

The Vice-Chancellor’s Teaching Excellence Awards: 2017

Massey University staff are invited to apply for the ***2017 Vice-Chancellor’s Award for Excellence in Teaching*** ***and Excellence in Teaching Support Award.***

## Important information:

***Due date:***

27th of January, 2017 – 5pm

***Portfolio requirements:***

8 x hard copies

1 x digital copy

1 x completed [Application Form](http://www.massey.ac.nz/massey/fms/AVC%20Academic/Teaching%20and%20Learning%20Cenrtres/Grants%20and%20Awards/Application%20Form%20%20VC%27s%20Teaching%20Excellence%20Awards.docx?1FC4C59E904FAA810F9799CF4871E00F)

***Portfolio submission details:***

Email digital copy to: nctl@massey.ac.nz

Post hard copies to: National Centre for Teaching and Learning, Manawatu Campus, PN124.

***Criteria:***

Criteria for the VC Teaching Excellence Award can be found at:

<https://akoaotearoa.ac.nz/download/ng/file/group-4/procedures-guidelines-and-criteria---ttea-2017.pdf> - refer to section 3.

***More information about the awards and for support:***

Duncan O’Hara

Ext 83025

Email: d.o’hara@massey.ac.nz

## About the Awards

The Vice-Chancellor will grant up to **four awards for Excellence in Teaching** to the value of $10,000 and **one award** **for Excellence in Teaching Support** to the value of $1000.

The Awards will be judged according to the National Tertiary Teaching Excellence Award [criteria](https://akoaotearoa.ac.nz/download/ng/file/group-4/procedures-guidelines-and-criteria---ttea-2017.pdf). There are two Teaching Excellence awards and one Teaching Support award.

* Sustained Commitment to Teaching Excellence in the General Criteria
* Sustained Commitment to Teaching Excellence in the Kaupapa Māori Criteria
* Sustained Commitment to Excellence in Teaching Support

Individuals or teams may apply for an award. **All applicants must have been employed at Massey University in a teaching or support role for at least three (3) years** **full time.**

**Applications will be by portfolio. Portfolios of no more than 8000 words must be submitted to the Vice-Chancellor’s Teaching Excellence Awards Nominations Committee (c/o the National Centre for Teaching and Learning) no later than 5 pm Friday 27th of January 2017.**

(From applications received for the Vice-Chancellor’s awards, Massey may forward nominations for consideration for a National Award in Sustained Excellence in either the General Category or the Kaupapa Māori Category and for the Pacific Learners endorsement. See Ako Aotearoa [website](https://akoaotearoa.ac.nz/awards) for more information. **To be eligible for nomination for a national award, nominees must have taught in the New Zealand tertiary sector for at least six (6) years full-time.)**

## Application process

Staff wishing to apply for a Vice-Chancellor’s Teaching Excellence and Support Award must submit a portfolio that demonstrates the ways in which the relevant award criteria have been met.

**Eight (8)** hard copies of the portfolio should be submitted and must state the category under which the Vice-Chancellor’s award is being sought. There are two categories, the General Criteria and the Kaupapa Māori Criteria.

Please note that the work in preparing a portfolio is considerable. Staff interested in submitting a portfolio should begin to assemble it immediately. For further information or assistance in preparing portfolios please contact Duncan O’Hara (83025 or d.o’hara@massey.ac.nz).

The Massey Nominations Committee will make its selections by the end of February, 2017. It is anticipated that the portfolios if selected for National Award consideration will require further work before they are submitted by the Vice-Chancellor to the national selection panel, by 31 March, 2017. Nominees will be provided with support to help undertake this work.

**CRITERIA AND GUIDELINES**

**1. THE AWARDS**

The Vice-Chancellor’s Teaching Excellence awards are based on the premise that excellent teachers are knowledgeable, enthusiastic, and innovative, with a commitment to their subject, an ability to stimulate students' thought and interest, and be committed to developing professionally as a teacher. Award winning teachers are expected to show that they are organised and well prepared, with clear aims, outcomes and assessment criteria, and that they have demonstrated leadership in teaching. They will be student-focused and committed both to advancing understanding of the subject they teach and to lifelong learning. Award winning teachers will demonstrate ***excellence*** in any of the three categories stated below:

* **Sustained Commitment to Teaching Excellence in the General Criteria**
* **Sustained Commitment to Teaching Excellence in the Kaupapa Māori Criteria**
* **Sustained Commitment to Excellence in Teaching Support**

 **Nominations for the awards will be assessed on the basis of a portfolio of evidence.**

Applicants should refer to the information and criteria for the national awards from which the Massey criteria are drawn (<https://akoaotearoa.ac.nz/ako-aotearoa/ttea-nominations>).

**2. NOMINATION PROCESS**

**2.1 The Portfolio**

Nominations are judged on the basis of a portfolio. Each portfolio should demonstrate the ways in which the nominee has met the criteria.

**Portfolios for teaching excellence** should include an analysis of the methods, materials, assessments, evaluations, and relevant teaching materials prepared and used by nominees in classes for which they are responsible and their commitment to professional development and leadership in teaching learning.

**Teaching support portfolios** should include an analysis of the methods of support provided, materials created and feedback sourced. Highlight leadership and commitment to professional development. Use the criteria to demonstrate how the type of support provided enhances teaching and the student learning experience.

Portfolios must comply with the following requirements:

* ***The portfolio must not exceed 8,000 words (excluding page headers/footers, graphics, graphics captions, diagrams, figures)***
* It should not include copies of publications (but may include a list of relevant publications)
* The text of the portfolio must be no smaller than 12 point font
* Evidence of systematic student feedback must be provided in some form
* The portfolio may include, as appendices (and within the 8000 word limit), up to six formal

references (e.g. from students, peers and/or employers of ex-students) and student evaluations.

**2.2 Submitting the Portfolio**.
No nomination will be considered unless the following are received.

* One (1) electronic copy of the portfolio
* Eight (8) printed copies (A4) of the nomination portfolio
* A completed Teaching history/support form

**2.3 Deadline
Deadline for submission is 5.00pm, Friday 27th** **January**, **2017**.

**2.4 Selection Process**

A copy of each portfolio will be sent to each Committee member. Each nomination will be evaluated against the criteria specified by the nominee (i.e. General Criteria or Kaupapa Māori Criteria). The Committee reserves the right to seek further clarifying information from nominees if necessary.

**2. 5 Conditions and Obligations**

Award recipients will be expected to share, present and promote good teaching and learning practice, and teaching support within Massey. The Awards are granted on the condition that the award is spent on activities and/or initiatives designed to enhance the recipients’ teaching or support careers and to promote good practice. To this end Awardees will be required to provide a short report to the Assistant Vice-Chancellor (Research, Academic & Enterprise) by 30 November 2017, verifying how the money has or will be used.

**3. CRITERIA – Teaching Excellence**

**The portfolios are assessed on the basis of one of two sets of criteria**

* **General Criteria
or**
* **Kaupapa Māori Criteria**

The following section provides information on these criteria. Nominees must describe/provide evidence for how they meet their nominated set of criteria. The same criteria apply to teams, *i.e.* the team as a whole must meet the criteria.

**Overall the Committee will be looking for evidence that the nominee** (individual or team):

* is student-centred and has maintained, over a significant time-frame, teaching practices which are characterised by excellence, and which engage students and promote effective learning appropriate to the subject level and the background of the students
* is proactive in their professional development as a teacher
* has had a positive influence on the teaching practice and/or the professional development of colleagues with respect to teaching and learning – either within their organisation and or more widely
* demonstrates sustained *excellence, innovation and a unique* contribution in their role as a teacher.

**It is strongly recommended that applicants include:**

* a statement outlining their teaching philosophy
* their teaching responsibilities
* teaching highlights
* student and peer feedback as evidence within the text/commentary

For more information on the criteria please refer to the National Tertiary Teaching Excellence Awards Procedures, guidelines and criteria document, found at:

<https://akoaotearoa.ac.nz/download/ng/file/group-4/procedures-guidelines-and-criteria---ttea-2017.pdf>

Please note that section **3 – Criteria** in the National Tertiary Teaching Excellence Awards Procedures, guidelines and criteria document is the most relevant for application to the Vice-Chancellors Teaching Excellence Awards.

**3.1 Teaching Support**

The criteria for this award are based on the General or Kaupapa Māori criteria. Although these criteria are more specific for a teaching award they are considered as an over-arching framework for this category of award. Some of the criteria will be more relevant that others depending on the teaching support role a nominee is involved in.

Most important is discussion on the nominee’s role in relation to enhancing teaching and learning. In particular an analysis of the methods of support provided, materials created and feedback sourced and reflected upon. Highlight commitment to professional development and leadership in the field of endeavour.

**4. ENQUIRIES**

Any enquiries about the nomination process or requests for assistance in portfolio preparation should be made to Duncan O’Hara (email: nctl@massey.ac.nz or phone: 83025)