

**Application for Teaching Excellence Awards**

**2023/2024**

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| --- | --- |
| Name of Applicant/Team Leader Department/Programme  No. of years teaching at Lingnan  No. of years teaching in higher education institutions in total \_\_\_\_\_\_\_\_\_  Are you a full-time or part-time teaching staff member? Full-time  Part-time  Category of award to apply:  Individual Faculty  Team  Early Career Faculty   Individual Faculty (Postgraduate)  *(Please tick the appropriate box)* |  |

**Particulars of team members** (For team application only)

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of team member | Department/Programme | No. of years teaching  at Lingnan | Full/Part Time |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

**Signature of applicant Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed application (with appendices if any) to the Teaching and Learning Centre (TLC)   
**on/before 19 January 2024 (Friday)**. Should you need further information and assistance, please contact the TLC.

*Tel: 2616 7117; Email: tlc@ln.edu.hk*

#### TEAS web-site: http://tlc.ln.edu.hk/

**Application Submission**

Applicants are invited to submit the following information with reference made to the Selection Criteria stipulated in the TEAS guidelines:

1. **Statement of teaching responsibilities**

You/the team may choose to focus on courses currently being taught, it is also appropriate to include a short record of your past teaching experience (in no more than 800 words).

1. **Statement of teaching philosophy**

Reflective statement outlining your teaching philosophy, practices, and goals (in no more than 2000 words).

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

*A brief explanation of the examples of courses or materials developed, and state how they*

*relate to the achievement of particular learning outcomes. These activities may include any Service-Learning components incorporated into the courses (in no more than 800 words).*

1. **Teaching impact on learning outcomes**

Evidence-based materials showing the impact of your/the team's excellent teaching on students' learning outcomes and the manner in which your/the team's work may be generalised and applied to other disciplines (in no more than 800 words).

1. **Evaluation of teaching (By students)**

Quantitative data from the CTLE will be extracted and added to any application by the Teaching and Learning Centre. You may wish to provide a summary of the student ratings or written comments from CTLE or mid-term online CTLE or other sources. You may also include excerpts from letters that support your approach to teaching (written both during and after their student years) (in no more than 800 words).

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

Comments from colleagues about your teaching/the team 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 (in no more than 800 words).

1. **Other contributions to teaching and learning**

Information on those activities contributing to the improvement of tertiary teaching and learning in general. Such items may include: teaching and learning initiatives funded by Teaching Development Grants, sharing of good practices on teaching and learning, presentations and publications on teaching, administrative and committee work related to teaching (in no more than 800 words).

1. **Professional development**

Evidence-based materials showing your/the team's engagement in professional development activities and commitment in continuous professional development (in no more than 800 words).

1. **Curriculum vitae**

The personal curriculum vitae of individual application/the team (in no more than 1600 words). For team nomination, one additional page (in no more than 400 words) per team member can be submitted.

1. **Collaborative work**

(For team application only) Materials on demonstration of impact of the collaborative work on the development of effective teaching practice, and the role and percentage contribution of each of the team members (in no more than 800 words).

1. **Attachment - Summary Report(s) of Statistics Results of CTLE**

(You/the team is/are required to submit Summary Report(s) of Statistics Results of

CTLE in the latest six terms at Lingnan as far as possible by completing the form attached for consideration of the Selection Panel. For the team, please submit the CTLE report(s) of the course(s) that is/are relevant to the collaboration/teaching as a team.)

Attachment

**Collection Form of Summary Report(s) of Statistics Results of**

**Course Teaching and Learning Evaluation (CTLE) for**

**Teaching Excellence Awards 2023/2024**

*(to be generated from the Online Term-end CTLE System)*

# Name of Applicant/Team Leader:

Department/Programme:

I (Name of Applicant/Team Leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) hereby submit the following Summary Report(s) of Statistics Results of CTLE# for consideration of the Selection Panel via the Teaching and Learning Centre (TLC):

|  |  |  |
| --- | --- | --- |
| **Academic Year and Term** | **Course Code and Course Title** | **Attachment** |
| **(Example)** 2021-22 (Term 1) | SCI3002 Environmental Science | 1 |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| *Please insert rows in the table for additional information.* | | |

[# In accordance with the Teaching Excellence Awards Scheme (TEAS) Guidelines, the applicant/team is required to provide their scores of CTLE for the **latest six terms** at Lingnan (i.e. Term 1, 2021-22, Terms 1 and 2, 2020-21 and 2019-20, and Term 2, 2018-19) as far as possible for consideration of the Selection Panel. For the team, please submit the CTLE report(s) of the course(s) that is/are relevant to the collaboration/teaching as a team.]

Personal Information Collection Statement:

1. Personal data provided on this application will be treated confidentially and will be used for processing this application/matter only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable, and will not be disclosed to other parties without your consent or unless required by law. All information provided will be destroyed within 3 months after completion of the Scheme.
3. Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
4. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Information Technology Services Centre ([itdc@LN.edu.hk](mailto:itdc@LN.edu.hk)) with TLC informed ([tlc@LN.edu.hk](mailto:tlc@LN.edu.hk)) for processing the application.