

EXCELLENCE IN TEACHING AWARD 2017

Background

In 2014, The Accreditation Council of Trinidad and Tobago (ACTT) introduced the Excellence in Teaching Award to recognise post secondary and tertiary level educators. Through this award, ACTT will recognise the accomplishment of an outstanding individual who is student-centred in his/her approach, is focussed on professional development and is committed to advancing the development of his/her institution.

Nominations for the award are open to teaching staff attached to a post secondary or tertiary level institution that is registered or accredited by ACTT. One (1) award will be granted to the nominee whose portfolio demonstrates that the overall criteria and standards have been met. Honourable mention will be made of runners-up who also demonstrate excellence in teaching. 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.

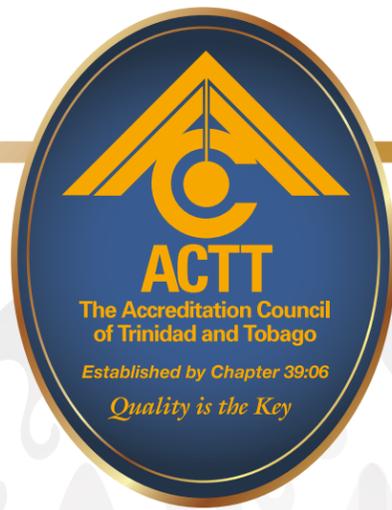
Eligibility

- Nominations for this award are open to lecturers, instructors, tutors and trainers at post secondary and tertiary level institutions that are registered or accredited by ACTT.
- Nominees can be either part-time or full-time teaching staff
- Nominations must be endorsed by the institution; the head of the institution, faculty or department must sign the nomination form and submit a signed and dated nomination letter.
- Eligible institutions may submit a maximum of three (3) nominees.

- An application for this award shall comprise:
 - i. completed **nomination form**
 - ii. a **portfolio**
 - iii. brief **Curriculum Vitae** (maximum 1,500 words)
- The portfolio may be prepared by the nominee or by others on his/her behalf, provided they have attained the nominee's permission.
- Application(s) must be submitted in **triplicate** to ACTT no later than **August 18, 2017** in soft and hard copy.
- An electronic copy of the application must be submitted in .PDF format to quiteawards@actt.org.tt.
- Application(s) should be addressed to:

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

Submissions that do not follow the eligibility requirements will not be considered for the award.



CRITERIA AND GUIDELINES

CRITERIA

• **Teaching and Learning Strategies**

The teacher's strategies, tools and practices exceed the academic needs of a diverse student population and positively impact on student learning experiences.

• **Professional Development**

The teacher is proactively involved in enhancing his/her teaching practice to ensure student engagement and achievement.

• **Leadership in Teaching**

The teacher contributes to developing a culture of excellence in teaching among the teaching fraternity at his/her institution and the profession at large.

• **Research-led Teaching**

The teacher uses strategies that are informed by research and provides students with opportunities to discuss scholarly writing or research.

FORMAT OF THE PORTFOLIO

1. Table of Contents
2. Nomination Letter from Head of Institution, Department or Dean
3. Four Letters of Support
Two letters of support should be from the colleagues of the nominee and two should be from current or former students.
4. Contextual Statement (< 1,500 words)
5. Narrative (< 4,000 words)
6. Supporting evidence
Supporting Evidence must NOT exceed thirty (30) pages and may make reference to the following:
 - samples of lesson preparation
 - involvement in curriculum development
 - evidence of systematic feedback from students from the last five (5) years
 - awards for teaching
 - a list of relevant publications
 - feedback from other relevant sources such as alumni and employers
 - formal references from students, peers, employers or any other relevant stakeholder
 - a listing of all academic and professional development activities engaged in over the last five (5) years with supporting certificates
 - grants received for improving teaching and learning within the discipline
 - development and evaluation of professional progress with regards to teaching
 - details of how excellence has been achieved and the impact or changes created through outstanding programme delivery

The above mentioned list is designed to suggest areas of evidence and nominees and/or institutions should not be limited by these examples.



NOMINATION FORM EXCELLENCE IN TEACHING AWARD 2017

Nominee	
Institution	
Nominator	
Portfolio prepared by	
ENDORSED by <i>(tick where appropriate)</i>	Head of: <input type="checkbox"/> Institution <input type="checkbox"/> Faculty <input type="checkbox"/> Department
Signature	
Date	dd / mm / yyyy
Document Checklist	<input type="checkbox"/> Completed Nomination Form <input type="checkbox"/> Table of Contents <input type="checkbox"/> Nomination Letter <input type="checkbox"/> Four Letters of Support <input type="checkbox"/> Contextual Statement <input type="checkbox"/> Narrative <input type="checkbox"/> Supportive Evidence <input type="checkbox"/> Curriculum Vitae

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