# QUEEN’S UNIVERSITY TEACHING AWARDS SCHEME 2024

# Notes for Guidance

The *Teaching Awards Scheme* was established to encourage and reward the development of learning and teaching practices and learning support practices that have led to particularly effective/worthwhile learning.

The *Teaching Awards Scheme* is a competitive process and normally up to 10 Teaching Awards are available each year. A prize of £1000 will be awarded to each successful individual or team in the **Rising Stars**, **Sustained Excellence** and **Team** categories. The prize will be paid into a dedicated School account for the exclusive use of the winning team or individual for professional development purposes.

The *Queen’s University* *Teaching Awards* scheme is open to full members of University staff. Applications embracing a diversity of approaches are welcomed and applications for postgraduate teaching as well as undergraduate teaching are invited. Applicants should make the case for how their approach demonstrates excellent practice appropriate to their level of experience. Discussion of an extra-curricular activity can be included as part of a body of work being put forward for consideration, but will not be considered for an Award as a stand-alone activity.

The panel especially welcomes applications demonstrating how the applicant is addressing priorities set out in Strategy 2030 around Assessment; Programme Design and Development; Digital, and Student Voice, and are also interested to learn how colleagues are embedding Sustainable Development Goals in their teaching.

## Teaching Award Categories

Colleagues can apply for a Teaching Award in the following categories:

#### Individual Awards

Colleagues can receive a maximum of one Teaching Award in each of the individual categories. Information on other recognition routes, such as the Queen’s Merit Award and National Teaching Fellowship Scheme, can be obtained from the [Centre for Educational Development](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/QUBTeachingAwards/).

#### Category 1: Rising Stars

This category is open to individual colleagues who have been teaching\supporting learning within higher education for fewer than 9 years.

#### Category 2: Sustained Excellence

This category is open to individual colleagues who have had a sustained career in teaching\supporting learning within higher education for 9 years or over. The application should reflect your pedagogic impact over your career to date.

#### Team Award

#### Category 3: Excellence in Teaching or Learning Support by a Team

This category is open to teams of academic and/or learning support colleagues. Winning teams, or a team that is substantially the same as a previous winning team, cannot normally apply for another Team Award within three years of winning their award.

## Applying for a Teaching Award

The application process is in two stages as follows:

#### Stage 1 Submission of an Analytical Account (please complete template)

Applicants submit an analytical account of their learning and teaching or learning support practice on the appropriate template available from the [CED website](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/QUBTeachingAwards/). There are separate templates for each category.

The [CED website](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/CoursesEventsProfessionalRecognition/QUBTeachingAwards/) provides comprehensive guidance on writing an application. It is important that applicants include evidence of the impact of their teaching/learning support approach within their application in order to be shortlisted. This can be a mixture of qualitative and quantitative data as appropriate to the context.

Guidance on word counts and application formats is provided within the application template. No supplementary material or material on a website will be considered as evidence.

The closing date for receipt of applications for consideration for a Teaching Award in 2024 is 4 pm on 25 March 2024. Applications should be submitted via e-mail to [e.mcdowell@qub.ac.uk](mailto:e.mcdowell@qub.ac.uk). Please do not save as a PDF file.

Heads of Schools and Directors of Education are informed of applications shortlisted from within their School.

Shortlisting is undertaken by a panel. The panel comprises Dr Penny Sweasey (external assessor), the Pro-VC (Education and Students), representatives from each of the Faculties, and Education and Student Services, and the VP Education, Students’ Union. The decision of the panel is final.

#### Stage 2 Presentation and Meeting with Panel

Shortlisted applicants will be invited to meet in person with panel members to provide a brief presentation and discuss their work. Further details will be provided to the shortlisted candidates at that time.

Applicants will be informed of the panel’s decisions as soon as possible; the decision of the panel is final.

The date for shortlisted candidates to meet with the panel is 6 June 2024.

## Dissemination

Dissemination of the good practice identified is an important element of the Teaching Awards Scheme and is carried out in the following ways:

* A case-study in the [Learning & Teaching Hub](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/LearningTeachingandAssessment/LearningandTeachingHub/LearningandTeachingCaseStudies/) and/or [Assessment Hub,](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/CentreforEducationalDevelopment/LearningTeachingandAssessment/AssessmentHub/) as appropriate.
* Participation in a dissemination event, such as the Queen’s Learning and Teaching conference/webinars
* An article in *Reflections* newsletter