**Appendix C.1:**

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|  | ***Lincoln University Excellence in Education Awards***  Portfolio (General Category) |

**Nominee Details:**

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

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

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**Portfolio Checklist:**

The application must consist of the following*:*

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|  | Signed copy of the Nomination form |
|  | Electronic portfolio that conforms to the guidelines (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 a 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)*

**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.

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| 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.

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| Section 1: Excellence in Education |
| **What is your definition of educational excellence?**  **How do you know it is excellent? Illustrate your answer using examples.** |
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| 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.** |
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| 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)*** |
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| 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?** |
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| 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?** |
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| Section 6: 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)** |
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**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:**

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|  | 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:**

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| --- | --- | --- |
| Full Name: | Date: | |
| Current Position: | From: | To: |
| Name of Organisation: | Country: | |
| Main Educational Role: | | |
| Employment: Full time Part time | | |

|  |  |  |
| --- | --- | --- |
| Former Position: | From: | To: |
| Name of Organisation: | Country: | |
| Main Educational Role: | | |
| Employment: Full time Part time | | |

|  |  |  |
| --- | --- | --- |
| Former Position: | From: | To: |
| Name of Organisation: | Country: | |
| Main Educational Role: |  | |
| Employment: Full time Part time |  | |

|  |  |  |
| --- | --- | --- |
| Former Position: | From: | To: |
| Name of Organisation: | Country: | |
| Main Educational Role: |  | |
| Employment: Full time Part time |  | |

|  |  |  |
| --- | --- | --- |
| Former Position: | From: | To: |
| Name of Organisation: | Country: | |
| Main Educational Role: | | |
| Employment: Full time Part time | | |

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| --- | --- | --- |
| Former Position: | From: | To: |
| Name of Organisation: | Country: | |
| Main Educational Role: | | |
| Employment: Full time Part time | | |