

**Application for Teaching Excellence Awards  
2009/2010**

Name of Applicant \_\_\_\_\_

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

N<sup>o</sup>. of years teaching at Lingnan \_\_\_\_\_

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

*(Please tick the appropriate box)*

Full-time

Part-time

TEACHING  
EXCELLENCE  
AWARDS  
SCHEME

**Criteria for the Award**

Excellence should be demonstrated in some or all of the following criteria:

- evidence of a high level of competence in a wide range of teaching skills;
- a demonstrated commitment to the requirements of the discipline;
- a demonstrated concern for student learning;
- evidence of a genuine interest in the continual improvement and innovation of teaching practice;
- contribution to the formulation / administration of courses / modules (if applicable).

*[For details please refer to the TEAS leaflet obtainable from the TLC.]*

Please fill in each section of this proforma. Feel free to vary the format to suit your needs and support your application by providing additional information in an appendix.

**1. Statement of teaching responsibilities**

*(You may choose to focus on courses currently being taught, it is also appropriate to include a short record of your past teaching experience, even at other institutions.)*

[enter text here]

**2. Reflective statement outlining your teaching philosophy, practices, and goals**

*(State your personal teaching philosophy, strategies, objectives, and methodologies, and why you consider these goals to be important, and how your teaching practices promote student learning.)*

[enter text here]

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

*(Provide a brief explanation of the examples of courses or materials developed, and state how they relate to the achievement of particular learning outcomes. A list of these activities may be accompanied by a brief explanation of each with relevant documents included in an appendix.)*

[enter text here]

#### **4. Evaluation of teaching (By students)**

*Data from the CTLE will be extracted and added to any application automatically from the Banner system. (You may wish to provide a summary of the student ratings or comments about your teaching over the last few years [at least two]. You may also include excerpts from letters that support your approach to teaching [written both during and after their student years].)*

[enter text here]

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

*(Include comments from colleagues about your 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.)*

[enter text here]

## **6. Self-reflection and self-appraisal**

*(Describe the steps taken to evaluate and improve your teaching, including changes resulting from student feedback, self-evaluation, time spent on teaching development workshops, seminars and activities. You may also include a statement describing teaching goals for the next three years.)*

[enter text here]

**7. Other contributions to teaching**

(Provide information on those activities contributing to the improvement of tertiary teaching and learning in general. Such items may include: presentations and publications on teaching, administrative and committee work related to teaching.)

[enter text here]

**8. Other additional information**

*(Provide information not previously included to support your application.)*

[enter text here]

## 9. The Appendix

*(Give a list of the appended materials / information here. Be selective about the information to be provided in the appendices. For supplementary materials such as computer disks, CD-ROMs, audio or video tapes, you may briefly discuss such materials here and make them available for review upon request. You may also include a copy of your curriculum vitae as one of the appendices.)*

[enter text here]

**Signature of applicant**

**Date**

Please return the completed application (with appendices) to the Teaching and Learning Centre (TLC) **on / before 31<sup>st</sup> March 2010.** Should you need further information and assistance, please contact the TLC.

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TEAS web-site: <http://www.ln.edu.hk/tlc/teas2009/index.htm>*

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