

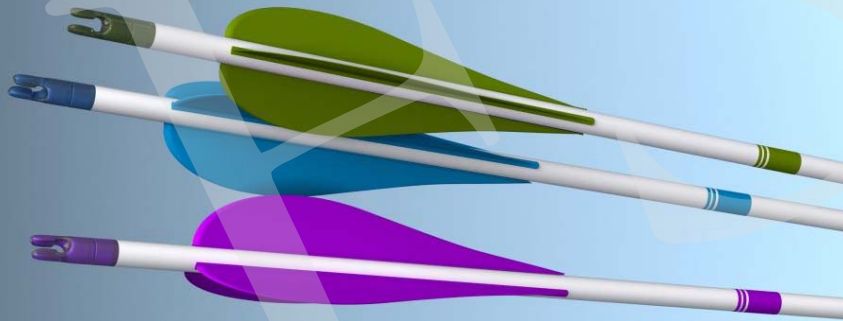


# Teaching Excellence Award

*Sustainable education for a better future*

**Briefing AY2024-25**





# Index

- Aims and Eligibility
- Selection Criteria
- Criteria and Guidelines
- Nomination
- Submission
- Shortlisting and Selection
- Composition of Selection Panel
- Awards
- Schedule
- Q&A



## Aims

- To recognise and reward FSTE Member Institutions' teachers with excellent teaching performance.
- This annual sector-wide Award also aims to promote and share good practices for learning and teaching so as to foster a culture of quality enhancement amongst Member Institutions.

# Who are Eligible?

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 *individual* or *team basis*.
- For team nomination, each team should comprise not more than four teachers including a team leader.
- Max. 2 nominations each Member Institution

Previous awardees and Honourable Mention recipients not eligible for next 3 academic years, **except**  
*Team --> Individual*

# Selection Criteria

- The Award is for teachers who consistently perform impactfully and excellently 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*:



- (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 (including Artificial Intelligence in teaching) 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.*

# Nomination

- Nomination(s) must be made on the [nomination form](https://www.fste.edu.hk/en/TEA), which can be downloaded from FSTE TEA 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.

# Submission

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 containing no more than 20 pages (refer to the [Guidelines for Teaching Portfolio](#)) 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*
- (d) [Optional] Appendix 3: Other relevant and recent materials to support the nomination.






## Examples of the Teaching Portfolio

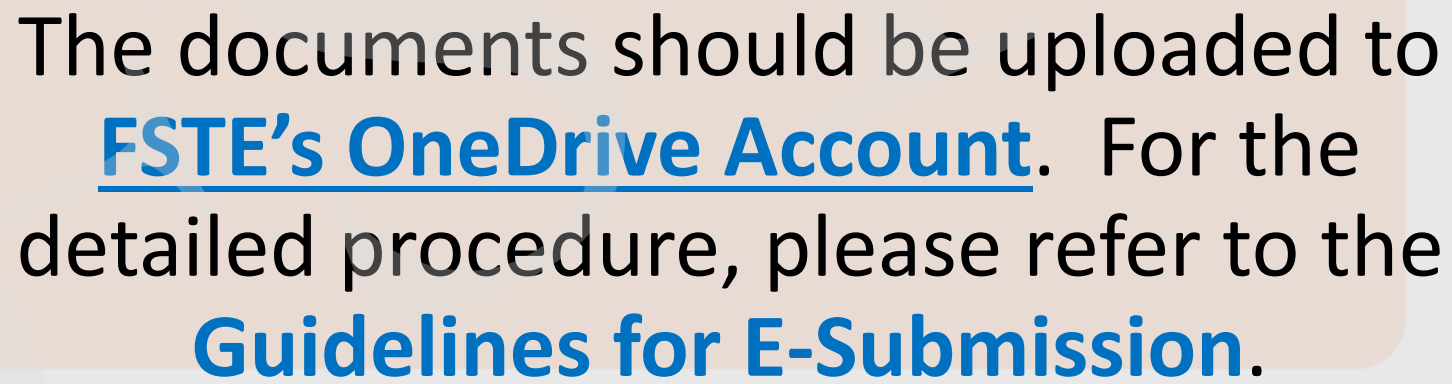
[https://www.ln.edu.hk/f/upload/51551/LU\\_Teaching\\_Portfolio\\_Handbook-Full.pdf](https://www.ln.edu.hk/f/upload/51551/LU_Teaching_Portfolio_Handbook-Full.pdf)

<https://faculty.uwmedicine.org/wp-content/uploads/2019/08/Luks-Teaching-Portfolio.pdf>

[http://issuu.com/nteu/docs/teaching\\_portfolio](http://issuu.com/nteu/docs/teaching_portfolio)



Nomination for Submission due:  
11 July 2025



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

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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.



# Composition of the Selection Panel

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**Chairperson:** From Non-self-financing Higher Education Sector  
cum Past Awardee of the UGC Teaching Award

**Members:** Three representatives from Teaching & Learning  
Specialists /  
Senior Management of Higher Education Institutions  
(recent affiliation could be included) /  
Statutory Bodies /  
Industry

One Alumnus Representative from FSTE Member  
Institutions

One Past Awardee of the FSTE Teaching Excellence  
Award

**Secretary:** FSTE Secretariat



# Awards

- No more than **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
- Honourable Mention recipients will be awarded a certificate of merit
- Opportunities for Awardees and Honorable Mention Recipients to take part in sharing session(s) or related event(s) for the teaching staff amongst FSTE Member Institutions, as well as joining the future Selection Panel

# Schedule



Call for Nomination:  
Now – 11 July 2025



Shortlisting:  
Late July – August 2025



Interview:  
Mid- (or late) September 2025



Announcement of Results:  
October 2025



Presentation of Awards:  
November 2025 (tentatively)

# 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?  $\leq 20$  pages
4. Endorsed by two staff members (supervisors / management)?
5. Each 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?



# Q&A

## Tips

To share good practices.....

Consult the inaugural awardee & recipients of Honourable Mention, especially if you are affiliated to the same institution!

## Enquiries on e-submission/nomination

Please contact FSTE Secretariat :

Email: [TEA@fste.edu.hk](mailto:TEA@fste.edu.hk) | Tel: 2573 0896

