SOCIAL SCIENCES DIVISION

Teaching Excellence Awards (TEA) Scheme 2022-23
Guidance Notes

Overview

The Social Sciences Division runs an annual divisional Teaching Award scheme. The scheme formally recognises the outstanding contribution to teaching and learning and the academic development of students shown by colleagues across the Division. The scheme has two strands: (i) unfunded Teaching Excellence Awards (TEA) recognising individuals' exceptional contribution and dedication to teaching at any career-stage; (ii) funded Teaching Development and Enhancement Project (TDEP) grants for projects focussed on enhancing teaching and benefiting wide numbers of students.

This guidance is for the unfunded TEA scheme.

All applications should be submitted to the Divisional Office at qa@socsci.ox.ac.uk **by noon on Friday 24 March 2023**. Recipients of TEA awards will be decided by the Division's Quality Assurance Committee.

Categories of Award

(a) Teaching Excellence Awards: individual/team awards for academic staff

All individual academic staff or teams (including contract research staff) who undertake teaching of undergraduate or graduate students in the Social Sciences Division at Oxford are eligible to apply or to be nominated by their Head of Department for a Teaching Excellence Award. Applications from established staff are welcomed; it is anticipated that applications from early career staff (in the first five years of their career) will be routed through category (b) outlined below. It is anticipated that between three and six awards will be made.

(b) Teaching Excellence Awards: individual awards for academic staff (Early Career Strand)

All academic staff (including contract research staff) who are within the first five years of their career as a University teacher at any institution, and who undertake teaching of undergraduate or graduate students in the Social Sciences Division at Oxford are eligible to apply or to be nominated by their Head of Department for a Teaching Excellence Award (Early Career Strand). This award will be made in recognition of staff who have been highly innovative and have developed exceptional expertise in teaching within a relatively short period of time. It is anticipated that up to three awards will be made.

(c) Excellence in Supervision Award

All academic staff who undertake DPhil supervision in the Social Sciences Division are eligible to apply or to be nominated by their Head of Department for an Excellence in Supervision award. It is anticipated that between three and six awards will be made.

(d) Achievement Award

Heads of Department, in consultation with colleagues and students, are invited to nominate individuals who have demonstrated high quality and sustained commitment to education (whether through undergraduate or graduate teaching, graduate supervision, and/or other

educational means such as introducing innovative methods of teaching or assessment) throughout their career in the service of Oxford (normally a minimum of 15 years or equivalent). Only Heads of Department may nominate staff for this award. It is anticipated that up to three awards will be made.

Applications

Applications under (a) to (c) may be made directly by individuals (and teams under (a)) or by Head of Department nomination. Where an individual/team is/are nominating themselves, an indication of support should be provided, e.g. by the Head of Department or Course/Centre Director as well as any evidence of student support for the application. Nominations under (d) must be made by the Head of Department.

Departments are strongly encouraged to consult students on possible nominations, for instance by discussion with Student Representatives, at Joint Consultative Committees or by contacting student cohorts by email circulation.

All applications and nominations must include:

(i)   A case of up to 2,000 words addressing the criteria set out below, and outlining the teaching/supervision undertaken, an account of teaching/supervision development over time, evidence of its effectiveness, and any special methods or innovations introduced. A clear rationale for the individual's approach to teaching/supervision should be included, explaining how the form of teaching/supervision, course design and/or assessment (as applicable) are suited to the particular disciplinary content, the educational goals, the students, and the context.

(ii)   A range of supporting evidence from more than one source, which should include some or all of the following:

- statements of support from colleagues (for example, Directors of Graduate Studies, Directors of Undergraduate Studies, Heads of House and Senior Tutors);

- testimonials from students outlining their support for the application, in particular, giving examples of how the applicant has demonstrated excellence in teaching and/or supervision;

- student feedback on courses and on teaching (gathered via the normal mechanisms operating in the subject or subjects concerned). This material must be aggregated and summarised for courses and years to assist interpretation. Where available, average ratings for the subject area should be supplied to give context.

- evidence of student performance, for example, from external examiners and/or colleagues;

- assessor reports on teaching/supervision and related activities as part of the applicant's/ nominee's interim review;

- details of activities involved in organising teaching and/or supporting colleagues in developing teaching;

- examples or teaching materials developed and used;

- publications or conference presentations concerning teaching/supervision;

- details of professional development activities and training undertaken in relation to teaching/supervision.

Please note that there is a 12-page maximum per application. Applications exceeding this length will not be accepted. Should applicants wish to include additional materials, they may do so in the form of web links.

The following criteria will inform the panel's assessment of nominations for TEA awards:

- Evidence of excellence above that normally expected;

- Evidence of the development of a thoughtful and well-grounded personal rationale for teaching and/or supervision;

- Evidence of support for student learning, for example through high quality feedback on student work;

- Evidence of strong student support for the application;

- Evidence of development showing progressive improvements in teaching and/or supervision;

- Evidence of professional development concerning teaching and/or supervision;

- Evidence of contributing new methods and approaches adopted by colleagues;

- Evidence of publication or conference presentation concerning teaching/supervision, or other form of external recognition of contributions to the development of teaching/supervision;

- Evidence of successful administration of teaching and/or successful developments in course organisation;

- Evidence of support of colleagues in developing teaching/supervision practice and policy.

Deadline

The deadline for receipt of applications is **noon on Friday 24 March 2023.** A panel of the Divisional Quality Assurance Committee will sit and consider the applications in week 1 of Trinity term 2023. Applications, and any questions, should be made to qa@socsci.ox.ac.uk.