

LEADERSHIP IN TERTIARY EDUCATION (LiTE) AWARD 2017

Background

In 2014, The Accreditation Council of Trinidad and Tobago (ACTT) introduced the Leadership in Tertiary Education (LiTE) Award to recognise educational leaders who have contributed to significant improvements at their institution. These leaders would have spearheaded innovative initiatives, projects and policies that have enhanced their institutions' operations and culture, resulting in improved student performance. Recipients of the LiTE Awards would have made significant contributions to higher education and training in Trinidad and Tobago and would have repositioned their institutions within the higher education landscape.

Award Details

- 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 award will be formally presented at ACTT's Excellence in Higher Education Award Ceremony in **October 2017**.
- The awardee will be featured in ACTT's publications.

Nomination Procedures

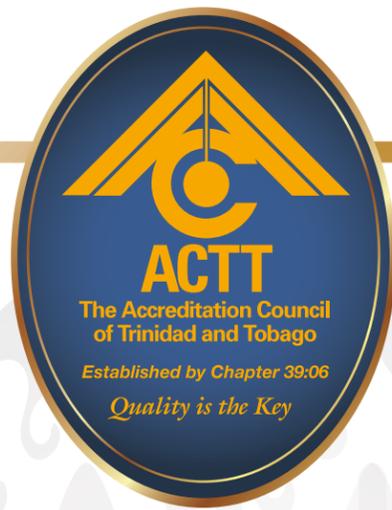
1. Executive Heads or designates at higher education and training institutions that are registered or accredited by ACTT may be nominated for this award.
2. Nominations must be endorsed by the institution. The nomination form must be signed by the

Chairman of the governing body or the head of the institution (where a designate is nominated).

3. Each nomination form must be accompanied by:
 - i. a portfolio not exceeding 3,000 words
 - ii. supporting evidence not exceeding thirty (30) pages
 - iii. a video or PowerPoint with audio in .mp4 format (maximum of 10 minutes)
4. The Portfolio may be prepared by the nominee or by others on his/her behalf. It is recommended that the nominee be consulted prior to submission.
5. The submission must focus on a completed project or initiative that the nominee has championed at the institution and/or the higher education or training sector.
6. The project or initiative must have been completed within the last two (2) years.
7. The application(s) must be submitted in **triplicate** no later than **August 18, 2017** to:

Attn. QuiTE Awards Committee
Executive Director
The Accreditation Council of Trinidad and Tobago (ACTT)
Level 3, Building B, Pan American Life Plaza
91-93 St Vincent Street, Port of Spain

Submissions that do not follow the nomination procedures will not be considered for the award.



CRITERIA AND GUIDELINES

CRITERIA

• Innovation

The Leader has championed new, original and transformative initiative(s) within the educational or training institution.

• Implementation

The Leader has demonstrated excellence in planning, delivery, teamwork, external stakeholder engagement and financial management.

• Impact

The Leader has directed projects that positively impact on student performance, institutional effectiveness and community relations.

PORTFOLIO GUIDELINES

The portfolio should:

1. describe the purpose of the project or initiative and its alignment with the institution's strategic goals and direction. Outline what makes it ground-breaking to the institution.
2. detail how the project or initiative was implemented from planning and delivery, to evaluation and stakeholder engagement.
3. illustrate the attainment of desired outcomes for the project or initiative within the institution.
4. explain the challenges that impacted on the attainment of outcomes. What were the contingency plans and how well did they work?
5. state the project's start and end dates and the resources dedicated to the project.

FORMAT OF THE PORTFOLIO

1. The portfolio must adhere to the following requirements:
 - narratives must address each of the portfolio guidelines
 - narratives must be limited to a maximum of **3,000 words**
 - font size should be no smaller than **12 point**
 - line spacing should be a minimum of **1.5**
 - the video or PowerPoint should broadly address the portfolio guidelines
 - the video must not exceed 10 minutes
 - the video should include audio in .mp4 format (it is important to ensure the quality of the audio)
 - the video should be submitted on 3 compact discs or other portable media
2. The portfolio may make reference to the following:
 - the strategic plan of the institution
 - business plans and forecasts
 - special projects
 - feasibility studies
 - needs assessments
 - testimonials from key stakeholders (students, peers, employers, community)
 - budget allocations
 - grants received for the project or initiative
 - instruments and tools utilised to monitor the project or initiative
 - project reports

The list above provides suggestions of possible examples and is in no way exhaustive.



NOMINATION FORM LEADERSHIP IN TERTIARY EDUCATION (LITE) AWARD 2017

Nominee	
Institution	
Nominator	
Portfolio prepared by	
ENDORSED by (tick where appropriate)	<input type="checkbox"/> Chairman, Governing Body <input type="checkbox"/> Head of Institution
Signature	
Date	dd / mm / yyyy

Kindly ensure that this Nomination Form is attached to the Portfolio.