

Lincoln University Excellence in Education Awards Procedures

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Business Owner: Provost
Approval Authority: Academic Board

1. PURPOSE

Te Whare Wānaka o Aoraki | Lincoln University (hereafter: Lincoln 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 Lincoln University's educators.

The Lincoln University Excellence in Education Awards procedure, guidelines and criteria have been closely aligned to the Te Whatu Kairangi Aotearoa Tertiary Educator Awards procedure, guidelines and criteria.

2. PROCEDURE AND RESPONSIBILITIES

2.1 AWARDS

Up to four awards, to the value of \$2000 each, will be awarded annually to an individual or group in one of the following categories:

1. **General**
2. **Kaupapa Māori**
3. **Le Moana Mua**

Award recipients will be eligible to apply for the Te Whatu Kairangi Aotearoa Tertiary Educator Awards within 18 months of receipt of a Lincoln University Excellence in Education Award. These award recipients will receive an additional \$500 upon submission. Lincoln University provides writing and design support for nominees preparing a portfolio for the Te Whatu Kairangi Aotearoa Tertiary Educator Awards.

NOTE: It is expected that all applicants uphold Kaupapa Māori and support Pasifika Learners in line with Lincoln University's Strategy and Māori Plan.

2.2 ELIGIBILITY

All members of Lincoln University staff who are involved in education (e.g. tutors, teaching assistants, lab demonstrators, academic staff, or educational support staff) are eligible for nomination provided they:

- 2.2.1 are on a continuing appointment;
- 2.2.2 have been employed at Lincoln University for a minimum period of two years equivalent full-time AND have taught at Lincoln University for the equivalent of at least two teaching periods (semester and/or summer school);
- 2.2.3 have been working in New Zealand tertiary education organisations for a minimum period of four years equivalent full-time;
- 2.2.4 have not received an individual award in the past six years.

A group is eligible for nomination where the group has:

- at least two members and no more than eight members, with the leader and at least one other member meeting the eligibility criteria above; and
- been established at Lincoln University for at least two teaching periods (semester and/or summer school);
- not received a group award in the past six years.

2.3 NOMINATIONS

Nominations for the Lincoln University Excellence in Education Awards, using the nomination form available on [Te Kete Wānaka](#), must be submitted by either:

- colleagues, normally through a Dean/Director or Manager; or
- a student or group of students. It is recognised that nominations from students will reflect their experience, and the details they provide on the nomination form will differ from a nomination form from staff.

The completed nomination form must be sent to the Manager, Centre for Learning and Teaching by the advertised date on [Te Kete Wānaka](#) and on the Hub. No late nominations will be accepted. Receipt of the nomination will be confirmed via email.

2.4 PORTFOLIO

The portfolio should provide evidence to demonstrate how the nominee(s) has(have) met the award criteria. It is important that the portfolio conveys an interesting and compelling story through utilising an array of evidence in ensuring that the 'student voice' is clearly heard.

The portfolio:

- must include the Portfolio Coversheet available on [Te Kete Wānaka](#).
- must be prepared using the portfolio template available on [Te Kete Wānaka](#).
- must include a History of Tertiary Education Form for each individual or group member available on [Te Kete Wānaka](#).
- must be prepared in line with the submission requirements detailed in the Lincoln University Excellence in Education Awards Guidelines and Criteria available on [Te Kete Wānaka](#).
- must be submitted as a single pdf file to the Manager, Centre for Learning and Teaching by the advertised date.

No late portfolios will be accepted. Receipt of the portfolio will be confirmed via email. Portfolios will be checked and returned to the nominee(s) if they do not meet the portfolio criteria.

2.5 LINCOLN UNIVERSITY EXCELLENCE IN EDUCATION AWARDS COMMITTEE

2.5.1 Ex Officio

- 2.5.1.1 Provost (Convenor)
- 2.5.1.2 Deputy Vice Chancellor, Student Life, or nominee
- 2.5.1.3 Deputy Vice-Chancellor, Māori, or nominee
- 2.5.1.4 Director, Learning, Teaching and Library
- 2.5.1.5 Manager, Centre for Learning and Teaching
- 2.5.1.6 Chair, Learning and Teaching Committee, or nominee

2.5.2 Convenor

- 2.5.2.1 Provost (Convenor)

2.5.3 Members

- 2.5.3.1 Previous recipient of a Lincoln University Excellence in Education Awards, appointed by the Vice-Chancellor's Office
- 2.5.3.2 One person nominated by the Lincoln University Students' Association and/or Te Awhioraki
- 2.5.3.3 One external representative

Secretariat: Executive Assistant, Vice-Chancellor's Office

The Lincoln University Excellence in Education Awards Committee will be quorate when one more than half of the members are present, including at least one of the Deputy Vice-Chancellors.

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

- Review all portfolios.
- Recommend to the Vice-Chancellor up to four recipients (in total) of the General, Kaupapa Māori, and Le Moana Mua awards.

The Lincoln University Excellence in Education Awards Committee reserves the right to (a) award in a different category from that in which the portfolio was submitted, and (b) to not recommend the full number of awards in any of the categories if there are insufficient portfolios that reach the required standard.

2.6 PRESENTATION OF LINCOLN UNIVERSITY EXCELLENCE IN EDUCATION AWARDS

Nominee(s) will be notified of the outcome of their portfolio submission prior to the Lincoln University's Annual Staff Awards in the year in which they apply.

The Lincoln University Excellence in Education Awards will be presented and celebrated at Lincoln University's Annual Staff Awards.

Citations from all award recipients will be published through social and other media outlets.

The monetary component of the award will be received as an internal transfer to the award recipient's PIMD.