



Application for the 2019 Teaching Excellence Awards: University of Otago Awards for Excellence in Teaching and the National Tertiary Teaching Excellence Awards

Applicants are to provide the information detailed below. Please note that applications which depart from this format will not be considered. Applications should be submitted electronically to dvc.academic@otago.ac.nz to arrive no later than **5:00pm on Wednesday 16 January 2019**. The application must be scanned into one pdf, including all documents and letters of support.

Applications will be accepted from individuals or from teaching teams engaged in any kind of tertiary teaching (distance, clinical, lecturing, tutoring, teaching fellow, etc.).

Winning a University of Otago award is a precondition for being a nominee for a National award.

If you have questions about the application process, or want guidance for writing an application, please contact Clinton Golding, HEDC (clinton.golding@otago.ac.nz).

Please provide the following information (using Times, 12 point font)

1. Full name of applicant
2. Title: (Professor, Associate Professor, Dr, Mrs, Ms, Miss, Mr)
3. Academic Position: (Lecturer, Senior Lecturer, etc.)
4. Department
5. Contact phone number and email address
6. Number of years of teaching experience? (Note: a minimum of six years of Tertiary teaching in NZ is required)
 - a. Total years teaching experience at any university
 - b. Total years teaching experience at Otago
 - c. State if any experience has been part-time
7. Is the application for the general award category, or kaupapa Māori?
8. Indicate which of the following two options apply (This can be a alone or a+b):
 - a. I wish to apply for an Otago Teaching Excellence Award
 - b. I wish to apply to be a nominee for the National Teaching Excellence Awards in 2019 and, if selected, I will allocate time to write a full 8,000 word portfolio by **22 March**

Applications must include **in this order**:

9. A citation that summarises your approach to learning and teaching. This should be no more than 25 words and written in the third person. If an application is successful, this citation will be read out at the award ceremony starting with the phrase “[your name] has been awarded an Otago Teaching Excellence Award for...”. Here are two examples of citations: 1) “...for ‘cultivating thinking’ by developing and implementing thought-provoking curricula and resources, which results in critical, creative and insightful students.” 2) “...for a student-centred, research informed approach to professional education in the health sciences. Dr X enables students to be doctors.”

10. A statement of no more than 2000 words addressing how you have sustained excellence in: 1) planning and design for learning, 2) facilitating learning, 3) assessing student learning, 4) evaluating learning and teaching, including reflecting on and improving your teaching, and in 5) professional development and leadership in teaching. All criteria count equally and you should demonstrate excellence in all of them.
11. An up-to-date Otago Teaching Profile (<http://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 3 years of summaries of evaluation questionnaires about teachers or courses in the standard format. Do NOT include any supporting documents, appendices, emails or the original questionnaire forms filled in by students. If this additional material would support your case for sustained excellence in teaching, then summarise it or refer to it in your 2000 word statement or in your Teaching Profile.
12. Three letters of support (and no more) from colleagues, students, or others. These letters should support your case for 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**, and should be presented as a letter or statement, not necessarily formal, rather than as an email. Although you can only include three letters, it is useful to ask for six or more, then include the three strongest, and use selected quotes from the other letters to back up your claims in your 2000 word statement or Otago Teaching Profile.
13. An up-to-date curriculum vitae in the University of Otago format.
14. 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 HoD, whom the selection panel could consult about teaching excellence. Those who are named must be contactable by email or phone for 2 weeks from the 16th January. These can be the same people who write letters of support.

Team applications should generally follow the same format. Items 1-8 and 13 should be provided for each team member. Items 9-12 and 14 should be for the team as a whole. For example, team applications should have one combined Otago Teaching Profile for the whole team, including course evaluations questionnaires. Each team member should include their own CV. If the team is large, it is appropriate to only submit a short version of the CV from each applicant that focuses on teaching. In the Otago Teaching Profile and 2000 word statement for a team application, make sure you include illustrative concrete details about both what the teachers do, and how students learn. For example, you might give concrete details about what one team member does when they teach to illustrate the team approach, including what they say and do, while also giving concrete examples of what students say and do that shows the reader what it would be like to be taught by the team. The team teaching statement cannot just be an abstract statement of what the team does, but must include concrete details of what we would see and hear if we were students taught by the team, and concrete details of what individual team members do.

| |
|--|
| <p>Send electronically to dvc.academic@otago.ac.nz by 5pm Wednesday 16 January 2019 All applications MUST be in one single pdf file or we will return your application</p> |
|--|