

**Application for Teaching Excellence Awards  
2019/2020**

Name of Applicant / Team Leader \_\_\_\_\_

Department / Programme \_\_\_\_\_

No. of years teaching at Lingnan \_\_\_\_\_

No. of years teaching in higher education institutions in total \_\_\_\_\_

Are you a full-time or part-time teaching staff member?  Full-time  Part-time

Category of award to apply:  Individual Faculty  Team  Early Career Faculty

*(Please tick the appropriate box)*

**Particulars of team members** (For team application only)

Team Name: \_\_\_\_\_

	Name of team member	Department/Programme	No. of years teaching at Lingnan	Full/Part Time
1.				
2.				
3.				
4.				

**Signature of applicant**

**Date**

\_\_\_\_\_

Please return the completed application (with appendices if any) to the Teaching and Learning Centre (TLC) **on / before 17<sup>th</sup> January 2020**. Should you need further information and assistance, please contact the TLC.

Tel: 26167576 / 26167581 Fax: 25725706 Email: [tlc@ln.edu.hk](mailto:tlc@ln.edu.hk)

TEAS web-site: <http://tlc.ln.edu.hk/>

October 2019

## Application Submission

Applicants are invited to submit the following information with reference made to the Selection Criteria stipulated in the TEAS guidelines:

**1. Statement of teaching responsibilities**

*You/ the team may choose to focus on courses currently being taught, it is also appropriate to include a short record of your past teaching experience (in no more than 800 words).*

**2. Statement of teaching philosophy**

*Reflective statement outlining your teaching philosophy, practices, and goals (in no more than 2000 words).*

**3. Description of teaching and learning innovations, and/ or contribution to course development**

*A brief explanation of the examples of courses or materials developed, and state how they relate to the achievement of particular learning outcomes. These activities may include any Service-Learning components incorporated into the courses (in no more than 800 words).*

**4. Teaching impact on learning outcomes**

*Evidence-based materials showing the impact of your /the team's excellent teaching on students' learning outcomes and the manner in which your / the team's work may be generalised and applied to other disciplines (in no more than 800 words).*

**5. Evaluation of teaching (By students)**

*Quantitative data from the CTLE will be extracted and added to any application by the Teaching and Learning Centre. You may wish to provide a summary of the student ratings or written comments from CTLE or mid-term online CTLE or other sources. You may also include excerpts from letters that support your approach to teaching (written both during and after their student years) (in no more than 800 words).*

**6. Evaluation of teaching (By supervisors and peers / TLC staff)**

*Comments from colleagues about your teaching/ the team teaching, e.g. in the form of statements from colleagues who have observed your teaching, statements from your supervisors (current or previous), statements from colleagues at other institutions, evaluations of your work on course development, teaching and contributions to the discipline by outside organizations (in no more than 800 words).*

**7. Other contributions to teaching and learning**

*Information on those activities contributing to the improvement of tertiary teaching and learning in general. Such items may include: teaching and learning initiatives funded by Teaching Development Grants, sharing of good practices on teaching and learning, presentations and publications on teaching, administrative and committee work related to teaching (in no more than 800 words).*

**8. Professional development**

*Evidence-based materials showing your / the team's engagement in professional development activities and commitment in continuous professional development (in no more than 800 words).*

**9. Curriculum vitae**

*The personal curriculum vitae of individual application /the team (in no more than 1600 words). For team nomination, one additional page (in no more than 400 words) per team member can be submitted.*

**10. Collaborative work**

*(For team application only) Materials on demonstration of impact of the collaborative work on the development of effective teaching practice, and the role and percentage contribution of each of the team members (in no more than 800 words).*