Faculty Teaching Awards Guidance (2020)

What are ‘Faculty Teaching Awards’ and how do they relate to the ‘Vice-Chancellor’s Awards’?

The University celebrates the achievements of staff through annual Vice-Chancellor’s Awards for which there are 12 categories, one of which is a ‘Teaching Award’.

‘Faculty Teaching Awards’ are annual awards made to individuals or groups who have demonstrated a particularly high standard of ‘teaching’, which refers not simply to classroom, lecture theatre or lab teaching, but any activity that has a positive impact upon the student learning experience including postgraduate supervision.

- Unlike the other 11 Vice-Chancellor’s Awards, the ‘Teaching Award’ shortlisting process is carried out by faculties through ‘Faculty Teaching Awards’.
- Faculties may each award up to three ‘Faculty Teaching Awards’.
- All winners of ‘Faculty Teaching Awards’ (up to three per faculty) will create the longlist for the overall ‘best of the best’ Vice-Chancellor’s ‘Teaching Award’ at the Vice-Chancellor’s Awards panel (held in May/June 2020).
- The Vice-Chancellor’s Awards panel will select (from the longlist) a shortlist of three ‘Faculty Teaching Award’ winners will be invited to the Vice-Chancellor’s Awards ceremony on the evening of Friday 2 October 2020 at St Mary’s Stadium.

What Faculties need to do and when?

‘Faculty Teaching Awards’ nominations will be submitted using the same method as the other 11 Vice Chancellor’s Awards categories using the online nomination form (iSurvey) and deadline (Friday 1 May 2020 at 5pm). This reduces the work for faculties who don’t need to undertake a separate communications and nominations process. Instead, the Reward and Recognition team will collate and send to faculties all nominations that are received under the Vice-Chancellor’s Awards ‘Teaching Award’ category to be considered by their faculty selection panel.

- Vice-Chancellor’s Awards nominations close on Friday 1 May 2020 at 5pm.
- Faculties will be sent their Vice-Chancellor’s Awards nominations for ‘Teaching’ on Monday 4 May 2020.
- Faculties should hold their ‘Faculty Teaching Awards’ selection panel between Tuesday 5 May and Friday 15 May 2020.
- Faculties can award up to three ‘Faculty Teaching Awards’. Please email Geraldine Witt via G.L.Witt@soton.ac.uk with the winner/s names and an agreed citation e.g. why the award winner was chosen, by Friday 15 May 2020 at 5pm.

1. Promotion of Vice-Chancellor’s Awards nominations for ‘Teaching’
   - Vice-Chancellor’s Awards nominations are open from Monday 30 March to Friday 1 May 2020 at 5pm.
   - The Reward & Recognition team will provide communications tools to faculties in order to promote the Vice-Chancellor’s Awards and ‘Faculty Teaching Awards’.
   - ‘Faculty Teaching Awards’ nominations are to be submitted by staff and students using the Vice-Chancellor’s Awards online nomination form (via iSurvey) under the ‘Teaching’ category.
   - Staff can’t self-nominate for a ‘Teaching Award’. However, staff can contact the person they are nominating if they need additional information in order to write a convincing case.
2. Faculty Selection Panel

Within each Faculty, convene a group of panelists chaired by an appropriate senior staff member of the Faculty. The selection panel should consider received nomination forms and select up to three ‘Faculty Teaching Award’ winners.

The date of the selection panel meeting should be between Tuesday 5 May and Friday 15 May 2020 (5pm deadline for returning a decision to Geraldine Witt via G.L.Witt@soton.ac.uk).

Panel membership
The panel composition will vary between faculties but should include at least three members. Likely members might be a Dean of Faculty, Associate Dean (Education), Programme Director or equivalent, a student representative, or a lecturer from another Faculty. Past Teaching Awards winners may also be part of the panel.

Panel Activities
The panel should evaluate applicants against the selection criteria (see below). It is recommended that the nomination summary is circulated to panel members in advance of the meeting.

Faculties retain the right to choose who is eligible for a ‘Faculty Teaching Award’ within their Faculty, as long as they are employed by the University. It is recommended that faculties consider everyone taking part in activities that impact on the student learning experience. This may include a range of staff (e.g. lecturers, teaching fellows, educational developers, postgraduate supervision/support, postdocs, technicians, administrative staff and librarians). Groups of teaching staff as well as individuals can be nominated.

Previous Teaching Award winners are eligible, but nominations must be based on a different activity.

Selection Criteria
Faculties are encouraged to look for evidence that the ‘teaching’ is helping us to achieve the ambitions set out in our University strategy:
- Improving the quality of our education. Provision of high-quality education by improving the student experience and/or improving student employability.
- Building a reputation for delivering excellence and an exemplary student experience leading to greater demand from the best student applicants.
- Contributing to the improvement of league table rankings and our reputation. For teaching, this will primarily be through positive NSS outcomes and improved student satisfaction.
- Developing education with discovery at its heart.
- Developing graduates who are confident global citizens, equipped to make a positive contribution to the world.

Panel Outcome Reported to Nominated Person
The chair of the panel should provide feedback to all nominated individuals and inform the ‘Faculty Teaching Award’ winners of the outcome.

Panel Outcome Reported to Reward & Recognition
The results of the panel meeting should be sent to Geraldine Witt via G.L.Witt@soton.ac.uk by Friday 15 May 2020 at 5pm, including the names of the award winners and a citation from the selection panel explaining why the award winners were selected.
3. Awarding the ‘Faculty Teaching Award’ winner/s

- Faculties should not provide a cash prize to ‘Faculty Teaching Award’ winners. However, we would recommend faculties consider using consider funding a celebratory event for all ‘Faculty Teaching Award’ winners and could include all faculty staff who were shortlisted for the other 11 Vice-Chancellor’s Award categories.

- CHEP (Centre for Higher Education Practice) is keen to help celebrate and share the good practice of ‘Faculty Teaching Award’ winners and may contact individuals inviting them to share their practice and/or attend a celebratory event.

- Be conscious of how colleagues like to be recognised. ‘Faculty Teaching Award’ winners may not wish to be referenced on communications e.g. Faculty announcement email or a University SUSSED post. Please check with your staff first.