

Lincoln University Excellence in Education Awards Procedures

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Business Owner: Deputy Vice-Chancellor, Student Life
Approval Authority: Academic Board

1. PURPOSE

Te Whare Wānaka o Aoraki | Lincoln University (hereafter: the University) has a commitment to excellence in education. The purpose of the Lincoln University Excellence in Education Awards is to recognise significant accomplishments and achievements of Lincoln University staff in pursuit of the University's strategic direction and objectives.

Excellence in Education is viewed as a process where staff ingenuity, innovation and commitment to the student learning experience ensures that students are motivated to engage and learn in ways that make a sustained, substantial and positive influence on how students think, act and feel about themselves and their place in the world. Furthermore, it supports and celebrates all cultures and diversity and elevates students to a level where they learn deeply due to the efforts of individual teachers, teaching teams or learning support offered at Lincoln University.

Any recipient of the Lincoln University Excellence in Education - Principal Award represents exceptional achievement in education and may be eligible to apply for the annual national *Te Whatu Kairangi Aotearoa Tertiary Educator Awards*.

The Lincoln University Excellence in Education Awards promote exemplary educational practices, with award winners sharing and celebrating their educational experiences with colleagues across the University.

2. PROCEDURE AND RESPONSIBILITIES

2.1 ELIGIBILITY

All members of Lincoln University staff are eligible for these awards who:

- have been employed at Lincoln University for at least two semesters (which may include summer school); and
- have not received an individual award in the past two years.

A teaching team is eligible for nomination where all its members:

- the team has been established at Lincoln University for a least two semesters (which may include summer school); and
- have not received a team award in the past two years.

For the *Principal Award*, the member of staff or all members of a team must:

- be on a continuing appointment;

- have been employed at Lincoln University for at least two years;
- have taught for at least four years in the tertiary education sector, predominately in New Zealand; and
- have not been nominated for a national award within the last six years.

2.2 AWARDS

There are two categories for the Lincoln University Excellence in Education Awards:

1. **General Awards**
2. **Kaupapa Māori and/or Supporting Pasifika Learners.**

Up to five awards can be awarded to an individual or team annually with one award being the *Principal Award*.

NOTE: *It is expected that all applicants would uphold Kaupapa Māori and support Pasifika Learners in addition to all cultural groups and student learning needs.*

2.3 NOMINATIONS

Nominations may be made for either an individual or a team. Nominees can be employed as tutors, teaching assistants, lab demonstrators, educational support staff, academic staff lecturers, or teams.

The University will call for nominations for the Lincoln University Excellence in Education Awards from eligible staff, who can be nominated by either:

- Faculty/AP&P or Centre staff, normally through a Dean, Director or Manager,
- a student or group of students, through the General Manager, Lincoln University Students' Association. It is recognised that nominations from students will be a reflection of their experience, and the details they provide on the nomination form will differ from a nomination form from staff, or
- self-nomination.

Note: *Any Faculty/AP&P or Centre may submit up to three nominations. LUSA may also submit up to three nominations.*

2.4 PROCESS FOR NOMINATOR(S) AND NOMINEE(S)

Details about the nomination process and portfolio requirements are articulated in Appendix A.

Each nominator is responsible for submitting a signed nomination form (Appendix B), which includes the signed acceptance of the nominee, to the Manager, Centre for Learning and Teaching by the advertised date. The nominator must articulate (max. 100 words) the basis for the nomination highlighting the key educational excellence of the individual or team being nominated. The nominee must then proceed to complete a portfolio (Appendix C) and submit it by the designated date.

2.5 PORTFOLIO – OBJECTIVES

It is important that the portfolio conveys an interesting and compelling story through utilizing an array of evidence in ensuring that the 'student voice' is clearly heard. The portfolio:

1. must be prepared by the nominee(s). Some assistance is permitted although the majority of the portfolio should be the nominee's work.
2. must not exceed 4,500 words, which includes tables, charts, illustration and pictures that are predominately text, including student citations. Font used must not be

smaller than 12 pt.

3. can include links to videos and/or audio material to support key criteria. Short clips are recommended. The total word count includes video and/or audio material and must not exceed 4,500 words. Video or audio material up to 3 minutes can be supplied.

Note: *If video/audio is included, there is a reduction of 100 words from the word limit for every 30-second clip, or part thereof. Therefore, if a 30 minute video is provided, then the written submission will be 3,900 words.*

4. The portfolio should include, within the word and video/audio limits:
 - the nominee's philosophy of education.
 - a maximum of 5 formal references from students, peers, former students and or community members.
 - a representative sample of course evaluations/feedback or alternative feedback from other learning contexts.

2.6 PORTFOLIO – SUBMISSION REQUIREMENTS

The Portfolio (Appendix C) is for nominees to use as supporting evidence to demonstrate how they met the award criteria.

After being nominated, nominee(s) submit an electronic portfolio (using Appendix C.1 or C.2).

- Appendix C.1 is used for nominations for the *General Awards*, while
- Appendix C.2 is for nominations for the award of *Kaupapa Māori and/or supporting Pasifika Learners*.

Nominees are also required to submit with their portfolio (which do not count against the word limit):

- Completed nomination form (Appendix B)
- Supporting reference (up to 300 words) from the Head of Department or equivalent.
- History of Tertiary Education Form (Appendix D): Nominees are to include a completed form as do all team members for a team nomination.
- Brief summary (150 words), i.e., a punchy statement, highlighting the strengths of the application to help identify why it is worthy for an award.

Nominees are responsible for submitting their completed portfolio (Appendix B, C.1 or C.2 and D) in pdf format to the Manager, Centre of Learning and Teaching by the advertised date. Receipt of the portfolio and other items will be confirmed via email.

Any applications that do not include the above criteria will be returned to the nominee immediately.

2.7 PORTFOLIO - DEMONSTRATED EVIDENCE OF EXCELLENCE

Nominations are judged based on the portfolio's evidence that demonstrate the ways in which the nominee(s) has/have met the criteria for excellence in education through teaching and learning and learning support.

The awards are based on the premise that excellence in education can be demonstrated through various means such as:

- a commitment to subject matter and pedagogical content knowledge
- the ability to inspire and empower students to achieve excellent outcomes
- achieving outstanding learning outcomes with students with disabilities and learning difficulties
- developing excellent educational opportunities with all cultural groups and backgrounds, and
- the ability to stimulate student engagement to achieve excellent learning outcomes.

This commitment **must** be evident from the nomination and the supporting materials. Refer to Appendix C for an outline of the key Portfolio requirements.

2.8 LINCOLN UNIVERSITY EXCELLENCE IN EDUCATION AWARDS COMMITTEE

The Lincoln University Excellence in Education Awards Committee will be comprised of the:

- Deputy Vice-Chancellor, Student Life (Convenor)
- Deputy Vice Chancellor (Māori and Pasifika) or nominee
- Director, Learning, Teaching and Library
- Manager, Centre for Learning and Teaching
- Chair, Lincoln University Learning and Teaching Committee
- a previous recipient of a Lincoln Excellence in Teaching Award
- a representative from the Lincoln University Students' Association, and
- one external representative.

The responsibility of the Lincoln University Excellence in Education Awards Committee is to:

- Review all nominations for the Awards.
- Recommend to the Vice-Chancellor up to five candidates as recipients of the Excellence in Education Award to the value of \$1000 each.
- Recommend to the Vice-Chancellor, if appropriate, one candidate for the Principal Award who shall be eligible for \$3000 and for the award of an additional \$2000 to be made available upon submission of an application for the Te Whatu Kairangi Aotearoa Tertiary Educator Award (such an application needs to be made within 18 months of receiving the Lincoln University Excellence in Education Principal Award).

2.9 PRESENTATION OF LINCOLN UNIVERSITY EXCELLENCE IN EDUCATION AWARDS

The Lincoln University Excellence in Education Awards will be presented and celebrated at a gathering of Lincoln University staff.

All award winners will be expected to actively participate and provide presentation/s at the learning and teaching events. All recipients will also contribute to the LTL Professional Development Programme.

The Principal Award will normally be presented at the University's Graduation Ceremony or at an alternative event.

Finally, citations from all award winners will be sent to the Ram Editor and the Lincoln University Marketing Team for publication through social and other media outlets.

Appendix A

Lincoln University Excellence in Education Award - Nomination Process

The Lincoln University Excellence in Education Award - Portfolio Criteria (Appendix C) have been closely aligned to Te Whatu Kairangi Aotearoa Tertiary Educator Awards - Portfolio Criteria, to ensure any potential national candidates from LU have made an excellent start to developing their national portfolio.

The Nomination form is presented in Appendix B. The nomination needs to identify the relevant category for the nomination: either the **General** OR **Kaupapa Māori and/or Supporting Pasifika Learners Categories**.

- **Teams** nominations need to identify all team members.
- The nominator needs to outline the basis or justification for the nomination in <100 words. They then sign, date, and identify their position/title.
- To complete the process, the nominee needs to accept and sign the nomination.
- The Nomination form should then be emailed to the Manager, Centre for Learning & Teaching before the due date.
- Receipt of the nomination will be confirmed via email.

The overall criteria and process

In the portfolio review process, the panel will be looking for **overall** evidence that the nominee (**individually or as a team**):

- has maintained, over a significant timeframe, high quality educational practices which engage students and promote effective learning appropriate to the subject level and context.
- is student-centred, meeting the needs of students from different backgrounds and capabilities
- is proactive in their professional development as an educator, including the collection of, and reflection on, multiple sources of evidence of their personal educational effectiveness.
- has had a positive influence on their educational practice and/or the professional development of colleagues with respect to teaching and learning – either within their organisation or more widely.

The criteria are wide ranging and so it is not necessarily expected that applicants will be highly proficient in all areas. In order to help applicants and the panel, a particular emphasis will be placed on evidence of excellence in educational practices including planning, designing and facilitating learning, assessment and evaluation.

Appendix B



Nomination form for the Lincoln University Excellence in Education Awards

Nominee Details:

Title:	Position:
Given Name:	Surname:
Phone:	Email:
Work Address:	

The nomination is for (*tick one box*):

☐

General Category

☐

Kaupapa Māori and/or Supporting Pasifika Learners

Team nominations: (*Please list the names of all team members*)

I am nominating this team or individual because ... (*100 words or less*):

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Signature of nominator:	Date:
Position or title of nominator:	

Acceptance of Nomination:

I, _____ (name of nominee), have accepted the nomination and will endeavor to complete an electronic portfolio by the deadline date.

Signature of nominee:	Date:
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Submit this form to the Manager, Centre for Learning and Teaching by _____.

Do not send any letter of endorsement or portfolio material with this form.

Portfolio material submission deadline is _____.

Please refer to the Portfolio Guidelines for information on what to submit for the award.

Appendix C

Portfolio Criteria

The overall aim of the portfolio in either the **General** or **Kaupapa Māori and/or Supporting Pasifika Learners** categories, is to ensure that what you develop represents your educational strengths and aspirations (as an individual or as a team). We hope you find the development process affirming, celebratory and worthwhile.

Evidence for the areas listed in the portfolio may include:

- a) how the nominee knows the education provided is learner-centred,
- b) how the nominee's philosophy of education is apparent in learning and teaching,
- c) how the nominee's educational practices engage learners,
- d) how the nominee knows learners are being engaged, and,
- d) formal and informal learner and peer feedback.

Portfolio Criteria – General Category (use Appendix C.1)

Please provide your responses and evidence that address the following parts in the Portfolio:

1) Excellence in Education (Part 1: max. 500 words)

What is your definition of educational excellence? How do you know it is excellent? Illustrate your answer using examples.

2) Educational Process (Parts 2 and 3: max. 2,500 words)

What is your philosophy of education and how does this philosophy help you to achieve sustained educational excellence? Provide evidence to support your argument.

3) Learning Outcomes (Parts 2 and 3: max. 2,500 words)

How do you know your learners understand, can apply, or use the learning from your courses or learning contexts? How has the evidence of the learning outcomes affected your pedagogy? (*Think about assessments, feedback from a variety of sources and from stakeholders, learners, professional bodies, employers, wider community*).

4) Professional Development (Parts 4, 5 & 6: max. 1,500 words)

How has your practice been influenced by professional development activities, self-reflection, or research? How have you been proactive in your professional development?

5) Leadership (Parts 4, 5 & 6: max. 1,500 words)

In what ways has your practice impacted others (colleagues, relevant communities)? Has/have your practices been recognised or supported by others?

6) Diversity (Parts 4, 5 & 6: max. 1,500 words)

How do you promote Te Tiriti principles in your work? (*i.e., the importance of reflecting the principles of Te Tiriti o Waitangi in our education*). How do you empower learners that are diverse? (culturally responsive pedagogy)

Part 1:
Max. 1000 words

Parts 2 and 3: Max. 3000

Parts 4, 5 and 6: Max. 2000

Portfolio Criteria – Kaupapa Māori and/or Supporting Pasifika Learners (use Appendix C.2)

Please provide your responses and evidence that address the following parts in the Portfolio:

- 1) **Kairangi i Te Matauranga / Excellence in Education** (Part 1: max. 500 words)
What is your definition of educational excellence? How do you know it is excellent? Illustrate your answer using examples.
- 2) **Tukanga Mātauranga / Educational Process** (Parts 2 and 3: max. 2,500 words)
What is your philosophy of education and how does this philosophy help you to achieve sustained educational excellence? How you draw on tikanga Māori and/or Pasifika Learner values in your educational practice? Outline your ability to form good relationships with Māori and/or Pasifika Learners, their whanau/families and communities. Provide evidence to support your argument.
- 3) **Nga Hua Akoranga / Learning Outcomes** (Parts 2 and 3: max. 2,500 words)
How do you know your Māori and/or Pasifika Learners understand, can apply or use the learning from your courses or learning contexts? How has the evidence of the learning outcomes affected your pedagogy? (Think about assessments, feedback from a variety of sources and from stakeholders, learners, professional bodies, employers, wider community).
- 4) **Whanaketanga Ngaio / Professional Development** (Parts 4, 5 & 6: max. 1,500 words)
How has your practice been influenced by professional development activities, self-reflection, or research? How have you been proactive in your professional development?
- 5) **Te Kaiarahi / Leadership** (Parts 4, 5 & 6: max. 1,500 words)
In what ways has your practice impacted others (colleagues, relevant communities)? Has/have your practices been recognised or supported by others?
- 6) **Kanorau / Diversity** (Parts 4, 5 & 6: max. 1,500 words)
How do you promote Te Tiriti principles in your work? (*i.e., the importance of reflecting the principles of Te Tiriti o Waitangi in our education*). How do you empower learners that are diverse? (culturally responsive pedagogy)

Part 1:
Max. 1000 words

Parts 2 and 3: Max. 3000

Parts 4, 5 and 6: Max. 2000 words

Appendix C.1



Lincoln University Excellence in Education Awards Portfolio (General Category)

Nominee Details

Title:	Position:
Given Name:	Surname:
Phone:	Email:
Work Address:	

Team nominations *(Please list the names of all team members)*

Portfolio Checklist

The application must consist of the following:

<input type="checkbox"/>	Signed copy of the Nomination form
<input type="checkbox"/>	Electronic portfolio that conforms to the guidelines (pdf format)
<input type="checkbox"/>	<i>If video/audio is part of your application, then please provide a link to this resource which should be in MP3 or MP4 formats</i>
<input type="checkbox"/>	Supporting reference from HoD or equivalent (max. 300 words)
<input type="checkbox"/>	Completed History of Tertiary Education form <i>(one per nominee including each member of a team)</i>

Portfolio Word Count:

(not including any other submitted forms)

Summary *(max. 150 words)*

(Punchy statement, highlighting your strengths to help identify why you think you are worthy of an award)

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Acknowledgement

I, _____ (name of nominee), acknowledge that information contained in this application and any supporting materials, photographs and videos may be used for publicity purposes.

Signature of nominee:	Date:
Position or title of nominee:	

Submit this form to the Manager, Centre for Learning and Teaching by _____.

Portfolio material submission deadline is _____.

Please refer to the Portfolio Guidelines for information on what to submit for the award.

SECTION 1: EXCELLENCE IN EDUCATION

What is your definition of educational excellence?

How do you know it is excellent? Illustrate your answer using examples.

SECTION 2: EDUCATIONAL PROCESS

What is your philosophy of education and how does this philosophy help you to achieve sustained educational excellence?

Provide evidence to support your argument.

SECTION 3: LEARNING OUTCOMES

How do you know your learners understand, can apply or use the learning from your courses or learning contexts?

How has the evidence of the learning outcomes affected your pedagogy?

(Think about assessments, feedback from a variety of sources and from stakeholders, learners, professional bodies, employers, wider community)

SECTION 4: PROFESSIONAL DEVELOPMENT

How has your practice been influenced by professional development activities, self-reflection, or research?

How have you been proactive in your professional development?

3. **SECTION 5: LEADERSHIP**

In what ways has your practice impacted others (*colleagues, relevant communities*)?

Has/have your practice/s been recognised or supported by others?

4. SECTION 6: DIVERSITY

How do you promote Te Tiriti principles in your work? (*i.e., the importance of reflecting the principles of Te Tiriti o Waitangi in our education*)

How do you empower learners that are diverse? (culturally responsive pedagogy)

Note:

Evidence for Sections 1-6 listed above may include:

- a) how the nominee knows the education provided is learner-centred,
- b) how the nominee's philosophy of education is apparent in learning and teaching,
- c) how the nominee's educational practices engage learners,
- d) how the nominee knows learners are being engaged, and,
- d) formal and informal learner and peer feedback.

Appendix C.2



Lincoln University Excellence in Education Awards

Portfolio (Kaupapa Māori and/or supporting Pasifika learners)

Nominee Details

Title:	Position:
Given Name:	Surname:
Phone:	Email:
Work Address:	

Team nominations: (Please list the names of all team members)

Portfolio Checklist

The application must consist of the following:

	Completed nomination form
	Completed electronic copy of portfolio (pdf format)
	If video/audio is part of your application, then please provide a link to this resource which should be in MP3 or MP4 formats
	Supporting reference from HoD or equivalent (max. 300 words)
	Completed History of Tertiary Education form (one per nominee including each member of team)

Portfolio Word Count:

(not including any other submitted forms)

Summary (max. 150 words)

(Punchy statement, highlighting your strengths to help identify why you think you are worthy of an award)

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Acknowledgement:

I, _____ (name of nominee), acknowledge that information contained in this application and any supporting materials, photographs and videos may be used for publicity purposes.

Signature of nominee:	Date:
Position or title of nominee:	

Submit this form to the Manager, Centre for Learning and Teaching by _____.

Portfolio material submission deadline is _____.

Please refer to the Portfolio guidelines for information on what to submit for the award.

SECTION 1: KAIRANGI I TE MĀTAURANGA | EXCELLENCE IN EDUCATION

What is your definition of educational excellence?

How do you know it is excellent? Illustrate your answer using examples.

SECTION 2: TUKANGA MĀTAURANGA | EDUCATIONAL PROCESS

What is your philosophy of education and how does this philosophy help you to achieve sustained educational excellence?

How you draw on tikanga Māori and/or Pasifika Learner values in your educational practice?

Outline your ability to form good relationships with Māori and/or Pasifika Learners, their whanau/families and communities.

Provide evidence to support your argument.

SECTION 3: NGA HUA AKORANGA | LEARNING OUTCOMES

How do you know your Māori and/or Pasifika Learners understand, can apply or use the learning from your courses or learning activities?

How has the evidence of the learning outcomes affected your pedagogy?

(Think about assessments, feedback from a variety of sources and from stakeholders, learners, professional bodies, employers, wider community)

SECTION 4: WHANAKETANGA NGAIO | PROFESSIONAL DEVELOPMENT

How has your practice been influenced by professional development activities, self-reflection, or research?

How have you been proactive in your professional development?

SECTION 5: TE KAIARAHĪ | LEADERSHIP

In what ways has your practice impacted others (*colleagues, relevant communities*)?

Has/have your practice/s been recognised or supported by others?

SECTION 6: KANORAU | DIVERSITY

How do you promote Te Tiriti principles in your work? *(ie: The importance of reflecting the principles of the Treaty of Waitangi in our education)*

How do you empower learners that are diverse? (culturally responsive pedagogy)

Note:

Evidence for Sections 1-6 listed above may include:

- a) how the nominee knows the education provided is learner-centred,
- b) how the nominee's philosophy of education is apparent in learning and teaching,
- c) how the nominee's educational practices engage learners,
- d) how the nominee knows learners are being engaged, and,
- d) formal and informal learner and peer feedback.

Appendix D



History of Tertiary Education Form: *Lincoln University Excellence in Education Awards*

This form allows the Committee to see your history of tertiary teaching at a glance. Include your current role and complete a total of 2 semesters (or when applying for the Principal Awards, a total of six years of tertiary teaching).

TEAMS – Fill in one form for each member of the team. Include this form with the portfolio.

Nominee Details

Full Name:	Date:	
Current Position:	From:	To:
Name of Organisation:	Country:	
Main Educational Role:		
Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		

Former Position:	From:	To:
Name of Organisation:	Country:	
Main Educational Role:		
Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		

Former Position:	From:	To:
Name of Organisation:	Country:	
Main Educational Role:		
Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		

Former Position:	From:	To:
Name of Organisation:	Country:	
Main Educational Role:		
Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		

Former Position:	From:	To:
Name of Organisation:	Country:	
Main Educational Role:		
Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		

Former Position:	From:	To:
Name of Organisation:	Country:	
Main Educational Role:		
Employment: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		