## Medical Sciences Division Teaching Excellence Awards

## 2025

## Career Achievement Nomination Form

The completed form (including supporting materials) must be submitted to [Julia Leung](mailto:julia.leung@medsci.ox.ac.uk) or [Elena Martin](mailto:elena.martin@medsci.ox.ac.uk) bymidnight on Friday 30th May 2025.

|  |
| --- |
| **SECTION A: NOMINEE DETAILS** |
| 1. Title and Name: |
|  |
| 2. Job Title: |
|  |
| 3. Department: |
|  |
| 4. College: |
|  |
| 5. Employee Status *(Delete as applicable.)* |
| The nominee is a University / NHSemployee. |
| 6. Has the nominee given their consent to be nominated for an award? *Yes / No* |
| 7. Contact Details  Please provide a postal address, a professional e-mail address, and a telephone number (office hours). |
| Postal address:  University / College / NHS e-mail:  Phone number (office hours): |

|  |
| --- |
| **SECTION B: NOMINATOR DETAILS** |
| 8. Title and Name: |
|  |
| 9. Job Title: |
|  |
| 10. Department: |
|  |
| 11. College: |
|  |
| 12. Contact Details  Please provide a postal address, a professional e-mail address, and a telephone number (office hours). |
| Postal address:  University / College e-mail:  Phone number (office hours): |

|  |
| --- |
| **SECTION C: CASE FOR THE AWARD** |
| 13. I would like to nominate the person listed under Section A above for a CareerAchievement award. |
| 14. *(Delete as applicable.)* The nominee has been in the service of Oxford (in an educational capacity) for: 15-20 years / 21-25 years / 25+ years.  15. In the box below, please provide details (equivalent to one side of A4, in size 11pt, single spaced) explaining how the nominee has demonstrated:   1. high quality and 2. sustained commitment to education (whether through undergraduate teaching, for graduate supervision and/or other educational means) 3. throughout their career in the service of Oxford.   Please refer in particular to the criteria the Selection Panel will be looking for in relation to Career Achievement nominations, as set out in the [description](https://www.medsci.ox.ac.uk/for-staff/resources/educational-strategy-and-quality-assurance/teaching-excellence-awards/award-categories/career-achievement-unfunded) and [further details](https://www.medsci.ox.ac.uk/for-staff/resources/educational-strategy-and-quality-assurance/teaching-excellence-awards/further-details) on the divisional webpage. |
|  |
| 16. Please append a balance of qualitative andquantitative evidence to support the case for an award.  This material should not exceed 5 pages.  Please note that the submission of the nominee’s CV alone will not be considered sufficient to make a case and therefore the nomination is likely to be rejected on this basis. Supporting material that would otherwise form part of a CV must clearly reflect the relevance of the educational contribution the nominee is considered to have made.  Please refer to the scheme notes for the criteria the Selection Panel will consider for the particular award type, and for the Evidence taken into account in considering nominations for personal awards.  Qualitative evidence may include, but is not limited to, statements of support (testimonials) from senior (or otherwise appropriate) figures relevant to the nominee. Pertinent qualitative student feedback would also be acceptable, as would a list of publications (or equivalent) relevant to the nominee’s contribution to teaching, supervision and/or education.  Quantitative evidence may include, but is not limited to, aggregated and anonymised student feedback scores of the nominee compared to other staff, collated from a variety of sources and which demonstrates the high quality of the nominee’s contributions over a sustained period of time. You are encouraged to highlight the reliability / validity of the student feedback data, based on the sample size. Unanalysed raw data or individual student feedback forms will not be considered sufficient contextual data, and will result in the nomination being rejected.  Please note that both qualitative and quantitative contextual data are needed to make a balanced assessment of the nomination. It is very difficult to assess an individual’s contribution unless there is a way to compare it with what is considered to be the ‘norm’.  The evidence should help to put the nominee’s contribution, as described in your response to question 15, into the context of the work of the nominee’s department / college / the institution etc. over the course of their career in education in the service of Oxford.  Documents should be clearly labelled with the nominee’s name. |

|  |
| --- |
| **SECTION D: CHECK-LIST FOR SUBMISSION OF NOMINATION** *Please type Yes or No to confirm that all the relevant information is included within the nomination, including appropriate accompanying documents, and that they are submitted in the following order.* |
|  |
| Completed nomination form to be attached to the front of the submission Yes / No |
| A balance of qualitative andquantitative evidence to support the case for an award Yes / No  How did you learn about the Teaching Excellence Awards 2025? (Please select those apply)  Email from MSD  Email from the department  MSD newsletter  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

|  |
| --- |
| **SECTION E: COMPLETED NOMINATION** |
| Print Name: |
|  |
| Date of Submission: |
|  |