

Teaching Support Award: 2019

Massey University staff are invited to apply for the ***2019 Teaching Support Award***

## Important information:

***Due date:***

16th of September, 2019 – no later than midnight

***Portfolio requirements:***

1 x digital copy

1 x completed [Application Form](http://www.massey.ac.nz/?t81741433d)

***Portfolio submission details:***

Email digital copy to: [nctl@massey.ac.nz](mailto:nctl@massey.ac.nz)

***Eligibility:***

To be eligible for the Teaching Support Award, applicants must have been employed at Massey for a minimum for three years fulltime.

Previous recipients of the Teaching Support are ineligible to apply for this award for a period of three years.

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

Duncan O’Hara

Ext 83025

Email: d.o’hara@massey.ac.nz

## About the Awards

The Provost through the National Centre for Teaching and Learning will award one Teaching Support Award to the value of $1,000.

Individuals or teams may apply for an award. **All applicants must have been employed at Massey University in a professional role for at least six (3) years.**

**Applications will be by portfolio. A digital copy of a portfolio of no more than 4,000 words must be submitted to the email address provided above.**

**CRITERIA AND GUIDELINES**

**1. THE AWARDS**

Massey University’s Teaching Support Award is based on the premise that an excellent educational experience is underpinned by excellence in teaching support.

Award winning teaching support professionals are expected to show that they are organised and well prepared, with clear aims, outcomes and that they have demonstrated leadership in teaching support. They will be student-focused and committed both to advancing the educational outcomes of the university.

**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. In the case of the Teaching Support, the applicant must demonstrate sustained commitment to excellence in support of teaching and learning endeavour.

As a guide the portfolio should include the following elements.

* role and responsibilities
* philosophy in the support of teaching and learning
* how the role supports teaching and learning at the university
* practices that support teaching and learning, including for kaupapa Māori contexts and students with disabilities (where applicable);
* professional development, and/or leadership

Evidence of effectiveness may include:

* MOST data. Where student evaluations generated either through the MOST (Massey Online Survey Tool) or recognised equivalent, are provided as evidence, summaries must be included within the portfolio.
* supplemental forms of evaluation, such as feedback from staff and or students.
* awards or other credentials that are applicable for the category of teaching support.

Further information regarding the importance of evidence in the support of teaching portfolios can be found at: <http://www.massey.ac.nz/massey/staffroom/teaching-and-learning/centres_tl/ctl/grants-awards--fellowships/teaching-awards/importance-of-evidence/importance-of-evidence_home.cfm>

Key to the creation of the portfolio is critical reflection. In particular, the Selection Committee will be looking for:

* changes made to the provision of teaching support methods in response to student, peer and self-evaluation
* steps taken to enhance the quality of teaching and learning in the institution
* case studies the exemplify excellence in teaching support

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.

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

* One (1) electronic copy of the portfolio
* A completed role history/support form

Portfolios must comply with the following requirements:

* ***The portfolio must not exceed 4,000 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 4,000 word limit), up to three formal

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

**2.3 Deadline   
Deadline for submission is midnight Monday 16th of September,** **2019**.

**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. 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, 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 Director, Learning and Teaching by the 30th November 2020, verifying how the money has or will be used.

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

* is student-centred and has maintained, over a sustained period, practices which are characterised as high quality, 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 someone how supports teaching and learning.
* has had a positive influence on the teaching practice and/or the professional development of colleagues with respect to teaching and learning – either at Massey and or more widely
* demonstrates sustained *excellence, innovation and a unique* contribution in their role in supporting teaching and learning.

**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)