GUIDANCE DOCUMENT FOR THE PRESIDENT'S AWARDS FOR EXCELLENCE IN EDUCATION

There are two categories of award:
- *Excellence in Teaching Innovation* – recognizing and rewarding innovative teaching practice broadly aligned to the areas of focus of the Learning and Teaching Strategy, and
- *Excellence in Teaching* – recognizing and rewarding high quality teaching which is valued and enjoyed by students.

EXCELLENCE IN TEACHING INNOVATION

These awards are for outstanding innovations relating to teaching practice. This could include excellence and innovation in the following areas:

- Interactive teaching
- Development of online/digital tools to enhance the curriculum and/or innovate pedagogy
- Innovative assessment and feedback methods
- Fostering of an inclusive and diverse culture

Up to four awards will be made, including up to two President's Medals for Outstanding Contribution to Teaching Innovation.

EXCELLENCE IN TEACHING

These awards are for outstanding teaching quality, organisation and presentation. This might be demonstrated by a combination of the following:

- Consistently high standards of teaching and assessment
- Dedication to the provision of world-class education
- Preparation of excellent teaching materials to support student learning
- Sharing best practice in teaching with other colleagues
- Highly effective communication of ideas and concepts
- Creating an engaging and inclusive learning environment
- Sharing passion for a subject as subject matter experts

Up to four awards will be made, including up to two President's Medals for Outstanding Contribution to Teaching.

Eligibility

- All teaching staff may be nominated.
- Nominations should be made by the Head of Department after discussion with the staff-student committee. Heads are also invited to seek student views in any other appropriate ways available to them. Academic colleagues should also be consulted. eg DUGS, DPGS.
- Previous award winners may not be re-nominated for the same award until at least three years have passed since their previous success (i.e. winners of 2015, 2016 and 2017 cannot be re-nominated for the same award in 2018).

Entering the nomination (please additionally refer to the user guide document for the awards system)

The nomination should include
- A reference from the Head of Department
- A reference from a student representative of the Staff-Student Committee (or equivalent)
- Evidence that the candidate has delivered high-quality/innovative/interactive teaching and assessment
- Evidence of leadership, if appropriate
- Whether the nominee is involved with the Educational Development Unit, the Graduate School, or other initiatives for teaching transferable skills.
- A list of external activities that contribute to teaching, *e.g.* examining, and teaching in industry or the NHS.
- The candidate's teaching scholarship, including educational research, publications on teaching, grants for teaching research, etc.

- The nomination the results of SOLE (covering the last two years) or any other form of written student feedback, if available, together with samples of the candidate's course design activities if appropriate.

Please note:
- There is a 300 word limit for each free text section.
- The selection panel will ONLY draw on the evidence presented in this form when making their decisions, so please ensure a good case is presented for submission.
- Attachments are permitted

Selection criteria

Each selection panel member is asked to score every nominee in the award category (with the exception of those with which there is a conflict of interest) and provide a score for each of the criteria a) Department Reference b) Quality of Assessment c) Student Reference d) Teaching Contribution. The scores are assigned **only on the strength of the evidence presented in the application form** in demonstrating that the nominee meets each of the award criteria.

The panel are also asked to consider, for each of the criteria, what makes the nominee stand out and what the impact has been of their actions.