## Medical Sciences Division Teaching Excellence Awards

## 2025

## Excellent Teacher 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.

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| **SECTION A: NOMINEE DETAILS** |
| 1. Title and Name: |
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| 2. Job Title: |
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| 3. Department: |
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| 4. College: |
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| 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: |
| Postal address:  University/College e-mail:  Phone number (office hours): |
| **SECTION B: NOMINATOR DETAILS** |
| 8. Title(s) and Name(s): |
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| 9. Job Title(s): |
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| 10. Department(s): |
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| 11. College(s): |
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| 12. Contact Details: |
| Postal address:  University/College e-mail:  Phone number (office hours): |
| **SECTION C: CASE FOR THE AWARD** |
| 13. Please provide details explaining (a) the nominee’s teaching duties, and (b) how the nominee has provided excellent teaching. Please refer in particular to the criteria the Selection Panel will be looking for in relation to Excellent Teacher nominations, as set out in the scheme notes.  Please restrict your answer to one side of A4, size 11pt, single spaced. |
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| 15. Please append a balance of qualitative **and**quantitative information to this form, to put the nomination in the context of the work of the nominee’s department / college / the institution / field of teaching etc.  -This material should not exceed 5 pages.  -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 the personal awards.  -Submission of CVs alone will not be considered sufficient to make a case and therefore nominations supported by CVs only are likely to be rejected on this basis.  -Both qualitative and quantitative contextual data are needed to make a balanced assessment of an application (it is very difficult to assess an individual’s contribution to teaching / supervision excellence unless there is a way to compare it with what is considered to be the ‘norm’). Such data includes, but is not limited to: aggregated and anonymised student feedback scores of the nominee compared to other staff, nominee’s role within the course, department, college or the institution, the level of achievement of those students the nominee has taught etc.  -For student feedback scores in particular, it is recommended that average ratings summarised for the course(s) over a number of years, and compared with the rest of the subject area, are included, so that ratings can be interpreted more easily. Also, nominees 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 application being rejected.  -Documents should be clearly labelled with the nominee’s name. |

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| **SECTION D: CHECK-LIST FOR SUBMISSION OF NOMINATION** *Please delete as applicable 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.* |
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| Completed nomination form to be attached to the front of the submission. Yes / No |
| A balance of qualitative **and**quantitative information, to put the nomination in the context of  the work of the nominee’s department / college / the institution / field of teaching etc. Yes / No  How do you learn about the Teaching Excellence Awards 2025? (Please select those apply)  Email from MSD  Email from the department  MSD newsletter  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **SECTION E: COMPLETED NOMINATION** |
| Print Name:  If this is a group nomination, only the lead nominator need print their name. |
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| Date of Submission: |
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