

# College of Science

## Teaching Excellence Award 2023-24

### Guidelines

#### Aims

The College of Science Teaching Excellence Award (CSCI-TEA) is established to recognise and reward excellent teachers who demonstrate outstanding and innovative teaching, dedication to continuous improvement in pedagogy and effectiveness in enhancing student learning. Awards are made to individuals as well as teams to recognise and encourage development of effective teaching and practices. Awardees will be nominated by the Dean for the University's Teaching Excellence Awards.

#### Eligibility

##### Individual Award

1. All full-time CSCI academic faculty with a minimum of two years' accumulated full-time teaching experience at CSCI at the time of the nomination deadline are eligible.
2. All nominees are not recipients of CityU Teaching Excellence Award and CSCI-TEA in the last two years.

##### Team Award

1. The award recognises up to five team members including the team leader.
2. A team leader, who is a full-time academic faculty with home department within CSCI, should be designated for each team. S/he should have a minimum of two years' accumulated full-time teaching experience at CSCI at the time of the nomination deadline.
3. All other team members should be full-time academic staff members (excluding visiting staff) at the University with a majority of members from CSCI.

#### Award

There will be a maximum of two awards each year. An award of HK\$30,000 (to be designated by the recipient for staff development, lab consumables or equipment) will be given to each individual or team in appreciation of the awardees' achievements. Awardees will be invited to share their teaching approaches in College events and publications.

#### Submission of Required Documents

All submissions should include the following documents:

1. A completed [Nomination Form](#) in Word format.
2. A teaching portfolio highlighting exemplary teaching of the candidate/team, which includes:
  - A statement of teaching philosophy (approximately 200 words).
  - A description of the candidate's/team's teaching pedagogies and practices to showcase the achievements in light of the selection criteria (no more than 2 pages).
  - Any other evidence supporting the statement and description (no more than 8 pages, including appendices).

## Nomination Procedures

### Self-Nomination

1. Eligible faculty members may nominate themselves for the award by submitting a completed [Nomination Form](#) to the Director of Administration of CSCI within the nomination period. The required supporting documents should reach the College Office before the stipulated deadline.
2. Respective Heads of Departments may be invited to comment on the nominations.

### Departmental Nomination

1. Heads of Departments will be invited to make no more than one nomination.
2. Students and alumni of CSCI will be invited to propose candidates for the CSCI-TEA to Heads of the candidates within the nomination period.
3. Heads should seek prior consent from the nominees and submit the completed [Nomination Form](#) to the Director of Administration of CSCI within the nomination period.
4. The College Office will invite nominees to submit the required supporting documents.

### Peer Nomination

1. All full-time faculty members of CSCI are eligible to make no more than one nomination.
2. Nominators should seek prior consent from the nominees and obtain support from three CSCI students or alumni before submitting the completed [Nomination Form](#) to the Director of Administration of CSCI within the nomination period.
3. The College Office will invite nominees to submit the required supporting documents.

## Selection Criteria

All nominees will be assessed based on the following criteria:

1. *Adoption of innovative teaching strategies*
  - Uniqueness and vision of teaching philosophy and pedagogies
  - Teaching approaches and skills that cater for students' diverse learning needs
2. *Ability to engage/inspire/impact students*
  - Evidence of impact to improve student learning
  - Evidence of building students' confidence and capability (including critical thinking, analytical skills, creativity, values, etc.)
3. *Leadership and scholarship in teaching and learning*
  - Quality assurance of new teaching practices
  - Reflection and adaption to changes and developments of course/programme/curriculum design
  - Development of student learning resources (e.g. textbooks, e-learning resources) and assessment which can facilitate students' achievements of the learning outcomes
4. *Collaborative Achievement (Team only)*
  - Demonstration of impact of the collaborative work on the development of effective teaching practice, and the role and percentage of contribution of each of the team members

The above criteria carry no specified weighting. The Selection Panel will consider each nomination

on its own merit with reference to the criteria.

## Selection Process

A Selection Panel (Panel) will be formed with members appointed by the Dean. The composition of the Panel will include senior faculty members from the College, recipients of University Teaching Excellence Awards, and other members of the University that the Dean considers appropriate. The Panel will review all nominations based on the submissions and the recognised achievements of the candidates/teams related to excellence in the teaching and learning of student. Shortlisted candidates/teams will be invited to attend an interview to present their teaching approaches and practices to the Panel. The decision of the Panel is final.

## Timeline

1. Nominations should be sent to the Director of Administration (by email: [csci.office@cityu.edu.hk](mailto:csci.office@cityu.edu.hk)) on or before 23 February 2024 (Friday). All required supporting documents should reach the College Office by 15 March 2024 (Friday).
2. Interview by Selection Panel will be conducted in April 2024.
3. Result of the CSCI-TEA will be announced in May 2024.

January 2024