



Teaching Excellence Award AY2024/25

Criteria and Guidelines

1. Aims

FSTE Teaching Excellence Award (TEA) was established in 2024, to spark off a highlight of FSTE 30th anniversary, 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.

2. Eligibility*

- 2.1 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.
- 2.2 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.
- 2.3 A maximum of two nominations, including individual and team, are limited to each Member Institution.

*Previous Individual Awardee(s) and Honourable Mention Recipient(s): not eligible for nomination in either Individual or Team Award for the next three academic years. Previous Team Awardees and Honourable Mention Recipient(s): not eligible for nomination in Team Award for the next three academic years but are eligible for nomination in the Individual Award.

Examples

AY2023/24 Awardee / Recipients of Individual Category:

may run for Individual / Team Award in AY2027/28, the earliest.

AY2023/24 Recipients of Team Category:

may run for Individual Award in AY2024/25, the earliest, and Team Award in AY2027/28.

3. Selection Criteria

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 (including Artificial Intelligence (AI) 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. Nominees 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 designated [Nomination Form](https://www.fste.edu.hk/en/TEA), which can also be downloaded from FSTE TEA 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**

- 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 (please refer to the [Guidelines for Teaching Portfolio](#) 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; and
 - (iii) Evidence-based supporting documents, such as curriculum / lesson plans, teaching materials / resources etc. related to your performance in learning and teaching.
 - (d) [Optional] Appendix 3: Supplementary materials to support the nomination (other than those related to Teaching Portfolio).
- 5.2 Encrypted documents should be uploaded to FSTE's OneDrive Account. For detailed procedure, please refer to the [Guidelines for E-Submission in OneDrive](#) in Annex 2.
- 5.3 [Nomination for submission is due on 11 July 2025.](#)

6. **Schedule**

| | |
|-----------------------------|-----------------------------|
| Call for Nomination: | Now – 11 July 2025 |
| Shortlisting and Interview: | Mid/Late September 2025 |
| Announcement of Results: | October 2025 |
| Presentation of Awards: | November 2025 (tentatively) |

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
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
- An Alumnus Representative from FSTE Member Institutions
- One Past Awardee of the FSTE Teaching Excellence Award
- Secretary: FSTE Secretariat

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. Honourable Mention Recipients will be awarded a certificate of merit. Opportunities for Awardees and Honourable 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.
- 9.2 Prize presentation ceremony is tentatively scheduled for November 2025, details will be announced later.

10. Enquiry

Please contact FSTE Secretariat via email: TEA@fste.edu.hk or 2573 0896.

Teaching Excellence Award AY2024/25

Guidelines for 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 should 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 (including Artificial Intelligence (AI) in teaching) 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, Placements, Service Learning, or Designing Life and Career Planning Activities and alike, to benefit students to better understand industries, employers, community and societal needs to enable students' smooth transition from study to work; and

(To provide internship, attachments and service learning, or design life and career planning related 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 one's potential of leadership in learning and teaching as well as his / her past achievements; to demonstrate impact on the promotion of teaching excellence within and / or across institutions, with exemplary, innovative and effective pedagogies.)

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 in learning and teaching
- Research and project funding granted
- Samples of good teaching, teaching materials or course development / modification materials
- Students' works / assessment results / accomplishments
- Samples 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://faculty.uwmedicine.org/wp-content/uploads/2019/08/Luks-Teaching-Portfolio.pdf>
- http://issuu.com/nteu/docs/teaching_portfolio

Teaching Excellence Award 2024/25

Guidelines for E-Submission

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 (whichever applicable).
- Please **encrypt** your **PDF** file before uploading. Click [here](#) for [how-to](#).
- You cannot delete the file 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 click [FSTE Teaching Excellence Award Submission](#) to access designated folder in OneDrive.

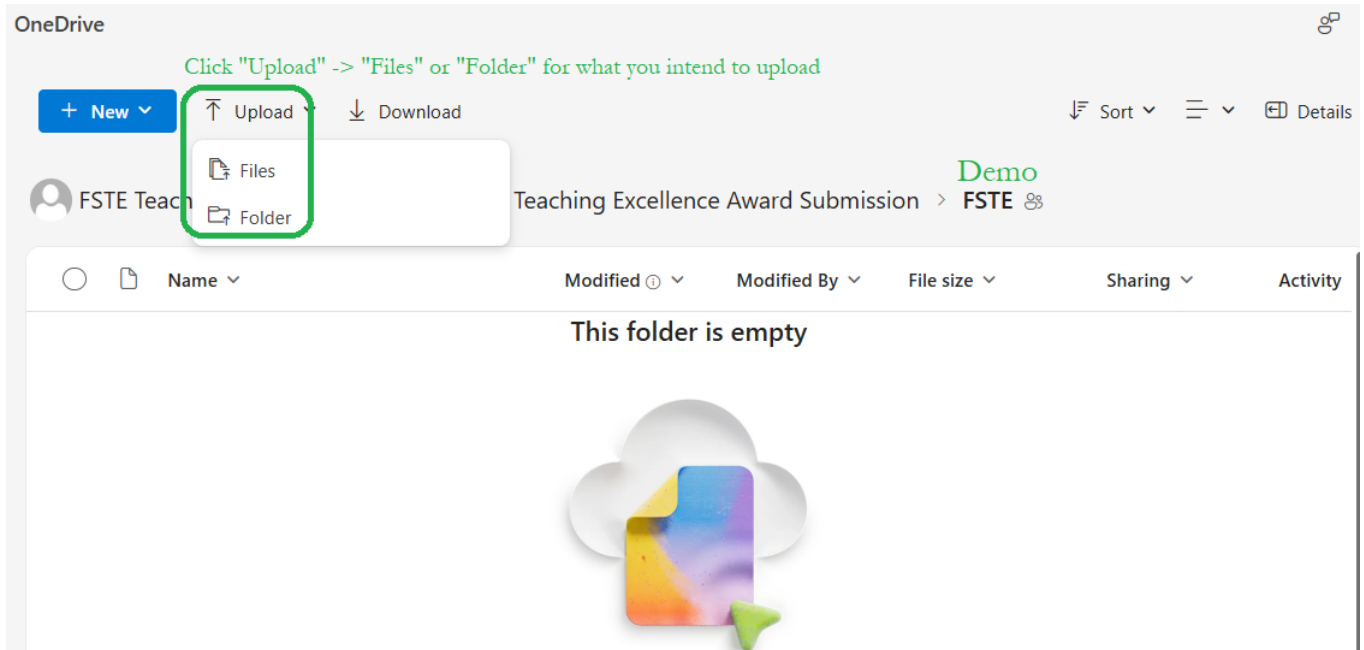
OneDrive

+ New Upload Download

FSTE Teaching Excellence Award > FSTE Teaching Excellence Award Submission

| | Name | Modified | Modified By | File size | Sharing |
|--|---------|----------------|--------------------|-----------|---------|
| | Caritas | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | Chu Hai | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | CityU | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | CUHK | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | EdUHK | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | HKBU | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | HKCT | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | HKIT | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
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| | HKU | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | HKUST | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | HPSHCC | 6 minutes ago | FSTE Teaching Exce | 0 items | Shared |
| | LU | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | PolyU | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | TWC | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | UOWCHK | 6 minutes ago | FSTE Teaching Exce | 0 items | Shared |
| | VTC | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | YCCECE | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |
| | YMCA | April 24, 2024 | FSTE Teaching Exce | 0 items | Shared |

- Click the **folder name** of your **affiliated institution** and upload your PDF file. You may also drag your file to the folder.



- Please notify the FSTE Secretariat of your submission and the password to access your file/folder: [Notification of Nomination Submission AY2024/25](#).

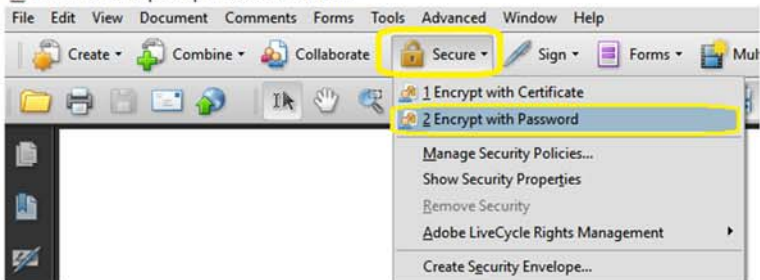


1. Name of FSTE Member Institution *

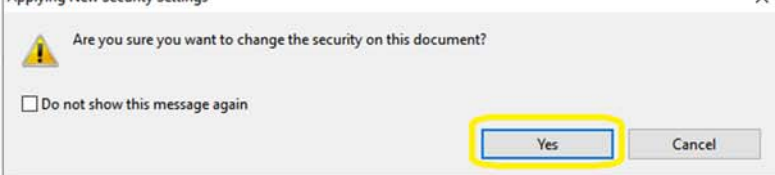
- ☐ Caritas - CBCC / CICE / SFU
- ☐ CityU - SCOPE
- ☐ CUHK - SCS
- ☐ EdUHK
- ☐ HKBU - SCE / CIE
- ☐ Hong Kong Chu Hai College
- ☐ HKCT - HKCT / CTIHE
- ☐ HKIT
- ☐ HKU - HKU SPACE / HKU SPACE CC
- ☐ HKMU - LiPACE
- ☐ HKUST

How to encrypt Adobe Acrobat (PDF) file

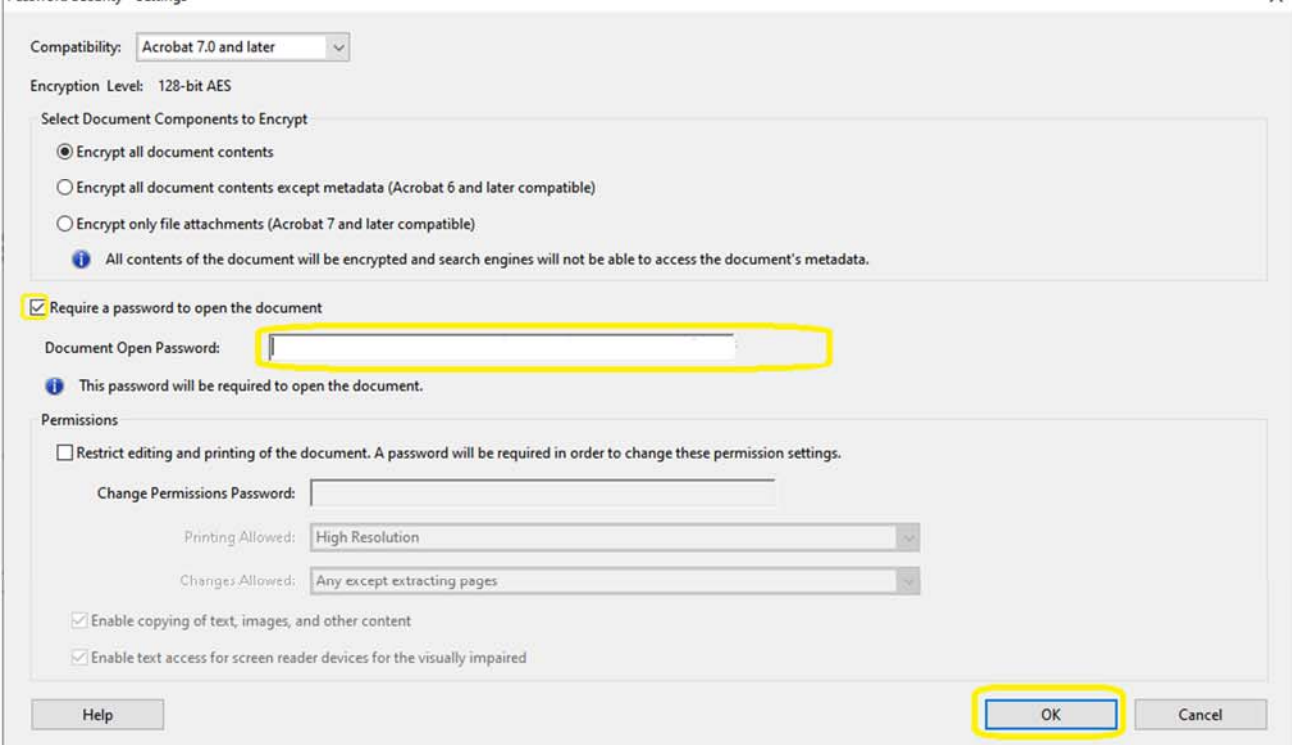
1. FSTE - Membership 2023.pdf - Adobe Acrobat Pro



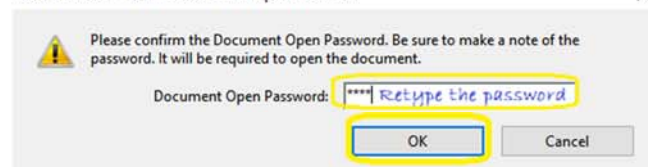
2. Applying New Security Settings



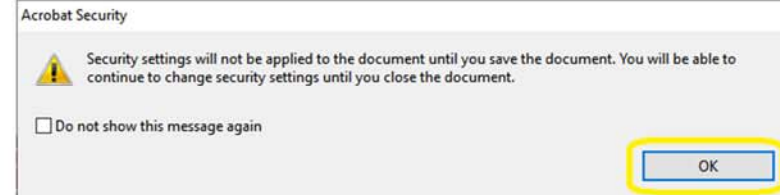
3. Password Security - Settings



4. Adobe Acrobat - Confirm Document Open Password



5. Acrobat Security



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

