

## Pedagogic Support Awards

This category applies to all those engaged directly in **pedagogic support** activities (e.g. librarians, lab supervisors, educational technologists, learner support unit staff, educational developers, technical officers etc.) and allows for individual or team nominations. Team submissions in this category must be led by a member of staff in any learner support role and can also involve academics. Inter-Faculty team candidates are welcome to apply, in this case it will be incumbent on the team to decide which Faculty they will progress through.

### 1. Nomination:

Staff can be self nominated, peer nominated or student nominated. The nomination form must be completed and returned to CTL on or before 5pm on the 4<sup>th</sup> November 2024. The Excellence in Teaching Award applications are open to all staff who have not received the award in this category in the last five years.

### 2. Initial submission (Faculty level):

This submission, either written to a max of 1,500 words or recorded/narrated format no longer than 8 minutes, should incorporate an overarching philosophy upon which your approach is grounded followed by an overview of your approach to, and achievements in, supporting learning, teaching and assessment. Evidence in support of this statement should include:

- A narrative describing the type of support offered in relation to learning, teaching and assessment supported by some samples where possible
- Evidence of impact on student learning teaching and/or assessment as a consequence of your work
- A written statement, no longer than 500 words, from a peer who can speak to your approach to supporting learning, teaching and assessment

This submission should be saved as one file named as SurnameFirstnameFaculty (eg. SmithJaneKBS) and emailed to [CTL@ul.ie](mailto:CTL@ul.ie) by close of business on the 6<sup>th</sup> of January 2025.

### Shortlisting at Faculty level:

The applications are reviewed by a faculty panel, established by the Faculty Dean. This panel is comprised of:

- Faculty Dean or Nominee
- Two additional academics from within the discipline with recognized teaching expertise, at least one internal and one external to UL
- Head, Centre for Transformative Learning (Chair)
- Current or past students (min 1, max2)

The panel reviews all faculty submissions, according to award criteria with a view to recommending one winner (one from each category) to progress to the overall institutional award. All submissions will receive written feedback for consideration in the further development of their portfolio and practice once all Faculty panel meetings have taken place.

## Award Criteria

- Impact on student or staff as a consequence of your support.
- Impact for learning (outcomes, assessment, feedback that engages and improves learning or delivery in some instances).
- Enhancement, improvement and innovation (commitment to CPD, continuous reflection and ongoing development of approach).
- Expertise and/or discipline-specific concerns (clear command of subject, fluency, integration, linking, mapping that expertise with student, grappling with key (or threshold) concepts, addressing issues of particular challenge/importance within the discipline).

### 3. University Award level

The final shortlist of faculty winners will progress for consideration for the University Excellence in Teaching Award. There are two elements to this submission where candidates can:

#### Portfolio:

Review and resubmit their above statement which should include evidence of the effectiveness of their support including overall philosophy of approach, planning, preparation, performance, effectiveness and impact (not to exceed 4,000 words or recorded/narrated format no longer than 21 minutes). Ensure appendices are well selected and sign-posted clearly. This submission should be saved as one file named SurnameFirstnameFaculty and emailed to [ctl@ul.ie](mailto:ctl@ul.ie) by noon on the 30<sup>th</sup> of April 2025.

#### Presentation:

Present their approach to learning, teaching and assessment to the international panel, comprised of expert teaching and learning specialists from Ireland and the UK, who will adjudicate the awards. This presentation should be no longer than 15 minutes in duration and members of the UL community will be invited to attend on the 21<sup>st</sup> of May 2025.

### 4. Recognition and acknowledgement

UL award winners will normally receive their awards during conferring ceremonies. The overall Institutional Winner in each category will receive a financial award of €3,000 which will be paid into a research account to enable the development of their scholarship of learning and teaching through publication of an appropriate output.

Please note that past winners of the faculty and university award can engage in the same category of award once in a five-year period. The rationale for this stipulation is that it allows time for the individual to evolve and develop their practice based on feedback and to reflect on it within a portfolio. The experience of reflecting on your teaching should strengthen your practice as a teacher and should put you in a stronger position when you submit a subsequent application.