Excellence in Education Award

RECOGNISING CONTRIBUTIONS TO EXCELLENCE IN EDUCATION

Reviewer’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 panel is intended to represent the range of roles involved with achieving Education Excellence at Essex and includes representation from students, academics and professional services roles. Applications in each award category will be allocated to a panel cluster consisting of at least: one Deputy Dean Education (or their nominee), one student representative and one professional services representative. In total, there are three reviewers’ clusters that are arranged based on the three award categories (Excellent GTAs/GLAs, Excellent Educator, and Excellence in Education Leadership).

A typical panel is likely to include the following:

- **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)

**The Excellence in Education 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 or 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 or 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.
The EEA application form includes two sections: a personal statement and supporting materials.

The statement is intended to demonstrate how the applicants meet the criteria. Each of the award criteria above is given equal consideration in the assessment process.

To establish the strengths of the applicant’s candidacy, reviewers are requested to consider the following:

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

The supporting material is for applicants to provide evidence that they regard as relevant to support the narrative in their statement. The relevance and the quality of evidence should be taken into account when making judgements on applications. Applicants were asked to adhere to the following:

- 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.

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### The Excellence in Education Award prizes and celebration

- 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.
- Leadership for Excellence in Education 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.
- Applicants will be encouraged to consider spending their fund to contribute towards educational projects that might 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.
As an EEA reviewer, you will typically be allocated a number of applications/nominations to assess. These are assigned to reviewers based on the award categories and thus do not take account of reviewer’s discipline or thematic expertise. Each application/nomination will be independently judged by three reviewers with equal representation from academic staff, professional services and students.

You will be given access to the applications/nominations by OD admin team (eea@essex.ac.uk). The following chart explains the process in more detail.

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>ACTIONS</th>
<th>WHEN BY</th>
<th>BY WHO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications received</td>
<td>The OD team will receive applications by Moodle and email (for external applicants from partner institutions).</td>
<td>29/03/2019</td>
<td>OD team</td>
</tr>
<tr>
<td>Application allocated and distributed by award cluster</td>
<td>The OD team will email reviewers the application forms and the reviewer guidance and form.</td>
<td>03/04/2019</td>
<td>OD team</td>
</tr>
<tr>
<td>Reviewers’ feedback and recommendations returned</td>
<td>Each reviewer will email their reviewer forms to the OD to process. (<a href="mailto:eea@essex.ac.uk">eea@essex.ac.uk</a>)</td>
<td>24/04/2019</td>
<td>Reviewers action</td>
</tr>
<tr>
<td>Panel Paperwork prepared</td>
<td>The OD team will prepare an executive summary. This summary will be divided by cluster and will include the following key areas: 1. Summary of the number of applications for each cluster (strongly recommended, recommended and not recommended) 2. Collated cluster decisions on applications listing successful applications to be awarded. 3. Collated recommended best approach and opportunities to share good practice (i.e. platforms to consider: Education Insights Workshops; Learning Lounge; Good Teaching Practice Conference; etc.). 4. Summary of feedback will be emailed to be reviewed and approved by cluster members.</td>
<td>26/04/2019</td>
<td>OD team</td>
</tr>
<tr>
<td>Panel members familiarise themselves with paperwork</td>
<td>The OD team will email the executive summary that to all panel members who should familiarise themselves with the initial outcomes.</td>
<td>29/04/2019</td>
<td>Panel members</td>
</tr>
<tr>
<td>Panel convenes</td>
<td>The panel agrees outcomes and feedback and discusses split decisions. The OD team will take the minutes of the meeting. The agenda will be as follows: PVC Education will: - open the panel. - read items 1 and 2 from the executive summary for each cluster. - invite each cluster in turn to summarise their feedback to the panel on each application and the best ways to share good practice. - invite other panel members to comment - close the panel.</td>
<td>01/05/2019</td>
<td>PVC Education &amp; Reviewers &amp; Panel members</td>
</tr>
<tr>
<td>Applicants Informed</td>
<td>The OD team will email all applicants with the panel outcome and feedback.</td>
<td>08/05/2019</td>
<td>OD team</td>
</tr>
<tr>
<td>Applicants contribution celebrated and disseminated</td>
<td>The OD team will invite all applicants to a celebration event and will offer opportunities to share their good practice in light of the panel recommendations.</td>
<td>09/05/2019</td>
<td>OD team</td>
</tr>
<tr>
<td>Feedback</td>
<td>The OD team will email panel members and applicants for feedback on the process.</td>
<td>20/05/2019</td>
<td>OD team</td>
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</table>
As a reviewer for EEA you are responsible for providing an assessment as to the extent to which the individual/ team meets the award criteria including feedback to communicate your judgement to applicants and the Panel.

Reviewers are requested to respect the confidentiality of the information contained within the nomination documents and must not disclose any information about individuals or teams involved, or the content of any nomination, without the prior consent of applicant and panel.

Please note that comments you submit may be presented anonymously to the applicants without reference to your name.

Your comments will be combined with other reviewers and fed back to the EEA panel, verbatim (wherever possible). Your comments may also be shared with applicants. We ask you to be considerate in your use of language when giving feedback. We ask that this is constructive and developmental and includes a balance of comments on the strengths and areas of improvement of the application/ nomination.

<table>
<thead>
<tr>
<th>Negative phrasing</th>
<th>Positive phrasing</th>
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</thead>
<tbody>
<tr>
<td>‘A weakness is ...’</td>
<td>‘It would be helpful if ...’</td>
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<tr>
<td>‘The application fails in ...’</td>
<td>‘It would be useful if ...’</td>
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<tr>
<td>‘There were no ...’</td>
<td>‘Further details about ...[add specifics]...would strengthen the evidence in this criterion’</td>
</tr>
<tr>
<td>‘There is a lack of evidence’</td>
<td>‘The case would be stronger with more explicit evidence of ...’</td>
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<tr>
<td>‘The application lacks’</td>
<td>‘The team’s claim would benefit from more explicit evidence of ...’</td>
</tr>
<tr>
<td>‘There is limited evidence of ...’</td>
<td>‘Further details could usefully be provided to evidence ...[add specifics]’</td>
</tr>
<tr>
<td>‘It is especially weak ...’</td>
<td>‘This example would be strengthened with further evidence of ...’</td>
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<tr>
<td>‘Unfortunately ..’</td>
<td>To strengthen your claim, you might find it helpful to ...</td>
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<tr>
<td></td>
<td>To further develop your evidence for this criterion, the team might wish to ...</td>
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</table>

Avoid subjective and personal comments, including for example: ‘I enjoyed reading’ ‘I liked ...’, ‘I suggest’, ‘I think...’ or thanking the team for their Claim.

Focus on how far the nomination has met the criteria.

Avoid hyperbolic (and potentially patronising) language and punctuation like ‘fabulous’, ‘fantastic’, ‘bravo!’ and using exclamation marks.

Avoid acronyms; terms which are specific to particular contexts.

Part of your role as a reviewer is to support the University’s mission to support excellence in education by highlighting good practice and facilitating the sharing and dissemination of good practice across the university and beyond (where applicable). Please note that 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).

If, in the process of reviewing, you wish to discuss any nomination or have any queries related to the process, please do not hesitate to contact the OD team on eea@essex.ac.uk or 01206 87 4724.
Conflict of Interest

Please notify the OD team (eea@essex.ac.uk) immediately (or as soon as possible) of any potential conflicts of interest related to any one of the applications/ nominations you have received.

Conflict of interest includes, for example, if you:

- are a relative or a personal friend of any of the nominated individual/team or have been previously;
- have worked closely with the team in the recent past;

If you are unsure whether a particular situation presents a conflict of interest, please do contact us for an informal discussion, or for clarification. Please note that if you are the member of a team nominated for EEA 2019, you may not take part as a reviewer for the same category.

EEA Assessment Form

Each reviewer is expected to fill in one assessment form per cluster. The form will be emailed to you nearer the time. There are four sections in the form as follows:

**Feedback Comments**
As a reviewer, you are expected to summarise your feedback in *no more than 200 words* and be prepared to further discuss your judgement during the panel. These should be based around the award criteria. Please note that your comments will be collated and may be returned to applicants; therefore, please present your feedback appropriately.

**Decision**
You will be asked to make a decision on the applications selecting from the following three designations:

Strongly recommend - Possibly recommend - Not recommend

**Ranking**
This part is *to be completed only after reviewing all your allocated applications*. You are asked to rank the applications you have reviewed using numbers with 1 as your most preferred, followed by 2, 3, 4 and so on until all applications are ranked.

**Good Practice**
Reviewers are encouraged to identify good practice (if any) and encourage dissemination. Please do not write more than 50 words in this section.

Once complete, reviewers will be asked to email their forms to the EEA admin team eea@essex.ac.uk by 5pm on Wednesday 24/04/2019.

Thank you

Organisational Development would like to thank you most sincerely for the time and expertise you have provided in supporting the EEA 2019.