HONG KONG BAPTIST UNIVERSITY
Human Resources Office

STRICTLY CONFIDENTIAL | *HRO/PA/F2b*

Nomination for President's Award for Outstanding Performance of Academic/Teaching Staff (For nomination made by Alum / Student)

Nomination Guidelines

1. This set of guidelines specifies the details pertaining to the nomination for President's Award for Outstanding Performance of Academic/ Teaching Staff in **Teaching** and should be read in conjunction with the general guidelines* for the President's Award for Outstanding Performance of Academic/ Teaching Staff.
2. A nomination shall fall into the following three categories:
   (1) President's Award for Outstanding Performance in Teaching (Individual)
   (2) President's Award for Outstanding Performance in Early Career Teaching
   (3) President's Award for Outstanding Performance in Team Teaching
3. Academic/ teaching staff members should only be nominated for one category of the Award listed above in each round of exercise.
4. All full-time academic and teaching staff members (excluding visiting staff) are eligible for being nominated for the Award while Research Assistant Professor cannot be nominated for Teaching Awards;
   (1) ***For individual award*** – in general, the Selection Committee will look for the following behavioural traits, evidence-based materials, and/or achievements of colleagues in the past five years for consideration of the Award;
   (2) ***For nomination of Early Career Teaching Award*** - colleagues should have no more than five years of teaching experience in higher education institutions (including service in other tertiary education institutions) by the closing date for nomination; or
   (3) ***For nomination of Team Teaching Award*** - the team should have a minimum of two and a maximum of five members, including at least one full-time teaching staff member (as team leader). Non-teaching staff and teaching support staff can be team members.
5. A nomination (for either individual or team) can be made by:
   (1) An Office;
   (2) A full-time academic/ teaching staff member;
   (3) A Student;
   (4) An Alum; or
   (5) Self-nomination.
6. A nomination should be supported by five seconders by any combination from the following persons:
   (1) A full-time academic/teaching staff member;
   (2) A Student; or
   (3) An Alum.

   ****Seconders should be different from the list of students (as supporting document) who provide additional feedback on teaching.***
7. The nomination should be supported by rationale in English (within 500 words from the Nominator and within 250 words from each of five Seconders).
8. The nomination must come with the consent of the nominee (except for the self-nomination).
9. The completed nomination form should be submitted to Head of Department of the Nominee for endorsement. For nomination by Office, the final endorser should be Associate Vice-President.
10. Please submit the completed form together with the supporting documents to the Human Resources Office for follow-up.

Mailing Address
Human Resource Office, Hong Kong Baptist University,
AAB903, Academic and Administration Building,
15 Baptist University Road, Kowloon Tong.
Email
hro-events@hkbu.edu.hk

** Staff access only on the Human Resources Office's website. For nominators and seconders, this guideline should suffice.*

The Selection Criteria

Prior to making the nomination, the Nominee, Nominator and Seconders should read the Selection Criteria as follows:

Nominees are required to provide evidence and examples demonstrating individual efforts and impact of the nominee across the specified assessment areas. Nominees should showcase their personal initiatives and contributions on achieving teaching excellence and creating new learning opportunities for students.

(1) **Genuine care and concern for student performance and development** and be responsive to their feedback, devoting time to meet with students outside classrooms for discussion and counseling; careful design and marking of student assignments and receiving good feedback from students.

(2) **Adoption of learner-centred approaches, ability to engage/inspire/impact on students and demonstration of superior acumen in teaching**, which may include a good understanding of pedagogy, understanding how students learn and adopting suitable teaching and assessment approaches that can achieve better student learning outcomes; being able to interact with students and engage them in learning with enthusiasm; inspiring and supporting students, with respect for their diverse learning needs, to build confidence and capability (including critical thinking, analytical skills, values, etc.); and outstanding classroom teaching (in face-to-face, virtual or hybrid settings).

(3) **Course/programme/curriculum design that can reflect a command of the field**, which may include demonstrating up-to-date knowledge of the field of study in the design of the curriculum and student learning resources (e.g., textbooks, e-learning resources) and adopting complementary research-informed teaching practices; and developing appropriate student learning outcomes and adopting innovative approaches to teaching and assessment which can facilitate students' achievement of the learning outcomes etc., at/within an institutional, inter-institutional or sector-wide level.

(4) **Past/present achievement(s) and leadership in teaching and potential scholarly contribution to and impact on the development of effective teaching practice within the nominee(s)' own university and/or in other institutions**, which may include demonstrating educational research and innovations in the field of study; and demonstrating leadership in the promotion of teaching excellence within the university and/or in other institutions. In the case of early career faculty nominations, the focus will be on the nominees' potential of leadership in teaching as well as their past achievements. In the case of team nominations, the impact of the collaborative work of the team on the development of effective teaching practice will also be considered.

(5) **Contributions which go beyond classroom teaching**, such as provision of service/experiential learning opportunities to students, internationalisation of students' learning experience, use of eLearning technologies, contribution to the development of teaching and learning such as participation in projects supported by internal and external teaching grants and conferences, and other initiatives that are in line with the University's strategic goals.

(6) **For Team Teaching Award**

In addition to the criteria listed above, nominees are required to provide evidence and examples demonstrating strong synergy through effective collaboration and leveraging collective strengths to enhance student learning, emphasizing that collective efforts exceed the sum of individual contributions.

a. **Demonstration of collaborative work as an advantage**, supported with detailed information about the impact of outcomes/outputs of collaborative work.
b. Proof of **enhancement of student learning through the collaborative work** of the team.

The Selection Sub-Committee for Teaching Award

- The Vice-President (Teaching and Learning) as Chair
- At least three previous award recipients in Teaching Award
- Student representative(s)
- The Director of Centre for Holistic Teaching and Learning will be invited to sit in the Sub-Committee (in attendance) and to provide professional assistance to the nominated colleagues for the UGC Teaching Award in refining their teaching portfolios and enhancing their presentation

PART I: Personal Particulars of Nominee/Team Nominees

Notes:

1. The information provided in this form is collected for the purpose of consideration of the President's Award for Outstanding Performance and will be presented to the Selection Sub-Committees/Committee for consideration.
2. The completed form will be filed with the staff member's personal file throughout his/her entire service at the University.
3. In compliance with the Personal Data (Privacy) Ordinance, the contents of this form may need to be disclosed to the staff member concerned upon request. However, the identity of the assessor and any other persons mentioned in this form will be concealed.
4. For access to or correction of data after submission of this form, please contact the Officer-in-charge of personal data in the Human Resources Office.

Name: _____ Staff ID No.: _____

(For Team Teaching, please indicate Team Leader with *)

Faculty/School: _____ Department: _____

Post Title: _____ Date of Appointment: _____

PART II (A): Nomination

I would like to nominate

☐ an academic/teaching staff member
☐ a teaching team

for the following Award (please tick one of the boxes):

☐ President's Award for Outstanding Performance in Teaching (Individual)
☐ President's Award for Outstanding Performance in Early Career Teaching
☐ President's Award for Outstanding Performance in Team Teaching

PART II (B): Agreement of Nomination

I/We (for team nomination) agree to the above nomination.

Signature: _____ Name: (In block letters) _____

Date: _____

PART III (A): Support Statement from the Nominator

My reasons for making this nomination are given below (w*ithin 500 words)*:
(Please refer to the Selection Criteria. Examples, cases and qualitative and quantitative data will be helpful.)

Signature: _____ Name: (In block letters) _____

Student ID No.: (For Students and Alumni) _____ Contact email and phone: (For Students and Alumni) _____

Year of Graduation: (For Alumni only) _____ Date: _____

PART III (B): Support Statements from the Seconders
Seconders should be different from the list of students (as supporting document) who provide additional feedback on teaching.

Seconder (1)
My reasons for seconding this nomination are given below (w*ithin 250 words):*

Signature: _____ Name: (In block letters) _____

Staff ID No.: _____ Post Title and Department/Office: (For Staff only) _____

Student ID No.: (For Students and Alumni) _____ Contact email and phone: (For Students and Alumni) _____

Year of Graduation: (For Alumni only) _____ Date: _____

Seconder (2)
My reasons for seconding this nomination are given below (w*ithin 250 words):*

Signature: _____ Name: (In block letters) _____

Staff ID No.: _____ Post Title and Department/Office: (For Staff only) _____

Student ID No.: (For Students and Alumni) _____ Contact email and phone: (For Students and Alumni) _____

Year of Graduation: (For Alumni only) _____ Date: _____

Seconder (3)
My reasons for seconding this nomination are given below (w*ithin 250 words):*

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

Seconder (4)
My reasons for seconding this nomination are given below (w*ithin 250 words):*

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

Seconder (5)
My reasons for seconding this nomination are given below (w*ithin 250 words):*

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

PART III (C): Endorsement from Head of Department

I endorse/ do not endorse the above nomination (Please delete as appropriate)

Please elaborate your decision as appropriate:

Signature of Head:	_____	Name: (In block letters)	_____
Department/Office:	_____	Date:	_____

KJ/RL/cs
Doc:PVCaward/form/pa-f2b
10/2024