

## TEACHING EXCELLENCE AWARDS 2019

### OVERVIEW

The Teaching Excellence Awards scheme recognises and rewards excellence in teaching, supervision, the organisation and development of teaching, and support for teaching and learning, within a research-intensive environment. Additionally, project funding is available for discrete projects to enhance students' education and for other educational priorities. The scheme has operated since 2006, and the budget for the 2019 scheme is £33k. The Division retains some flexibility in how the budget is allocated.

### TYPES OF AWARDS

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#### Project Awards (funded)

Project Awards provide financial support to individuals and teams wishing to undertake a discrete project to enhance students' education and to address other educational priorities.

Project Awards can be used by the proposers of projects in a variety of ways, such as for 'buy-outs', administrative or research support to underpin the project, materials or software. Projects will usually be considered which request Teaching Excellence Award funding of up to approx. £5k. Funds associated with Project Awards are usually paid to a Department or College. In some cases, the award sum has been matched by the recipient's Department or College.

### STRATEGIC AREAS

The Division is seeking to encourage, in particular, project proposals under the following themes – which align with Divisional and University strategic objectives – but projects in other areas are also welcome:

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- Developing new Access and Widening Participation initiatives in relation to both undergraduate and graduate admissions (for undergraduate admissions, initiatives should be aligned to the Wallace report recommendations available at [https://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/aad/documents/Report\\_of\\_the\\_Adex\\_Working\\_Group\\_on\\_Access\\_Targets.pdf](https://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/aad/documents/Report_of_the_Adex_Working_Group_on_Access_Targets.pdf) and include evaluation of the impact of the project)
  - Developing Graduate School research training and transferable skills training initiatives
  - Development or use of innovative methods to support the delivery of teaching/to enhance students' learning experience (whether for undergraduate, graduate taught or graduate research provision)
  - Developing opportunities to increase undergraduate and/or graduate taught students' understanding of marking criteria
  - Developing teaching opportunities for graduate research students

### ELIGIBILITY

- These awards are open to Collegiate University staff, whether or not they are, or have previously been, a recipient of an award(s) in another category or categories.

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In considering proposals for Project Awards, the Selection Panel will look in particular for evidence of the following:

- It is realistic in terms of scope, time and cost;
- degree of fit with overall departmental/course/divisional strategic aims; and
- it is likely to make a significant contribution to the department's/course's activities and/or the applicant's area of work.
- It may have potential scalability/relevance across the Division and/or University

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#### HOW TO APPLY

- Individuals and teams can apply using the Project Award application form.
- Please note that if undertaking a project requires departmental or college support (such as materials or other resources, or agreement to some buy-out from duties) the proposal must include written agreement from the relevant person(s).

#### **Major Educator (funded)**

These awards are made to individuals or teams who have made an outstanding contribution to the development of education and/or leadership in education and/or other educational initiatives, within the Medical Sciences Division or at institutional level. These awards draw special attention from the Division and the University to achievement at the highest level for a discrete development or innovation (which will normally have taken a number of years to realise).

In considering nominations for Major Educator Awards, the Selection Panel will look in particular for evidence of some or all of the following:

- Achievement at the highest level for a discrete development or innovation (which will normally have taken a number of years to realise)
- The development/innovation has had a substantial impact on students' education and development (for example, as evidenced by student results/outcomes and by student feedback)
- The development/innovation has been informed and refined through the use of evaluative evidence such as student feedback and outcomes
- Good practice developed as part of the development/innovation has been shared with relevant colleagues at Oxford, and potentially more widely through collaborations/ publications/ conference presentations

(Please see also the section below on 'Evidence taken into account in considering nominations for Personal awards'.)

Major Educator Awardees receive an associated financial reward: a single lump sum. This is for personal use without constraints: this may be used to augment salary (subject to tax and NI contributions); to fund the development of a course or some aspect of teaching such as learning materials; or to pay for the substitution of some aspect of the recipient's duties, to permit a period of special leave for travel or other reasons. The sum may be split between personal and professional/departmental use. This year's sum is yet to be agreed, but previous awards have been in the region of £3,500.

#### ELIGIBILITY

1. Nominees must hold a contract of employment with the Collegiate University.
2. Previous recipients of an award in this category (or a funded award prior to the introduction of this category in 2008) would not normally be eligible to be renominated for another Major Educator award. It is unlikely that Major Educator awardees would be considered subsequently for another type of Personal Award.
3. Previous recipients of other types of Personal or Project Awards may be nominated for a Major Educator award.

4. Staff are strongly advised to contact Ros Whiteley if they have queries regarding an individual's eligibility for an award.

## HOW TO NOMINATE

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- Staff, including departmental/course education committees, may nominate colleagues for an award using the Major Educator nomination form.
- *Please note: the nominee(s) must consent to being put forward for an award.*
- Please note: self-nominations will not be accepted for Major Educator Awards

## Excellent Teacher (unfunded)

These awards formally recognise sustained excellent contributions to teaching made by individual members of the Collegiate University and NHS staff within the Division.

In considering nominations for Excellent Teacher Awards, the Selection Panel will look in particular for evidence of some or all of the following:

- The individual has made a sustained exceptional contribution to teaching over several years. This contribution might be evidenced through student feedback and student results/outcomes
- The individual provides teaching which is engaging and informative, promoting students' interest in their subject area. Excellent supporting materials (e.g. lecture handouts) are provided as appropriate
- The individual is approachable for students and responsive to student questions
- The individual may use teaching methods which encourage students in active learning, for example the use of quizzes, discussions or working with peers
- The individual progressively refines their teaching taking into account evaluative evidence such as student feedback
- The individual may have made an innovative contribution to teaching, for example through the development of new and innovative teaching provision, or by refreshing existing teaching provision in an innovative way
- The individual may have supported colleagues in improving their teaching/ in adopting new ways of teaching

(Please see also the section below on 'Evidence taken into account in considering nominations for Personal awards'.)

## ELIGIBILITY AND PROCESS

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1. Collegiate University and NHS staff involved in teaching of Oxford students within the Division are eligible for this category of award.
2. Previous recipients of Excellent Teacher awards can be considered for a Major Educator Award.
3. Staff are advised to contact Ros Whiteley if they have queries about the assessment process for Excellent Teacher awards.

## HOW TO NOMINATE

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- Staff, including departmental/course education committees, may nominate colleagues for an award using the Excellent Teacher nomination form.
- *Please note: the nominee(s) must consent to being put forward for an award.*
- Please note: self-nominations will not be accepted for Excellent Teacher Awards

## Early Career Excellent Teacher (unfunded)

Early Career Excellent Teacher Awards formally recognise the excellent contributions to teaching made by individual members of the Collegiate University and NHS staff within the Division who are within the first five years of their career as a university/NHS teacher. This award will be made in recognition of staff who have been highly innovative and have developed exceptional expertise in teaching within a relatively short period of time.

In considering nominations for Early Career Excellent Teacher Awards, the Selection Panel will look in particular for evidence of some or all of the following:

- The individual has made an exceptional contribution to teaching. This contribution might be evidenced through student feedback and student results/outcomes
- The individual has made a highly innovative contribution to teaching, for example through the development of new and innovative teaching provision, or by refreshing existing teaching provision in an innovative way
- The individual provides teaching which is engaging and informative, promoting students' interest in their subject area. Excellent supporting materials (e.g. lecture handouts) are provided as appropriate
- The individual is approachable for students and responsive to student questions
- The individual may use teaching methods which encourage students in active learning, for example the use of quizzes, discussions or working with peers
- The individual progressively refines their teaching taking into account evaluative evidence such as student feedback

(Please see also the section below on 'Evidence taken into account in considering nominations for Personal awards'.)

## ELIGIBILITY AND PROCESS

1. Collegiate University and NHS staff involved in teaching of Oxford students within the Division, who are within the first five years of their career as a university/NHS teacher, are eligible for this category of award. [Please note: the 5 year period includes teaching experience at any university or NHS Trust, not only at Oxford]
2. Staff are advised to contact Ros Whiteley if they have queries about the assessment process for Early Career Excellent Teacher awards.

## HOW TO NOMINATE

- Staff, including departmental/course education committees, may nominate colleagues for an award using the Early Career Excellent Teacher nomination form.
- *Please note: the nominee(s) must consent to being put forward for an award.*
- Please note: self-nominations will not be accepted for Early Career Excellent Teacher Awards

## Excellent Supervisor (unfunded)

These awards recognise individuals who make a major contribution to the wellbeing and academic progress of graduate students with whom they are working. For example, an excellent supervisor may provide exceptional training support or play an inspirational role to students they are working with, may provide particular support where learning difficulties or other personal circumstances are proving challenging, or may have shown exceptional pastoral concern for their students' welfare.

Colleagues may be nominated for one of four sub-types of Excellent Supervisor Award:

- Excellent DPhil Supervisor
- Excellent Early Career Supervisor (for early career staff with no more than 5 years' experience of supervising research projects)
- Excellent Undergraduate Research Project Supervisor

- Excellent Research Project Supervisor on a Taught Masters Programme

In considering nominations for Excellent Supervisor Awards, the Selection Panel will look in particular for evidence of some or all of the following:

- a willingness to spend significant time and effort on the support of students
- regular contact with students and quick responses to questions and problems raised
- expertise and knowledge and a commitment and capacity to transfer them to students
- honest and supportive engagement with students' data and ideas
- mentoring and willingness to advise on careers following study, including recognition of a range of possible successful next steps
- a supportive and encouraging attitude to students' personal and professional development, including the development of transferable skills and participation in sport, clubs and societies, charitable work and teaching
- prioritisation of students' needs and welfare above all other concerns

(Please see also the section below on 'Evidence taken into account in considering nominations for Personal awards'.)

## ELIGIBILITY AND PROCESS

1. Collegiate University and NHS staff involved in supervision of Oxford students within the Division are eligible for this category of award.
2. Excellent Early Career Supervisor Awards are only available to staff with 5 years or less of experience in supervising research projects (at Oxford or elsewhere)
3. Previous recipients of Excellent Supervisor awards can be considered for a Major Educator Award.
4. Staff are advised to contact Ros Whiteley if they have queries about the assessment process for Excellent Supervisor awards.

## HOW TO NOMINATE

- Staff, including departmental/course education committees, may nominate colleagues for an award using the Excellent Supervisor nomination form.
- Uniquely for Excellent Supervisor awards (excluding Excellent Undergraduate Research Project Supervisor awards), students may make nominations. These nominations, for excellent graduate supervision only, should be solicited via the GJCC and departmental student committees. A nomination originating with students must be accompanied by an endorsement from the DGS or Head of Department/Unit and include feedback from two or more individuals. *Please note: it is the responsibility of the member of staff endorsing the nomination to ensure that the required evidence, as set out in the Excellent Supervisor nomination form, is provided. Nominations not accompanied by the required evidence are unlikely to receive an award.*
- Where departments make their own awards for excellent supervision, departments are encouraged to automatically put these award winners forward to the MSD Award scheme
- *Please note: the nominee(s) must consent to being put forward for an award*
- Please note: self-nominations will not be accepted for Excellent Supervisor Awards

## Learning Support (funded)

Learning Support Awards are made to individuals or teams whose work involves the support of teaching and learning activities within the Collegiate University, but who do not have formal teaching responsibilities. Recipients of this award will have made a contribution to supporting these activities significantly beyond that which would normally be expected in their role.

In considering nominations for Learning Support Awards, the Selection Panel will look in particular for evidence of some or all of the following:

- The individual has made a contribution to supporting learning and teaching activities which goes significantly beyond that which would normally be expected in their role
- The individual has an excellent understanding of the needs students have when seeking out a member of support staff
- The individual is approachable for students and seeks to be responsive to student needs
- The individual has improved the organisation of teaching and learning, and may have developed new initiatives to improve the student experience, perhaps in response to student feedback. The impact of these activities might be evidenced through student feedback

(Please see also the section below on 'Evidence taken into account in considering nominations for Personal awards'.)

Learning Support Awardees receive an associated financial reward: a single lump sum. This is for personal use without constraints: usually, this will augment the recipient's salary (subject to tax and NI contributions); but alternatively, recipients may ask for the funds to be held by their Department, so that they may subsequently use the funds in association with their work or for personal professional development (provided this can be arranged). This year's sum is yet to be agreed, but previous awards have been in the region of £1,500-£2,000.

## ELIGIBILITY

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1. Non-teaching staff within the Collegiate University who are ineligible under other similar schemes (such as those run by the Bodleian Libraries or IT Services) can be considered for a Learning Support Award from the Division. This includes administrators, technicians, and others whose work involves the support of teaching and learning.
2. Previous recipients of an award in this category are not eligible to be nominated for another Learning Support award.
3. Staff are strongly advised to contact Ros Whiteley if they have queries regarding an individual's eligibility for an award.

## HOW TO NOMINATE

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- Staff, including departmental/course education committees, may nominate colleagues for an award using the Learning Support nomination form.
- *Please note: the nominee(s) must consent to being put forward for an award.*
- Please note: self-nominations will not be accepted for Learning Support Awards

## Lifetime Achievement (unfunded)

These awards will be made to individuals of the Collegiate University and/or NHS who have demonstrated high quality and sustained commitment to education (whether through undergraduate teaching, for graduate supervision and/or other educational means) throughout their career in the service of Oxford (normally a minimum of 15 years or equivalent).

In considering nominations for Lifetime Achievement Awards, the Selection Panel will look in particular for evidence of some or all of the following:

- Demonstrated high quality and sustained commitment to education (whether through undergraduate teaching, for graduate supervision and/or other educational means) throughout their career in the service of Oxford (normally a minimum of 15 years or equivalent). This contribution might be evidenced through student feedback and student results/outcomes, as well as comments from colleagues
- The individual is likely to have led educational developments/initiatives during their career at Oxford, which have had a substantial impact on students' education

- The individual may have supported colleagues in improving their teaching/ in adopting new ways of teaching
- The individual may also have shared good practice in education more widely, for example through collaborations/ publications/ conference presentations

(Please see also the section below on 'Evidence taken into account in considering nominations for Personal awards'.)

## ELIGIBILITY

Collegiate University and NHS staff involved in education within the Medical Sciences Division will be eligible for this award, whether or not they are, or have previously been, a recipient of a Teaching Excellence Award.

## HOW TO NOMINATE

- **Only** Heads of Department (or their equivalent for inter-departmental provision) may nominate staff for this award using the Lifetime Achievement nomination form.
- *Please note: the nominee must consent to being put forward for an award.*
- Please note: self-nominations will not be accepted for Lifetime Achievement Awards

## FURTHER DETAILS

### SUBMISSION OF APPLICATIONS AND NOMINATIONS

Only fully completed application/nomination forms including supporting materials (as described on the application/nomination forms) and submitted by the specified deadline will be considered. Following the deadline, applications/nominations will be sent as a single gathered field to the appropriate teaching/learning support organiser for comment (e.g. the Director of Study, Head of Department, Senior Administrator). Their comments will be made available to the Selection Panel.

### EVIDENCE TAKEN INTO ACCOUNT IN CONSIDERING NOMINATIONS FOR PERSONAL AWARDS

Nominations will be considered on the basis of the evidence provided of the extent to which the nominee meets the description of the specific award they have been nominated for. The following will be taken into account:

- The strength of student feedback – qualitative and quantitative – in support of the nomination. Those submitting nominations are encouraged to highlight the reliability/validity of student feedback data, based on the sample size. If possible, as well as student feedback relating to the nominee's contribution, please provide average student feedback data summarised for the course(s) over a number of years, so that student feedback for the nominee can be seen in context.
- The information provided by the staff member/committee nominating a colleague for an award. This should include information on what the nominee has done to contribute to students' education; information putting the nominee's contribution into the context of the the nominee's department / college / the institution / field of teaching etc; evidence (both quantitative and qualitative) of the impact the nominee has made; and a description of how the nominee's contribution/impact goes beyond what might normally be expected of someone in their role.
- Comments provided by the Head of Department or other appropriate person in the department (the divisional office will seek these comments following the deadline for nominations).
- Additional statements of support from colleagues, students, teachers, line manager etc. Statements of support should help to put the nominee's contribution into the context of the work of the nominee's department / college / the institution etc.

**SELECTION PANEL**

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The Selection Panel will comprise: the Head of Division and Associate Head of Division for Education (Chair) (or their nominees); the Chairs of the Undergraduate Studies Committee and Graduate School Committee; the Medical Sciences Board Conference of Colleges representative; and the Medical Sciences Board undergraduate and graduate student representatives.

**OUTCOME**

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Following the submission deadline the Selection Panel will meet to consider the nominations and decide on the awardees. Nominees will be informed of the panel's decisions as soon as possible after this meeting. Awards will officially be presented at a divisional Teaching Excellence Awards ceremony on 23 October 2019.

**ENQUIRIES**

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Enquiries should be directed to Dr Ros Whiteley.