Excellence in Education Award

RECOGNISING CONTRIBUTIONS TO EXCELLENCE IN EDUCATION

Applicant’s Guidance 2019

The University of Essex...must continue to be a place of intellectual rigour, a teaching institution of the highest quality...it must stand for excellence.

- Albert Sloman (1963)
The Excellence in Education Award (EEA) is inspired by the University’s strategy to achieve excellence in both education and research. Our staff aim to offer students a transformational educational experience through intellectually challenging and stimulating courses of study that are based on creative and innovative approaches to education.

As a member of the university, the EEA exists to recognise and celebrate commitment to promote and achieve an outstanding learning experience that enables our students to contribute positively to communities and societies around them. It invites applications from all colleagues who can demonstrate commitment to the University’s values and mission to deliver excellence in education.

In the application statement, applicants should address the following question:

*How does your practice demonstrate an effective, proactive and impactful approach to education at the University of Essex?*

There are three categories for the 2019 EEA. These can be submitted by self or peer nomination:

- **Excellent Graduate Teaching/ Laboratory Assistants (GTA/ GLA) Award (individual or collaborative)**
  
  This award consists of £250 for each applicant/ nominee.

  The award is given to GTAs/ GLAs in recognition of their significant contribution to excellence in curriculum design, content, delivery or contribution to new approaches to the enhancement of the learning experience of students and staff.

- **Excellent Educator Award: (individual or collaborative)**
  
  This award consists of £1000 for each individual applicant/ nominee and £2000 for collaborative award to be shared equally among the team.

  The awards are given to individual members of teaching staff or teams, learning and teaching support staff or technical staff in recognition of their significant, consistency and sustainability contribution to excellence in curriculum design, content, delivery; or contribution to new approaches to the enhancement of the learning experience of students and staff.

- **Excellence in Education Leadership Award (individual)**
  
  This award consists of £1,000 for each individual applicant/ nominee.

  The award is given to an individual member of staff who teach or support learning and has demonstrated excellent leadership in learning and teaching. Nominees need to evidence a sustained, successful and transformational leadership in learning and teaching within the University. This may be within or outside a particular module, department, school, centre, or section.
What are the Excellence in Education Award criteria?

All applicants or nominees should be able to evidence at least one of the following criteria:

• Excellence in curriculum design, content or delivery;
• Contribution to innovative approaches to education, learning and teaching or the improvement of the learning experience of students and staff within or outside a particular module, department, school, centre, or section;

In addition, applicants/nominees for the Excellent Educator Award and the Excellence in Education Leadership Award should be able to evidence:

• Consistency and sustainability of excellent practice demonstrating effective approaches to learning and teaching over a period of time;

In addition, applicants/nominees for the Excellence in Education Leadership Award should be able to evidence:

• Transformational leadership qualities in education. This includes having impact on learning and teaching, learning support, organisational and administrative practices within or outside a particular department, school, centre, or section.

Who can apply? the Excellence in Education Award eligibility

• All full and part-time members of staff with responsibility for teaching and/or supporting the student learning experience are eligible to apply or nomination. This includes members of academic staff, professional services staff, technicians with educator roles and GTAs/ GLAs.
• Excellent Graduate Teaching/ Laboratory Assistant Award (Individual or collaborative) is open to all GTAs/ GLAs across the university campuses, departments, schools, centres or sections.
• Excellent Educator Award (Individual or collaborative) is open to individual members of academic and teaching staff or teams, learning and teaching support staff or technical staff across the university departments, schools, centres or sections.
• Excellence in Education Leadership Award (individual only) is open to individual members of academic and teaching staff, learning and teaching support staff or technical staff across the university departments, schools, centres or sections.
• All applicants (not including peer nomination) are requested to agree to a statement indicating that their line manager, Head of Department, Director of Education or designate support their application.
• Under peer-nominations, nominees will receive an email from Organisational Development informing and congratulating them on their nomination. Their line manager, Head of Department, Director of Education or designate will be informed.
• Applications or nominations from teams under our collaborative awards can be made up of any combination of academics, professional services staff and students with any level of experience as long as individuals can demonstrate their contribution and impact within a team.
• Previous winners of the award are eligible to apply in the same category five years after the year that the original award was received.
• Applications from all our UK partner institutions (University Centre Colchester/ Colchester Institute, Tavistock and Portman NHS Foundation Trust and Kaplan Open Learning) are encouraged.
• Team members applying under collaborative awards cannot use the same application or grounds to apply under other categories in the same year or subsequent years.
• Individuals may not be awarded twice but may submit applications for different awards to the same panel.
• Applications will need to be based on projects, initiatives or endeavours that commenced during or prior to the current academic year up to four years, with the focus of the application being towards the recent academic year.
• Unsuccessful applicants may apply for the award in subsequent years.
• The University would encourage suitable EEA applicants to apply for national awards, including the AdvanceHE National Teaching Fellowship and The Collaborative Award for Teaching Excellence (CATE).

How to apply?

Once you have read through the guidance notes, you need to complete the EEA application form. This is available on the Excellence in Education Award Moodle page (https://moodle.essex.ac.uk/course/view.php?id=13229).

The deadline for applications is **5:00pm Friday 29 March 2019**. Applications should be submitted electronically using the link provided on the Excellence in Education Award Moodle page. If you are from our partner institutions, please email your application to eea@essex.ac.uk.

If you have any queries, don’t hesitate to email us on eea@essex.ac.uk.

Guidance on how to write your personal statement and supporting material

**Developing your statement**

The personal statement (for applicants and nominees) is the most important component of the award. As a result, plan to put a good amount of time and effort into fine-tuning your statement. Although the award allows significant flexibility in content, layout and evidence, there are three main aspects that will be used by the panel to establish the strengths of your candidacy: effectiveness, proactivity and impact.

In the statement, we are asking you or your nominee to consider the following:

- **Effectiveness** - Demonstrate how your statement meets the award criteria to deliver excellence in education.
- **Proactivity** - Describe how your contribution represents self-initiated behaviour to go above and beyond your expected role.
- **Impact** - Show how the applicant’s action has led to changes in practice and/or influenced others within your context and/or beyond through sharing good practice and supporting colleagues.

**Supporting material**

This is your opportunity to provide evidence that you regard as relevant to support the narrative in your statement. You are invited to follow the guidelines below:

- Up to three sets of supporting documents may be submitted, but in total they should comprise of no more than six sides of A4 if the evidence is in a written format.
- Documents can be in multiple formats (e.g. PDF, PowerPoint, Word, images, video files, etc.)
- Supporting materials may include: photographs, tables, graphs, documents containing statistics, testimonials from colleagues and Heads of Sections/ Departments and Schools, supporting research, evaluation or inspection reports, promotional materials and media coverage.

For further information and support, please contact the award organising team on eea@essex.ac.uk.
Your application will be peer-reviewed by a cross section of the panel members and their decision is final. Applications in each award category will be reviewed by a student, academic and professional services staff panel member. Ideally, the panel will include the following members:

- **Chair**
  PVC Education
- **Reviewers**
  Three academic staff representatives (typically Deputy Dean Education from each faculty)
  Three student representatives (typically Faculty Convenors from each Faculty)
  Three professional services staff (typically Education Developers or in an Education related role)
- **Observers**
  Students’ Union VP Education
  Head of Academic and Professional Practice
  Organisational Development – Award Lead
- **Secretary** (Organisational Development Administrator)

All applicants will be informed within 5 working days of the panel meeting by email with the panel’s decision and feedback. There will be opportunity after the panel to discuss with colleagues in Organisational Development (Human Resources) how they could be supported to share good practice. Successful applicants may be invited to write a short narrative/record and short video and have their photos taken.

### The Excellence in Education Award prizes and celebration event

- Excellent Graduate Teaching/Laboratory Assistant Award (Individual or collaborative) consists of £250 for each applicant/nominee.
- Excellent Educator Award: (Individual or collaborative) consists of £1000 for each individual applicant/nominee and £2000 for collaborative award to be shared equally among the team.
- Excellence in Education Leadership Award consists of one prize of £1,000 for each applicant/nominee.
- Applications under self and peer nominations will be received as a cohort under the same category by the panel.
- Prize money is to be spent on professional development activities, which may include purchase of software or hardware, travel and/or conference fees, purchase of books and other equipment. Successful applicants/nominees can use the award to support their own professional development or learning and teaching activities within their department/school/section.
- Spending of the awards must comply with the [University financial regulations](#). Please speak to the finance officer in your department/section or the [University Finance Section](#) for more information with the University financial regulations.
- Applicants will be encouraged to consider spending their fund to contribute towards educational projects that could contribute towards a future NTF or CATE application.
- All applicants applying for an award, reviewers, panel members and the University senior management team will be invited to attend our Annual Excellence in Education Celebration Event that will be held on Thursday 9 May 2019 beginning with refreshments at 11:15 followed by the celebration Event at 11:30 until 12:30. Networking Lunch will follow the event.
- Award winners will be presented with the award certificate at the celebration event.
Excellence in Education Award timeline

Dates for 2019

- **Award Nomination Opens**
  - Thursday 07 February 2019

- **Award Submission Deadline**
  - Friday 29 March 2019 at 17:00

- **Announcement of results**
  - Wednesday 08 May 2019

- **EEA 2019 Celebration Event**
  - Thursday 9 May 2019
    - 11:15 - 13:30 in Essex Business School - EBS.2.2