

Teaching Excellence Awards Scheme 2025/2026

Guidelines

A. Introduction

The Teaching Excellence Awards Scheme (TEAS) is established to recognise and reward distinguished teachers of Lingnan University who have demonstrated outstanding performance in teaching. The scheme also confirms the University's commitment to:

- developing a culture of high-quality teaching and excellence among academic staff;
- acknowledging the importance of quality teaching for improving student learning outcomes;
- improving the student learning experience;
- acknowledging innovative and creative teaching; and
- promoting teaching as a scholarly activity.

B. The Awards

1. There are five categories under the Scheme, i.e. (1) Individual Faculty Members; (2) Teams; (3) Outstanding Teaching Award for Early Career Faculty Members; (4) Individual Faculty Members (Postgraduate); and (5) Outstanding Award in Incorporating Technologies in Teaching and Learning.
2. There will be up to 5 Awards in a year to be considered.
3. The Teaching Excellence Award recipient (an individual or a team) will receive a cash reward of HK\$20,000 and a gift. The names of the individual recipients and the name of the team and its members will be engraved on a plaque display placed on a prominent site on the campus. Certificates of merit will also be given to shortlisted candidates in recognition of their outstanding teaching. All the Awards, gifts and certificates will be presented at an Awards presentation ceremony.
4. Souvenirs will also be given to nominators of the TEAS winner(s) in appreciation of their nominations.

C. Eligibility

1. For individual faculty category: The candidates should be full-time teaching staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes (i.e. the majority of the courses in terms of number or hours taught by the candidates are UGC-funded). TEA winners are not allowed to compete for the same category in the next round of TEA.
2. For team category: The nominated team should be inter-disciplinary (i.e. involving more than one department). A team comprising only members from the same department may be considered providing that its pedagogical work

possesses strong potential for application beyond the disciplinary and institutional boundaries. The team may comprise a maximum of five members including a team leader. Each nominated team must include at least one full-time teaching staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes. The team may also include other academic and/or support staff (including teaching assistants) employed on a full-time or part-time basis. The leaders of the winning teams are not allowed to compete for the same category in the next round of TEA.

3. For the Early Career category: It is open to individuals only. The candidates should be full-time teaching staff (excluding visiting staff) with teaching duties which focus primarily on UGC-funded programmes. The candidates should have no more than six years of teaching experience in higher education as of the closing date for nomination. The length of teaching experience is counted on a term basis and can be non-sequential. The winner of the Early Career category is not allowed to compete for the same category in the next round of TEA.
4. For individual faculty category (postgraduate): The candidates should be full-time teaching staff (excluding visiting staff) who have been teaching at Lingnan with teaching duties primarily on postgraduate programmes. TEA winners are not allowed to compete for the same category in the next round of TEA nor apply for the UGC Teaching Award.
5. For the Outstanding Award in Incorporating Technologies in Teaching and Learning: It is open to individuals or teams. For individuals, the candidates should be full-time teaching staff at Lingnan (excluding visiting staff). For teams, the team leader must be a full-time staff member at Lingnan (excluding visiting staff); team members can be part-time staff from Lingnan. The winners of this category are not allowed to compete in the same category in the next round of TEA.
6. Any nominee should be included in only one of the five Award categories and be included in only one nomination.

D. Criteria for the Award

Teachers nominated for the Award should demonstrate excellence in some or all of the following criteria:

1. Adoption of learner-centred approaches, ability to engage/inspire/impact on students and demonstration of superior acumen in teaching, which may include
 - a good understanding of pedagogy, understanding how students learn and adopting suitable teaching and assessment approaches that can achieve better student learning outcomes;
 - being able to interact with students and engage them in learning with enthusiasm; inspiring and supporting students, with respect for their diverse learning needs, to build confidence and capability (including critical thinking,

- analytical skills, values, etc.);
 - outstanding classroom teaching (in face-to-face, virtual or hybrid settings); and exceptional experiential learning with demonstrated outcomes on students' learning as compared to traditional pedagogies.
2. Course/programme/curriculum design that can reflect a command of the field, which may include
 - demonstrating up-to-date knowledge of the field of study in the design of the curriculum and student learning resources (e.g., textbooks, e-learning resources);
 - adopting complementary research-informed teaching practices;
 - incorporating research findings into curriculum design and teaching strategies by highlighting the connection between theory and practice;
 - developing appropriate student learning outcomes; and
 - adopting innovative approaches to teaching and assessment which can facilitate students' achievement of the learning outcomes etc., at/within an institutional, inter-institutional or sector-wide level.
 3. Past/present achievement(s) and leadership in teaching and potential scholarly contribution to and impact on the development of effective teaching practice within the nominee(s)' own university and/or in other institutions, which may include
 - demonstrating educational research and innovations in the field of study; and
 - demonstrating leadership and evidence-based impact in the promotion of teaching excellence within and across disciplines and/or universities. In the case of early career faculty nominations, the focus will be on the nominees' potential of leadership in teaching as well as their past achievements. In the case of team nominations, the contribution of each of the team members, as well as the scale and complexity of impact of the team's collaborative work on the development of effective teaching practice at/within an institutional, inter-institutional or sector-wide level will be considered. Each team member's contribution in propagating the impact of their collaborative endeavours within his/her own university will also be taken into consideration. In addition, applicants are also welcome to include examples of other prior collaborations among team members in the application materials (if the team is nominated for a specific project) but new and innovative collaborative initiatives are encouraged.
 4. Nominees for the "Outstanding Award in Incorporating Technologies in Teaching and Learning" should additionally demonstrate excellence in some or all of the following areas:

- evidence of creative and effective integration of technologies, e.g. AI tools within curriculum, pedagogy, or assessment design, enhancing student engagement and learning outcomes (innovative integration);
- demonstrated measurable improvement in students' critical thinking, collaboration, digital literacy, analytical skills, or subject-specific competencies as a result of the use of technologies (positive Impact on student learning);
- adoption of ethical guidelines for GAI tool use, including considerations for academic integrity, data privacy, and transparent communication with students regarding technological functions and boundaries (e.g. promotion of responsible and ethical GAI use);
- evidence that the approach or strategy can be adapted or scaled to other courses, programmes, or disciplines, with clear potential for broader impact within or beyond the institution (scalability and transferability);
- evidence of critical reflection on the efficacy, challenges, and limitations of technical integration, leading to iterative improvements and scholarly contributions (e.g., publications, workshops, or community engagement) (reflection and improvement); and
- collection and use of feedback from students and/or peers on the impact, accessibility, and effectiveness of technology implementation in teaching and learning (student and peer feedback and other evidence).

E. Nomination

Nominations can be made by either students or staff under any of the following conditions:

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| Students: | 5 students of any combinations of undergraduates and postgraduates of Lingnan |
| Alumni: | 3 alumni of Lingnan |
| Staff member: | 1 full-time academic staff member |

F. Nomination rules and regulations

- any nomination must come with the consent of the nominee;
- departments are encouraged to play an active role to identify excellent teachers in the nomination process and to provide feedback on the strength of nominations to the Sub-Committee on Teaching and Learning (SCTL) of AQAC;
- candidates are encouraged to seek input from their Heads of Academic Units in preparing for their applications; and
- all nominations should be addressed to the Teaching and Learning Centre

(TLC) for initial screening. Shortlisted nominees will be recommended for consideration by the Selection Panel.

G. Documentation required

Nominees are required to submit an application using a standard proforma. The standard proforma is available from the TLC. In the proforma, applicants are to provide the required information with reference to the selection criteria, including but not limited to the Report(s) of Course Teaching and Learning Evaluation (CTLE)* they have received for the latest six terms at Lingnan as far as possible. For the team, the CTLE report(s) of the course(s) that is/are relevant to the collaboration/teaching as a team should be submitted. Any further details or additional documentation can be attached as appendix materials to support the application, preferably no more than 20 pages.

** Each report includes CTLE scores, response rate and written comments from students (if any).*

H. Selection Panel and Process

The Selection Panel will be composed of:

- 3-6 student representatives (nominated by the Faculties and Schools). The student members should come from different Faculties and Schools so as to ensure fair representation;
- 3-6 teaching staff representatives (from different Faculties and Schools) nominated by the Faculties and Schools with substantial teaching experience, endorsed by SCTL of AQAC;
- the chairperson of the Selection Panel (to be appointed by SCTL);
- the Director of Teaching and Learning; and
- an external member nominated by TLC and endorsed by SCTL of AQAC.

A staff of TLC will serve as the panel's secretary.

I. Timeline

Oct 2025 – Jan 2026	To receive nominations and applications: Nomination deadline: 28 Nov 2025 Application deadline: 19 Jan 2026
Late Jan – Mar 2026	To commence selection
Early Apr 2026	To announce results (and preparation of UGC nominations simultaneously)
Award Ceremony (tentatively on 27 Apr 2026)	Award presentation

J. Forms & Enquiry

Nomination and application forms can be obtained from the TLC, 2/F, B.Y. Lam Building or downloaded from <https://www.ln.edu.hk/tlc/support-for-staff/teas>. For enquiry, please contact the TLC: 2616 7117 (tel), tlc@ln.edu.hk (email).

Teaching and Learning Centre

Revisions in Oct 2025