



LEADERS IN TERTIARY EDUCATION (LiTE) AWARD 2014



PROCEDURES AND CRITERIA

Details of the Award

“Leaders in Tertiary Education (LiTE)” is an initiative of the Accreditation Council of Trinidad and Tobago (ACTT) that seeks to recognise the role that educational administrators play in building a strong quality culture, at ACTT’s registered and accredited institutions. The LiTE award recognises a leader (institutional head, academic head, head of department, dean etc) who has made a significant contribution to higher education in Trinidad and Tobago, by demonstrating his/her commitment to the development and advancement of his/her institution and/or the sector. It aims to celebrate exemplary leadership that has had a significant and positive impact in higher education.

- Nominations for the award are open to managerial staff within post secondary and tertiary level institutions who belong to an institution that is registered or accredited by ACTT.
- One (1) award will be granted to the nominee whose portfolio best exemplifies the overall criteria. Honourable mention will be made of two (2) runners-up.
- The awardee will be featured in publications of ACTT and in one local daily newspaper.
- The award will be formally presented at ACTT’s Quality Assurance Awards Ceremony on October 29, 2014.

Through this award, ACTT will recognise the accomplishment of an outstanding individual who has been innovative and collaborative and has been able to deliver on change initiatives for their institution and/or the education and training sector at large.

Guidelines

1. Nominees for this award are open to managerial staff within post secondary and tertiary level institutions, that are registered or accredited by ACTT.
2. Nominations must be endorsed by the institution, therefore, the Board of Directors, head of the institution, faculty or department must sign the relevant nomination form.
3. Eligible institutions may submit any number of nominees from within their managerial staff.

4. Nominations for the award must be accompanied by a portfolio, which will be judged against the criteria established by ACTT.
5. Nominees will be assessed on answers and evidence provided, in relation to the five (5) entry guidelines.
6. Entry guidelines shall be focussed on a completed project or initiative, which the nominee has championed within the institution and/or the higher education sector.
7. The project or initiative must have been **completed** within the last two (2) years.
8. The portfolio may be prepared by the nominee or by others on his/her behalf provided they have obtained the nominee's permission.
9. An application for this award shall comprise the **nomination form** and the **portfolio**.
10. The application(s) must be submitted to ACTT no later than **September 26, 2014** in soft and hardcopies in **TRIPLICATE**.
11. An electronic copy of the application must be submitted to quiteawards@actt.org.tt.
12. The application should be addressed to the **Executive Director**, QuiTE Awards 2014, The Accreditation Council of Trinidad and Tobago, Level 3, Building B, Pan American Life Plaza, 91-93 St Vincent Street, Port of Spain, Trinidad.

Eligibility

1. Nominations must be submitted and endorsed by the nominee's institution.
2. Nominees must be employed by a registered or accredited institution.

Any nomination that does not satisfy the eligibility requirements will not be considered for the award.

Format of the portfolio (In TRIPLICATE)

The portfolio must adhere to the following format requirements:

- narratives and evidence must be submitted for each question.
- narratives are limited to maximum of **6,000 words** (excluding the questions). A word count tool should be utilised at the end of each standard.

- narratives should be submitted in softcopy (Microsoft Word document).
- font size should be no smaller than **12 point** and the page orientation should be portrait only.
- line spacing should be a minimum of **1.5**.

Tips:

- ❖ *a **narrative** in this instance is the answer or explanation provided for the entry guidelines.*
- ❖ *the **evidence** is the proof/ documentation that is related to the explanation within the narrative.*
- ❖ *the application, inclusive of the **portfolio** and **nomination form** should be properly fastened or bound.*

Content of the portfolio

The nominee's portfolio should comprise **evidence** that supports the information provided for the relevant entry guidelines. The portfolio may include:

- the strategic plan of the institution
- business plans and forecast
- special projects
- feasibility studies
- needs assessments
- evidence of systematic feedback from stakeholders (students, peers, employer, alumni, community)
- formal references from stakeholders [students, peers, employer, community (500 words per reference)]
- budget allocations
- grants received for the project or initiative
- instruments and tools utilised to monitor the project or initiative
- project reports

*The above mentioned list is designed to **suggest** areas of evidence and nominees and/or institutions should not feel limited by these examples. The aforementioned list is in no way exhaustive and relevant evidence that will support the fulfilment of the criteria may be added.*

CRITERIA AND ENTRY GUIDELINES

CRITERIA

- **Innovation** what makes it new, original and transforming in the institution and/or education and training sector

- **Implementation** excellence in planning, delivery, teamwork, external stakeholder engagement, evaluation and financial management (value for money)

- **Impact** outcomes of the project or initiative within the institution and/or the education and training sector. The impact on student performance and achievement should be emphasised. Impact could also extend to the community or society based on the nature of the project or initiative.

ENTRY GUIDELINES

- 1) Describe the purpose of the project or initiative and its alignment with the institutions' strategic goals and direction (strategic plan). Outline what makes it ground-breaking to the institution and/or sector. (1,000 words)

- 2) Detail how the project or initiative was implemented, from planning and delivery to evaluation and stakeholder engagement. (1,500 words)

- 3) Illustrate the attainment of desired outcomes for the project or initiative within the institution and/or the education and training sector. (1,500 words)

- 4) Explain the challenges that impacted on the attainment of outcomes. What were the contingency plans and how well did they work. (1,000 words)

- 5) When did the project start and finish, and what funding did it receive during the period? (1,000 words)

NOMINATION FORM

LEADERS in TERTIARY EDUCATION (LiTE) 2014

Name of Nominee			
Name of Institution			
Name of Person Nominating the Managerial Staff Member			
Name of Person who Prepared the Portfolio			
<p>ENDORSED BY: <i>(tick where appropriate)</i></p> <p>Board of Directors <input type="checkbox"/></p> <p>Head of: Institution <input type="checkbox"/> Faculty <input type="checkbox"/> Department <input type="checkbox"/></p>			
Signature			
Date			
	mm / dd / yyyy		
Documents accompanying the nomination form	Portfolio <input type="checkbox"/>		