

President's Award for Teaching Excellence

1. Introduction

The President's Award for Teaching Excellence recognises and celebrates teaching of a particularly high standard. The award recognises that excellence in teaching can arise in a wide variety of ways. An award fund of €8,000 is available. Up to four awards may be made. A maximum of €5,000 may be awarded to any individual. The bursary may be used to support the recipient's staff development through attendance at conferences, purchase of dedicated equipment or similar measures. The normal Institute procedures apply but the bursary amount is dedicated to the recipient. The award is presented at an Institute conferring ceremony.

A call for nominations is made by the President and it is publicised through the Centre for Educational Development (CED) website.

The recipient is asked to disseminate the award-winning work through an appropriate mechanism e.g. through the CED.

The documentation submitted by nominees and proposers is kept to a minimum but ensures that the evidence presented is robust and allows the selection panel to distinguish excellence in teaching against the criteria identified.

All staff members involved in teaching are eligible to be nominated for the award. Staff, students or a combination of staff and students may make a nomination. Alternatively, it may be through self-nomination.

2. The Nomination Process

Any member of the teaching staff who has been teaching in GMIT for a minimum of three years can be nominated for the award by two staff members, two students or one staff member and one student.

A candidate must be nominated using a Nomination Form (Appendix 1). The staff member being nominated must also sign this form to indicate his/her willingness to be nominated.

The Nomination Form must be accompanied by a Supporting Case Document (Appendix 2). This document should give a short critical assessment of the work for which the candidate is being nominated and should address some or all of the teaching excellence criteria outlined below.

3. Supporting Case Document

The nominee or proposer is invited to supply a concise Supporting Case Document (Appendix 2) to the selection panel. The Supporting Case Document should be limited to 4 pages (1 side, double spacing). This document is a statement which justifies the claim, lists the evidence, underpins the submission and explains its significance. It should address at least three of the following teaching excellence criteria:

- an innovative, inspirational, stimulating and imaginative approach to teaching and learning;
- the use of teaching and learning methods which encourage students to become independent, critical thinkers fully engaged with the subject matter;
- effective and innovative design and delivery of courses;

- experience of the use of diverse but appropriate assessment methods.
- a reflective approach to teaching and learning;
- a high level of awareness of contemporary issues in the teaching of a particular discipline and higher education in general;
- appropriate and effective links between research and teaching or support for learning;
- enthusiasm for, and commitment to, collegiality by influencing, stimulating and encouraging best practice amongst colleagues;
- empathy and support for a diverse range of students.

The Supporting Case Document should be accompanied by supporting material (supplied in Appendices). Supporting material should provide some reasonable means of demonstrating teaching excellence and will be used to evaluate the submission:

A **Teaching Portfolio** to include:

- a selection of example teaching materials such as course and lecture notes; handbooks, guides and case studies; video, audio, slides or computer based learning resources;
- examples of types of assessments used and how assessment feedback is communicated.

Student Feedback with some discussion, reflection and, where appropriate, an outline of actions taken in response.

Ideally, supporting material should be supplied in electronic format i.e. email, memory stick, etc. Where hardcopy material is provided, one unbound copy will suffice.

It is anticipated that submissions will be varied in terms of the nature of the evidence presented because of differences in the nature of work being submitted and the experience of staff. The Supporting Case Document should make the case for excellence in three ways:

- (i) The panel, who need not necessarily know the nominee or their work, should get a sense of the context in which teaching or support for learning takes place. It is appropriate to say something about the period of time the nominee(s) has been teaching or involved in support for learning and to describe the types of teaching that are undertaken or nature of the support for learning provided, in terms of its extent, its audience (undergraduate/postgraduate /professional), its form (lectures/seminars/tutorials/work-based learning supervision/problem-based learning facilitation or one-to-one sessions) and so on.
- (ii) The nominee should describe the broad approach to teaching and/or the support for learning and the qualities brought to the role.
- (iii) The supporting material (e.g. external examiner reports, student feedback summaries, examples of student assessments, the context and how it supports the overall student experience).

The relevant Head of Department must confirm to the selection panel that the evidence presented to support the application has been discussed with the nominee. The Head of Department and the nominee or proposer must also sign the Confirmation of Evidence section of the document.

4. Selection Panel

A selection panel, consisting of the following, examines the submissions:

- President (Chairperson)
- VP for Academic Affairs & Registrar
- Head of Campus/College/School
- 3 lecturers (nominated by the President)
- 2 student representatives nominated by the President of the Students' Union

On the basis of the evidence presented, each panel member ranks the submissions received to assist the panel in its deliberations. The panel at its discretion may seek additional information or clarification. The merits of the individual nominations are discussed to identify any particular strengths or notable aspects. The selection panel determines the applicants who are to receive awards.

All nominees, proposers and seconders are informed of the decisions made by the panel.

The Nomination Form and Supporting Case Document must be returned to the President's Office by **<date>**.

Appendix 1: Nomination Form

This form is completed by the proposer and seconder and signed by the nominee. This form should be accompanied by a Supporting Case Document.

The Nomination Form and Supporting Case Document must be returned to the President's Office by <date>.

We hereby nominate:

Name: _____

Department: _____

Proposer

Print Name: _____

Print title: _____
(e.g. Lecturer, Department of ... or Student, Department of ...)

Signed: _____

Date: _____

Secunder

Print Name: _____

Print title: _____
(e.g. Lecturer, Department of ... or Student, Department of ...)

Signed: _____

Date: _____

Nominee

I accept the nomination for the President's Award for Teaching Excellence.

Signed: _____

Date: _____

Appendix 2: Supporting Case Document & Confirmation of Evidence

This Supporting Case Document should be limited to 4 pages (1 side, double spacing) and address the teaching excellence criteria above. Supporting material should be supplied in Appendices.

This Confirmation of Evidence Section must be completed and signed by the appropriate Head of Department.

To be completed by the appropriate Head of Department

I, _____(name),

_____ (title),

confirm that I have seen the Supporting Case Document for

Name: _____

Department: _____

Date: _____

I have discussed the evidence with the nominee and am satisfied that it exists and that it supports the nomination.

Signed: _____

Date: _____