

## Excellence in Teaching Award (Team)

1. 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> of November 2024. The Excellence in Teaching Award applications are open to all academic staff who have not received the award in this category in the last five years. 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.
2. Initial submission (faculty level):  
This submission should incorporate your teaching philosophy statement followed by an overview of your approach to, and achievements in, learning, teaching and assessment (no more than 1,500 words). Evidence in support of this statement must include:
  - A maximum of two recent (i.e. within the last 3 years) examples of UL student feedback (e.g. SETs or focus group reports) that provide details on students' experiences of and responses to their teaching;
  - A peer observation report (within the last three years) from an independent observer.
  - A sample of their teaching recorded which can be one teaching session or a sample of no more than three teaching sessions within the UL context, totaling 50 minutes, supplemented by a short commentary (maximum 500 words). This commentary should contextualize their coding for the evaluation panel by including aims of the session, content and anticipated learning outcomes, plus any other additional relevant information.
  - A Title page (not included in word count) to provide nominee(s) name, faculty, department, discipline, number of years teaching. Ensure appendices are well selected and sign-posted clearly.

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

3. 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 academics from within the discipline with recognised teaching expertise, at least 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 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 meeting have taken place.

## Award Criteria

- Student-centered (Rapport, connection, engagement, inclusive, demonstrated use of pedagogies that engage and motivate students).
- Impact for learning (Evidence of impact, outcomes, assessment, feedback and development of learning practices that improves student learning).
- Enhancement, improvement and innovation (Commitment to CPD, continuous reflection and ongoing development of teaching). Committed to the promotion of teaching excellence in the university and beyond. Demonstrate critical enquiry and reflective practice to enhance teaching.
- Expertise and 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).

### 4. University Award level

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

- Review and resubmit their portfolio (not to exceed 4,000 words, excluding tables, appendices, cover page etc.) This must include a sample of their recorded teaching which can be one teaching session or a sample of no more than three teaching sessions totaling 50 minutes.
- This submission should be saved as one file named as SurnameFirstnameFaculty and emailed to [ctl@ul.ie](mailto:ctl@ul.ie) by noon on April the 30<sup>th</sup> 2025.
- 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, a reflection of the practices outlined in the portfolio will be no longer than 15 minutes, will take place virtually on the 21<sup>st</sup> of May 2025. Members of the UL community will be invited to attend.

### 5. 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.