



Nominations for National Tertiary Teaching Excellence Awards (TTEA)

2010 GUIDELINES AND CRITERIA

Information about the National Awards is available on the Ako Aotearoa website:
<http://ako.aotearoa.ac.nz/ako-aotearoa/ako-aotearoa/resources/pages/tertiary-teaching-excellence-awards>

KEY DEADLINES IN THE NOMINATION PROCESS

Monday 22 February 2010	Nominees submit applications to Linda Bowden, UTDC
Week of 22-26 February	Selection panel meets and decides on finalists for submission of full portfolio
19 March 2010	Finalists submit full portfolios for consideration by the internal panel.
By 26 March 2010	Panel makes final decision on up to three nominees
30 March 2010	Vice Chancellor forwards up to three applications to the National Awards Committee

LATE APPLICATIONS WILL NOT BE ACCEPTED

1. NOMINATION PROCESS

1.1 Step One:

By **5.00pm Monday 22 February 2010**, all Victoria teaching staff interested in being nominated must submit their applications – signed off by their Dean, and including a statement of support from their Head of School – to Linda Bowden, UTDC, 10 Waiteata Road, Room 102 (linda.bowden@vuw.ac.nz). Please note that the 2009 Victoria University teaching award winner will automatically be considered for nomination for a national award and need not apply. Applications for the internal selection process must include the following (maximum 6 pages in total):

- a copy of the applicant's Teaching Performance Profile (TPP)
- a brief outline of the applicant's teaching philosophy or approach to teaching
- a statement of relevant teaching responsibilities, and
- a self-evaluation of one's teaching in relation to the national award criteria.

1.2 Step Two:

During the week **22-26 February**, a selection panel will meet, to select up to three (3) potential nominees who will be asked to prepare a full application, including an 8,000 word Teaching Portfolio. UTDC staff will facilitate assistance for potential nominees.

1.3 Step Three:

By **19 March 2010**, the finalists will submit their full portfolios to Linda Bowden.

1.4 Step Four:

Should more than three (3) nominees have been selected in the initial process, the panel will make a final selection to forward to the Vice Chancellor for his approval.

1.5 Step Five:

Up to three applications will be forwarded by the Vice Chancellor to the national awards committee by **30 March 2010**.

2. ELIGIBILITY FOR NOMINATION AND CONSIDERATION

2.1 To be considered eligible for nomination, nominees must demonstrate that they have practised and developed their teaching skills, predominantly in New Zealand, over a minimum period of six (6) years. Nominee(s) must have taught predominantly at Victoria University of Wellington during this time. They must provide evidence of sustained commitment and development in all their teaching practice.

2.2 The National Awards Committee will be looking for evidence that, overall, the nominee:

- is student-centred and has maintained over a significant time frame teaching practices which engage students and promote effective learning appropriate to the subject level and the background of the students;
- is proactive in his/her professional development as a teaching practitioner; and
- has had a positive influence on the teaching practice and/or the professional development of colleagues with respect to teaching and learning – either within Victoria or more widely.

2.3 In demonstrating teaching excellence, the nominee's portfolio should provide evidence of sustained:

- curriculum development, programme development, and evidence of the success of the programmes.
- contribution to teaching, both in and out of the classroom, including any special projects, involvement in teaching, learner outcomes, and commitment to their specialised field.
- influence on colleagues in their thinking and teaching. This influence may be formal (e.g. programme supervisor, mentor) or informal (e.g. discussions, sharing of information) and should include feedback from colleagues about how working with the nominee resulted in a changed and better approach or course.

3. SELECTION PROCESS

Victoria's National Teaching Excellence Award nominees will be selected by a panel appointed by the AVC (Academic) and made up of previous national TTEA winners, and representatives from the UTDC and the AVC (Academic)'s office. Nominations will be evaluated against the national award criteria (see next page). The panel will meet as soon as possible after the closing date, and their decision will be final. All applicants will be notified in writing of the outcome of their application. Any questions or concerns about the process or decisions should be directed to the AVC (Academic), David Crabbe.

4. APPLICATION FORMAT

Applications **must be no more than 8000 words in length**, in a font size of 12point or greater, and may include (but are not limited to) the following:

- the nomination form, signed by the Dean/PVC
- a brief outline of the applicant's teaching philosophy or approach
- a statement of relevant teaching responsibilities
- a self-evaluation of one's teaching in relation to the national award criteria
- a copy of the applicant's Teaching Performance Profile (TPP), and
- an accompanying statement of support from the Head of School/Academic Manager referring to the criteria and evidence presented
- Up to six (6) references/testimonials from students, former students, employers of former students, and/or other peers.
- Samples of innovative course assignments, assessment, etc.
- Peer reviews of course syllabi/materials and/or peer observations of teaching
- Credible evidence of improved student learning resulting from one's teaching
- Evidence of involvement/leadership in teaching improvement efforts
- Details of presentations and publications on teaching, or research on teaching & learning
- Other credible, relevant evidence of teaching effectiveness

Systematic summaries of student and peer feedback **must** be included and up to 6 references from students, peers and/or employers or other relevant parties. Individual citations from students should be referenced by the course title and the year of study.

Where appropriate, applicants may also submit supporting material on video, CD, or tape in support of the hardcopy application. Contents of all audiovisual supporting material must have a total overall

viewing/listening time of not more than 30 minutes. Format of any additional media must be generic, and must not require special hardware/software.

Applicants are advised that panel members will have limited time to review and evaluate each application. Thus, clear organisation, effective presentation, and concision will be appreciated and advantageous.

5. CRITERIA

The specific criteria for New Zealand's 2010 National Teaching Excellence Awards, listed below, provide further suggestions for additional, appropriate supporting evidence that may be included in applications. Visit the Ako Aotearoa website for full details: <http://ako.aotearoa.ac.nz/ako-aotearoa/ako-aotearoa/resources/pages/tertiary-teaching-excellence-awards>.

Design for Learning

The nominee has a track record of successful course and/or programme design, including design for the assessment of student learning.

- learning outcomes are relevant to student and/or stakeholder needs;
- teaching and learning strategies are consistent with the learning outcomes being taught;
- the diversity of students from different backgrounds and with different needs is acknowledged; and
- student autonomy is encouraged and the experience of the student is acknowledged.

Support should include systematic evidence from appropriately informed colleagues and/or other stakeholders.

Facilitating learning

The nominee has a track record of successful teaching or facilitation of learning appropriate to his/her context (eg type of TEO; small group/large group/face to face/ on line/ distance/ work based)

- is enthusiastic for subject and for learning;
- teaching and learning strategies are appropriate to context and actively engage students;
- and students are supported to build confidence and capability.

Systematic evidence from students and from colleagues with experience of the nominee's teaching practice should be included. Individual citations from students should be referenced by the course title and the year of study.

Assessing student learning

The nominee has a successful track record in assessing student development, progress and achievement against expected learning outcomes.

- formative assessment strategies are used to build student capability and confidence; and
- summative assessment strategies are appropriate for the learning outcomes and the teaching and learning context.

Support should include systematic evidence from students and colleagues. Individual citations from students should be referenced by the course title and the year of study.

Evaluating Learning and Teaching

The nominee consistently applies sound methodologies to evaluating his/her effectiveness as a teaching practitioner.

- student feedback is obtained and reflected on;
- colleague feedback is obtained and reflected on; and
- stakeholder/employer feedback (where appropriate) is obtained and reflected on.

Evidence should include systematic summaries of feedback about teaching and courses over the period covered by the application.

Professional Development and Leadership

The nominee shows ongoing commitment to his/her own learning, and has been proactive in contributing to the development of effective teaching practice and/or the development of colleagues – either within his/her organisation or in a wider context.

- currency has been maintained in terms of both subject area/discipline and in teaching practice; and
- teaching methods and ideas are shared with colleagues either internally or externally, with evidence of positive impact on their practice.

The nominee's portfolio will describe concisely his/her practice as related to the above criteria and will contain reflections on his/her effectiveness with regard to each criterion, drawing specifically on the evidence available and referenced in the portfolio.

Systematic summaries of student and peer feedback must be included and up to 6 references from students, peers and/or employers or other relevant parties. Individual citations from students should be referenced by the course title and the year of study.

Contribution in a Kaupapa Māori Context

This new set of criteria are complementary and recognise the key areas of tertiary teaching excellence outlined in the existing criteria in a kaupapa Māori tertiary teaching context.

Nominees must make clear that they have practised and developed their skills, predominantly in New Zealand, over a minimum period of six (6) years.

Full details of these criteria can be viewed at the Ako Aotearoa website at

<http://ako.aotearoa.ac.nz/ako-aotearoa/ako-aotearoa/resources/pages/tertiary-teaching-excellence-awards>

Victoria National Teaching Excellence Award Nominee Application Form

Nominee's Details

Title	Position
First Name	Surname
Phone	
Email	
School	
If this is a team application please list the names of other team members included in the application	

Applications for the internal selection process must include the following (maximum 6 pages in total including this page):

- a copy of the applicant's Teaching Performance Profile (TPP)
- a brief outline of the applicant's teaching philosophy or approach to teaching
- a statement of relevant teaching responsibilities, and
- a self-evaluation of one's teaching in relation to the national award criteria

Support from Dean/PVC

First name	Surname
I support this nomination. I verify that the application meets the criteria and that the student appraisals of the nominee are a representative sample.	
Signature	Faculty
Date ____/____/2010	

Nominations must be made by 5.00pm Monday 22 February 2010 to Linda Bowden at the UTDC.

No late nominations will be accepted.