

Divisional Teaching Excellence Awards

Purposes, Processes and Criteria 2021

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

1. PURPOSES

The purpose of Divisional Teaching Excellence Awards is to recognise the outstanding contributions of staff to teaching excellence and student learning, to select local teaching excellence award recipients, and to provide a consistent process to determine suitable nominees for *University of Waikato Staff Awards for Teaching Excellence*.

2. NATURE OF AWARDS

Divisional Teaching Excellence Awards (DTEAs) are comprised of a certificate, awarded by the Divisional PVC, or the Dean of the Faculty of Māori and Indigenous Studies, at a suitable occasion within the Division and Faculty.

Each Division and Faculty will fund its own DTEAs.

3. ELIGIBILITY

All staff with teaching responsibilities who are current employees of the University of Waikato are eligible for nomination. Recipients of DTEAs are eligible for consideration for nomination for *University of Waikato Staff Awards for Teaching Excellence*.

4. PROCESSES FOR SEEKING NOMINATIONS AND SELECTING RECIPIENTS

Divisional Teaching Excellence Award nominations and selection processes are administered by the Centre for Tertiary Teaching and Learning (CeTTL) in collaboration with the Pro Vice-Chancellor (Teaching and Learning), the Divisions and the Faculty of Māori and Indigenous Studies.

- 4.1 The process for seeking nominations and selecting potential nominees for teaching awards at Divisional and Faculty level are as follows:
 - 4.1.1 Nominations can be made at any time during the year.
 - 4.1.2 Students and staff can make recommendations for awards throughout the year using an online form found at waikato.ac.nz/go/teaching-award-nomination, on Moodle, and on the CeTTL website.
 - 4.1.3 In September each year, CeTTL will send lists of potential nominees to the relevant Teaching Excellence Award Coordinator, the relevant Divisional PVC, or the Dean of Faculty of Māori and Indigenous Studies. ***Nominations are subject to the endorsement of the Divisional PVC, or the Dean of Faculty of Māori and Indigenous Studies.***

- 4.1.4 The relevant Teaching Excellence Award Coordinator will inform the individual or team about their nomination.
- 4.1.5 Nominees can prepare their portfolio at any time for the current year's awards or they can defer completion of their portfolio until the next round. However, a nominee cannot defer the preparation of portfolio beyond the 12 month period, which ends at the conclusion of B trimester the following year.
- 4.1.6 Nominees are advised to seek guidance and assistance from Teaching Developers in CeTTL in compiling their portfolios.
- 4.1.7 Each selection process will involve a panel of no fewer than three members, one of whom will be the Pro Vice-Chancellor (Teaching and Learning) or their designate from the CeTTL team and one of whom will be the Associate Dean Māori, or equivalent, for the relevant Division or Faculty, or their nominee.
- 4.1.8 A selection process using the criteria used to develop individual teaching portfolios will be employed to identify up to six recipients of the DTEA from within each Division and two from the Faculty of Māori and Indigenous Studies. These criteria are described below.
- 4.2 Before selection, nominees from each area will be:
 - 4.2.1 asked if they wish their nomination to proceed
 - 4.2.2 advised that they need to prepare an evidence portfolio of no more than **2500 words**, the criteria headings for which are listed below
 - 4.2.3 informed that, if they decline to proceed in the process, no further communication will be made with them

5.0 CRITERIA

- 5.1 In demonstrating teaching excellence, the nominee's portfolio should provide evidence to address the following criteria.

1 Excellence

How do you facilitate teaching excellence in your particular context? Highlight innovative pedagogies, how you develop and enhance curricula, prizes awarded and other forms of recognition you have received for teaching.

2 Teaching process

How does your teaching process, including strategies, goals, teaching methods and materials, student interactions and paper/programme design promote and reinforce teaching excellence?

3 Outcomes

How do you know that your students have learned, that they can apply/use that learning effectively and that the learning outcomes meet theirs and other stakeholders' needs (e.g. employers, professional bodies, the wider community)? Consider your assessment strategies, outcome data or completion results and feedback gained from students and stakeholders.

4 Evaluation and feedback

How has your teaching practice been influenced by such things as professional development activities, self-reflection, systematically collected feedback and evaluations? Consider professional development related to teaching/learning and your discipline area, performance review, professional support/supervision, feedback from students/peers.

5 Leadership and impact

In what ways has your excellent practice had a positive impact on others, e.g. colleagues, your discipline/sector, relevant community(ies)? Consider your involvement, leadership and contributions to professional organisations, committees/bodies, the wider community; any publications or other forms of dissemination; mentoring others; special projects or innovations you have been involved in or initiated.

6 Mātauranga Māori

How does your teaching include and promote Māori and/or iwi-centred knowledge, perspectives and world views, including traditional (mātauranga tawhito) and/or new knowledge (mātauranga hou)? How does your teaching promote and advance te reo Māori in your subject area? How does your teaching draw on tikanga Māori to enhance teaching and learning? Describe how your approach to knowledge transmission innovates (auaha), engages (whakapiri), enlightens (whakamārama) and empowers (whakamana) learners.

6.0 PROCEDURES FOLLOWING SELECTION

Divisional, and Faculty of Māori and Indigenous Studies, DTEA recipients are eligible for a nomination for *University of Waikato Staff Awards for Teaching Excellence*.

6.1 To initiate a nomination for a *University Award* each Division, and FMIS, will do the following:

6.1.1 Identify whether any of the recipients should be nominated for a **particular category** of University Award:

- (a) Mātauranga Māori teaching
- (b) Overall teaching excellence
- (c) Early career teaching excellence
- (d) Nola Campbell Memorial Award for excellence in eLearning

6.2 Ask each suitable DTEA recipient whether they accept nomination for a *University Award*.

- 6.3 Submit the teaching portfolio the nominee used to support their DTEA nomination to the Secretary of the University Staff Awards Committee via e-mail mike.bell@waikato.ac.nz no later than Friday, 29 October 2021.
- 6.3.1 A cover sheet , which can be found online www.waikato.ac.nz/pod/staffawards, for *University of Waikato Teaching Excellence Awards* must be attached to the teaching portfolio upon submission.
- 6.3.2 The nomination form should be endorsed and signed by the nominee’s line manager.
- 6.4 If nominees are successful and are awarded the *University of Waikato Staff Award for Teaching Excellence*, it is expected that they will, in future years, support colleagues who are subsequently nominated for a Teaching Excellence Award.
- 6.5 Note that at any stage in the process nominees may seek advice from Teaching Developers in CeTTL in compiling their teaching portfolios and understanding the requirements of each criterion.
- 6.6 CeTTL will provide the Corporate Communications Team with a list of DTEA recipients for publication to the wider University Community as soon as possible following selection by all Divisions and Faculty.

7.0 AKO AOTEAROA NATIONAL TERTIARY TEACHING EXCELLENCE AWARDS

The Pro Vice-Chancellor (Teaching and Learning) in consultation with the Deputy Vice-Chancellor (Academic) will oversee a separate process for identifying suitable University of Waikato nominees for annual Ako Aotearoa National Tertiary Teaching Excellence Awards. Recipients of Divisional and University teaching excellence awards may be considered as part of this process.