**Application for the 2023 Division of Humanities Teaching Excellence Awards:**

The Division of Humanities welcomes applications from academic staff in the Division who have been teaching in the Division for a minimum of three years.

Applicants are to provide the information detailed below. Please note that applications that depart from this format will not be considered. Applications should be submitted electronically to humanities.ac@otago.ac.nz to arrive no later than **5:00pm on 27 October 2023.** The application must be scanned into one pdf, including all documents and letters of support.

***Please provide the following information on a cover sheet:***

Full name of applicant:  
Title: (Professor, Associate Professor, Dr, Mrs, Ms, Miss, Mr)

Academic Position: (Lecturer, Senior Lecturer, etc.)  
Programme or School:  
Contact phone number and email address:  
Number of years of teaching experience (indicate part-time or fulltime):

Total years teaching experience at any university:

Total years teaching experience at Otago:

Names, email addresses and contact phone numbers of up to three current members of staff of the University of Otago, normally including the applicant’s HoP or HoS, whom the selection panel could consult about teaching excellence. These can be the same people who write letters of support.

***Include with your cover sheet:*** A statement of no more than 2000 words addressing the following criteria:

1. **Excellence**: What do you consider ‘excellent teaching’ and ‘effective learning outcomes’ in your particular context?
2. **Teaching Process**: How do your teaching methods and materials, student interactions and course design exemplify ‘sustained excellence’ within the context described in Question 1?
3. **Outcomes**: How do you know that your students have learned, that they can apply their learning effectively and that the learning outcomes meet their needs? How has the evidence about student learning affected your teaching strategies? Think about such things as your assessment strategies (formative and/ or summative).
4. **Evaluation and Feedback**: How has your teaching practice been influenced by such things as professional development activities, self-reflection, and systematically collected feedback and evaluations?
5. **Leadership and Impact**: In what ways has your excellent practice had a ‘ripple effect’ and positive impact on others, e.g. colleagues, your discipline/sector, relevant community(ies)?

All criteria count equally. Applicants are invited to use Ako Aotearoa’s descriptions of these criteria for judging excellence in teaching and learning, available on their website in the document about applying for national awards (https://ako.ac.nz/assets/Awards/a6e1ec9aa3/2019-TTEA- Guidelines.pdf).

2. An up-to-date Otago Teaching Profile

(https://www.otago.ac.nz/hedc/evaluate/profile/index.html).  
Evidence of student feedback about teaching must be provided with the Teaching Profile. This should normally include summaries of Teacher and/or Course evaluation questionnaires in the standard HEDC format for 3 years. Do not include any supporting documents, appendices, the original questionnaire forms filled in by students, or emails. If this additional material would support your case for sustained excellence in teaching, then refer to it in your 2000-word statement or in your Teaching Profile.

3. Three letters of support (and no more) from staff colleagues, students, or others in which they comment on the excellence of your teaching. These letters should make a case for your sustained excellence in teaching, and might explicitly address some or all of the five criteria. Letters should normally be no longer than a single page.

Each award comes with a grant of $500. This will become available in the following calendar year and must be used in that year; it cannot be carried over. It may be used for teaching purposes such as:

▪Employment of a research assistant  
▪Buy-out of essay marking  
▪The purchase of teaching resources  
▪Other uses for teaching purposes with the approval of the Head of Programme or School.