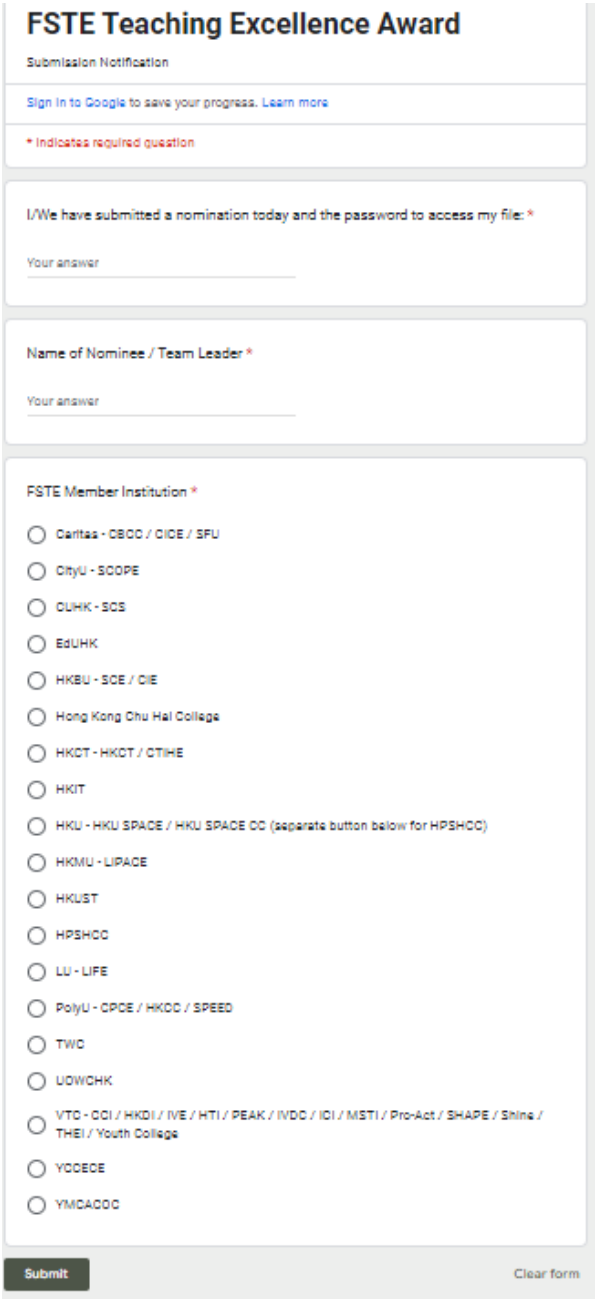
1. Please go to FSTE Teaching Excellence Award 2024 kept in OneDrive.



2. Click the folder name of your affiliated institutions and upload your PDF file. You may also drag your file to the folder.



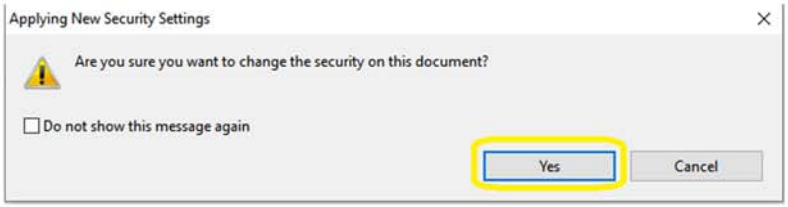
3. Click here to notify FSTE Secretariat of your submission and the password to access your file.



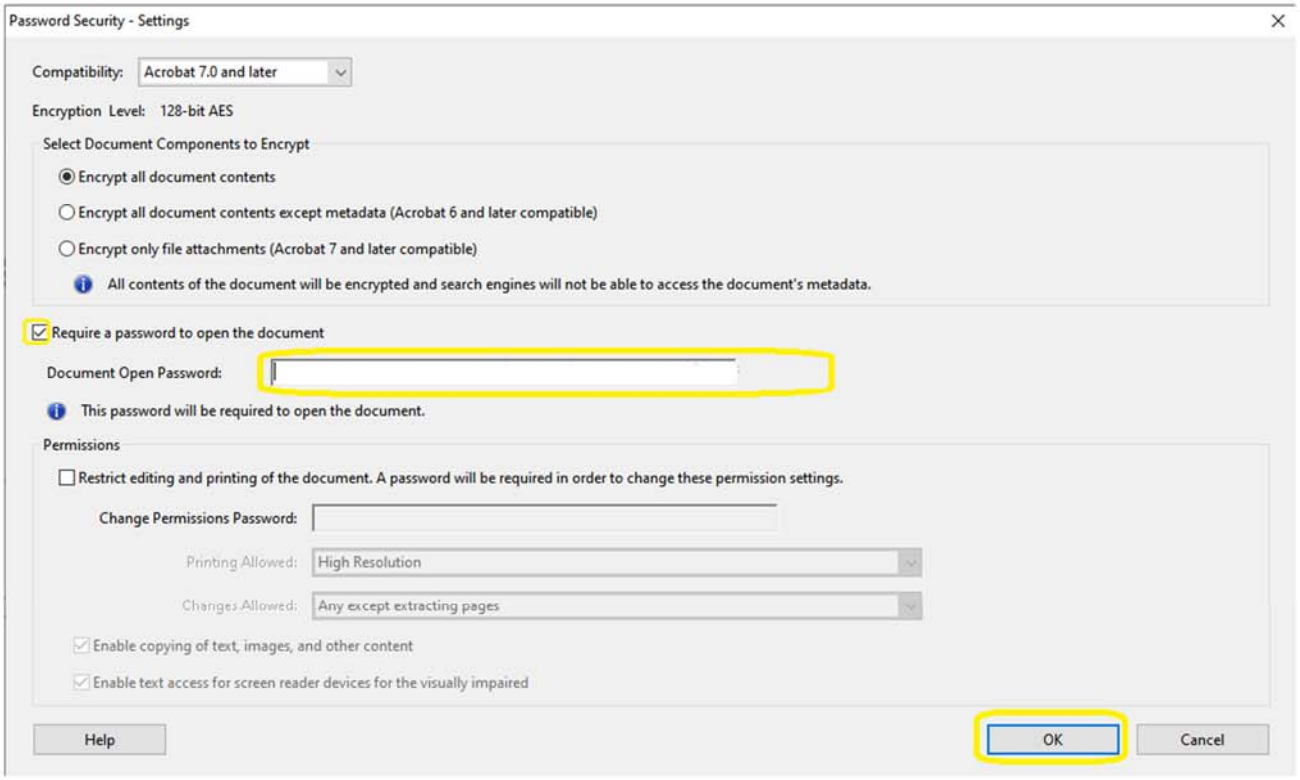
How to encrypt Adobe Acrobat (PDF) file

1.

2.

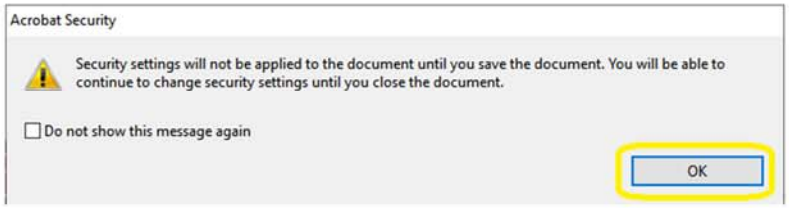
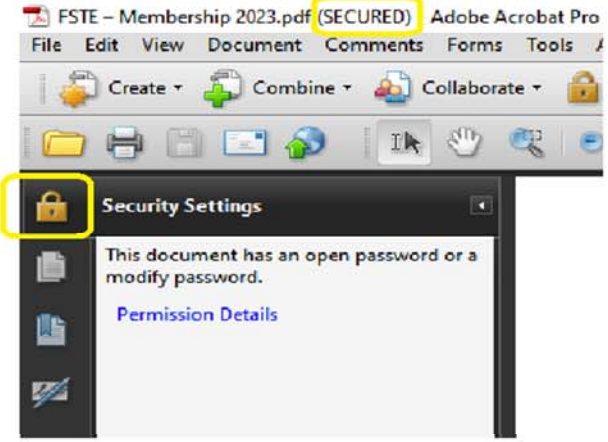


3.



4.

5.



6. Successful encryption (you will see "SECURED" and the lock icon):