



The banner features the FSTF logo at the top center, which includes a stylized figure with a red dot and green and blue lines, followed by the text '自資高等教育聯盟' and 'Federation for Self-financing Tertiary Education'. Below the logo, the title 'Teaching Excellence Award (TEA)' is written in green, with the subtitle 'Sustainable Education for the Future' in a light green, italicized font. Underneath, the text 'Briefing Session 3rd June 2024' is displayed in black. The bottom half of the banner shows an open book with a white sheet of paper resting on its pages.

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The slide is titled 'Agenda' in a large, black, sans-serif font. To the left of the text is a vertical blue gradient bar. Below the bar, three arrows with green, blue, and purple fletching are shown pointing to the right. The agenda items are listed in a bulleted format on the right side of the slide.

Agenda

- Aims and Eligibility
- Criteria for Award
- Criteria and Guidelines
- Nomination
- Submission of Required Documents
- Shortlisting and Selection
- Composition of Selection Panel
- Awards
- Contribution by Awardee(s)
- Key dates
- Q&A

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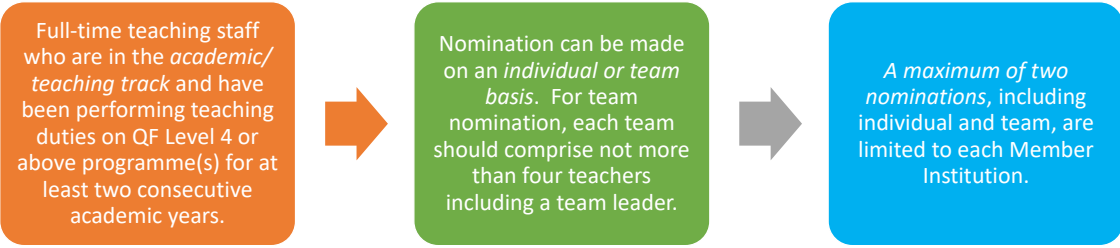


Aims

- 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.

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Who are Eligible?



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graph LR
  A[Full-time teaching staff who are in the academic/teaching track and have been performing teaching duties on QF Level 4 or above programme(s) for at least two consecutive academic years.] --> B[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.]
  B --> C[A maximum of two nominations, including individual and team, are limited to each Member Institution.]
  
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Full-time teaching staff who are in the *academic/teaching track* and have been performing teaching duties on QF Level 4 or above programme(s) for at least two consecutive academic years.

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.

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

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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 5 *criteria*:



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- (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.

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Nomination

- Nomination(s) must be made on the [nomination form](https://www.fste.edu.hk/en/TEA), which can be downloaded from the following link in FSTE website <https://www.fste.edu.hk/en/TEA>.
- A nomination shall be made by two staff members (supervisors / management) with consent of the nominee(s).
- Each nominator has to write a statement of about 100 words highlighting the reasons for making the nomination.
- The nomination shall be approved by the President / Director / Principal / Head of Institutions before submission.

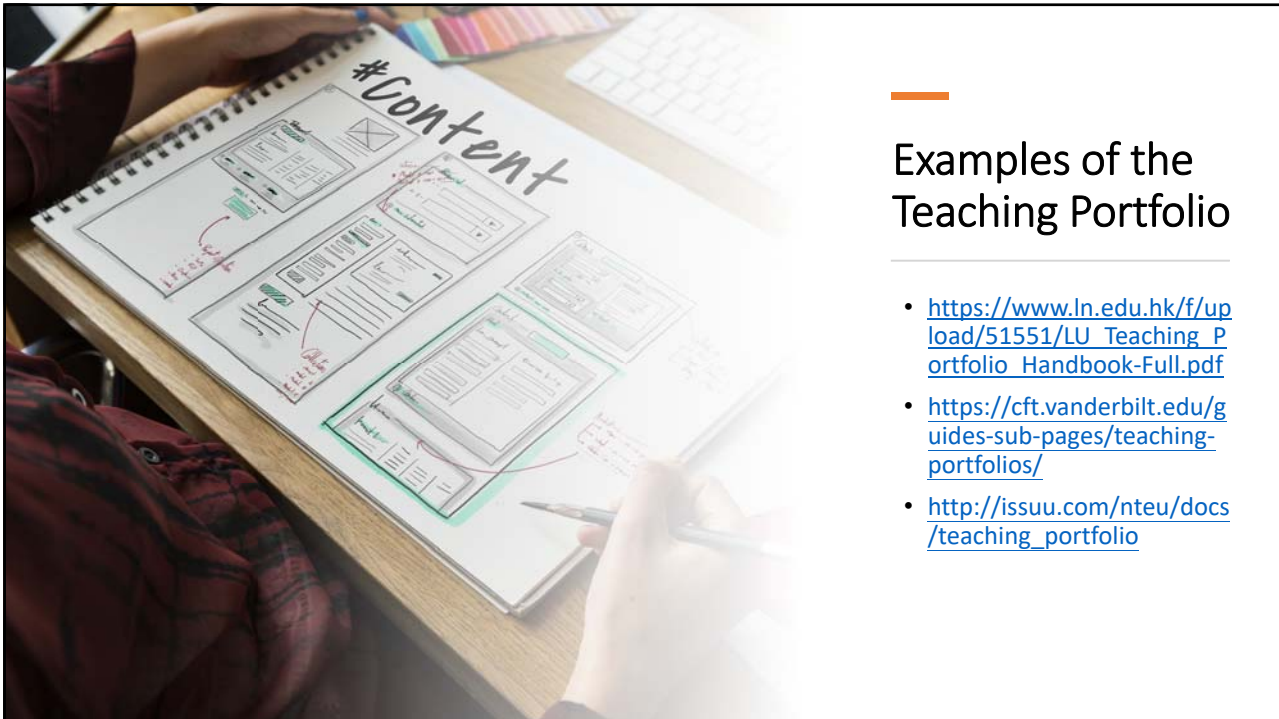
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Submission of Required Documents

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.

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Examples of the 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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The Deadline for Submission of Nomination: 12 July 2024

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).

For *technical issues in relation to the e-submission procedure*, please contact Ms Ada Or of FSTE Secretariat
(Tel: 2573 0896 | Email: TEA@fste.edu.hk).

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Shortlisting and Selection

- 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).
- 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.
- The decision of the Selection Panel will be final.

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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* (*Starting from AY2024/25)

An Alumnus Representative from FSTE Member Institutions

Secretary: FSTE Secretariat

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Awards

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

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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

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Key Dates



Nomination period:
Now – 12 July 2024



Briefing:
3 June 2024



Shortlisting and Interview:
Mid-September 2024



Announcement of results:
Early November 2024



Presentation of awards:
22 November 2024

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Reminder

Have you:

1. Filled out the Nomination Form?
2. Written a brief Resume (one to two pages for each nominee)?
3. Attached a Teaching Portfolio?
4. Endorsed by two staff members (supervisors / management)?
5. Provided a statement of about 100 words highlighting the reasons for making the nomination?
6. Got approval by the President / Director / Principal / Head of Institutions?



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Q&A

Enquiry

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

