

UNIVERSITY OF WALES TEACHING FELLOWSHIPS

Guidelines for nomination and selection

Eligibility

The scheme is funded by the University of Wales. Colleagues involved in teaching activities and in learning support at the five Alliance Institutions (AIs) and all Collaborative Centres (CCs) are eligible to apply for a teaching fellowship.

Nomination Process

- CCs are invited to nominate one individual member of staff or one team i.e. one nomination in total, who can demonstrate excellence in supporting the student learning experience in their institution .
- AIs are invited to nominate individual members of staff or small teams of staff (two nominations in total) according to the same criteria.
- A team nomination (of up to three team members) may be made where the excellent practice is provided by a group of people and it cannot be attributed to one individual. The team must however, nominate one member who will be designated 'Team Leader' and will be the point of contact for the University of Wales.
- There are no categories and institutions should consider the full diversity of roles that support student learning when making their nomination e.g. library, IT, counselling, etc.
- The nominated person/team members must have a current contract of employment with the nominating institution.

The UW is committed to equal opportunities and to ensuring that no one is treated less favourably than any other person.

Selection Criteria

- All nominees will be assessed on the evidence provided in the core nomination documents in relation to the specified criteria.
- Each criterion will be given equal weighting.

Nomination Instructions

Essential nomination documents

Nominations should comprise the following:

- A signed statement of support from the AI's or CC's most senior manager (AI – the Vice Chancellor, CC – the Principal) or their nominee (maximum two A4 pages). In addition staff at CCs must have a signed statement of support from their programme Moderator (maximum 500 words).
- The individual/team claim for the fellowship: a statement of how the individual/team demonstrates excellence relevant to each of the headline individual award criteria (maximum 5000 words).
- Brief Curriculum Vitae/résumé (maximum three A4 pages for individuals or two A4 pages for each member of a team).
- A short description of how the award money would be used (500 words maximum).
- Personal Profile and one photograph (a high quality JPEG photograph of an individual or team and 350 word personal profile for an individual, or 500 words for a whole team) – these will not be sent to assessors, but are required components of the submission.
- A completed application form for administrative purposes. Blank forms are available to download from www.wales.ac.uk/teachingfellowships.

Nominees, institutions and colleagues may find the following guidance helpful in compiling the nomination documents:

- **Statement of Support:** The statement of support from the institution's senior manager (or their nominee) is an essential aspect of the nomination. It is recommended that the nominee's claim for the fellowship is read prior to composing the institutional supporting statement. Whilst there is no fixed format, the statement should:
 - endorse the validity of the nominee's claim for excellence;
 - provide an institutional context within which the nominee has been identified as excellent;
 - provide any additional supporting information which might be most appropriately expressed by an institutional representative.

NB: For applicants from CCs, there must be an additional statement of support from their Moderator.

- **Claim for Fellowship:** Nominees should present their claim for excellence against the three criteria with reference to examples of supporting evidence, which should include student feedback and evaluations, feedback from peer observation, feedback from other regional/national engagements, student support materials, development of innovative learning and teaching materials/methods, work with other departments, colleges, professions.

NB: There is no suggested writing style as such expected in the applications. The three headline criteria will each be assessed for their contribution to the application as a whole, and should include critical reflection of practice in each section. Examples of submissions from previous Fellowship winners can be seen on www.wales.ac.uk/teachingfellowships.

- **Curriculum Vitae/Résumé:** Nominees are advised that their focus should be on their experience and outputs with a view to demonstrating a robust commitment to enhancing and supporting student learning and delivering or facilitating teaching excellence. (The formatting requirements also apply to the CV/resumé).
- **Use of the Fellowship Award:** A short description (500 words) of how the monies would be used to help enhance the student learning experience and/or sharing of good practice within the UW network.
- **Personal Profile and Photograph:** This is a compulsory element, but is not assessed. A personal profile of 350 words for an individual or 500 words for a team, and one high quality JPEG photograph are required, but will be retained by UW and used only for publicity purposes in the event of the nominee being successful.
- **Application Form** (for UW administrative purposes only): Nominees must submit the Application Form with the above nomination documents. The Application Form is available to download from www.wales.ac.uk/teachingfellowships and contains information used by UW for administrative purposes only. It will not sent to the assessors for this award.

Formatting requirements

The five nomination documents (Statement of Support, Claim for Fellowship, CV/Resumé, Use of Fellowship Award and Personal Profile) must adhere to all of the following formatting requirements. Other formats will not be accepted.

Word limit/page lengths:

- Statement of Support: maximum **two** A4 pages (with an additional statement of support from the Moderator (maximum **500** words) where the applicant is from a CC)
- Claim for Fellowship: maximum **5000** words

- Curriculum Vitae/Resumé : maximum **three** A4 pages for an individual or two A4 pages for each team member
- Use of Fellowship Award statement: **500** words
- Personal Profile and Photograph – maximum **350** words for an individual or **500** words for a team and one high quality JPEG photograph

Font: Arial 11 point

Page orientation: A4 portrait **only**

Line spacing: 1.5 lines

Margins: 2cm minimum (not including footers)

Headers: Should contain the nominee's full name and nominating institution or college **only**.

Footer: Should indicate "page x of y" **only**.

In addition to all the above, the **Claim for Fellowship** should adhere to the following formatting requirements:

Included in word limit: All section headings, text within tables or diagrams, numerical characters and any references will count towards the word limit.

Footnotes: Should **not** be used. References should be included in the body text or put as endnotes, which should be added to the final word count.

Pictures: The document should **not** contain any pictures (other than in Personal Profile section).

Diagrams: Are permitted. Any text appearing within the diagram should be manually counted and stated next to the diagram in brackets and added to the final word count.

Web links: Should only be used for reference and put as endnotes. The content of web links will not be considered in the nomination.

Final word count: The entire document should be highlighted and the word count tool utilised, ensuring that the tick box "include footnotes and endnotes" is selected, to add up all relevant free text. If any text is included in diagrams this should be added to the word count total and the total sum should be stated at the end of the document. Headers and footers are **not** counted.

- The UW Advisory Panel supports a strict application of the above formatting requirements to ensure fairness and consistency to all nominees. Any nominations failing to adhere to these requirements will be automatically rejected after the nomination deadline. It is therefore the responsibility of the nominating institution, college, and individual nominee to ensure that the nomination adheres to the requirements with regard to formatting and word limit/page lengths. **Reformatted rejected nominations will not be accepted after the nomination deadline.**

Submission of Nominations

- The five core submission documents **must be sent electronically as Word documents** to teachingawards@wales.ac.uk **by 12 noon on 31st December 2010** at the latest, along with a high quality JPEG photograph of the individual or team. Please use the subject heading of UW Teaching Fellowship. Receipt of electronic nominations will be acknowledged by e-mail to the individual that submitted the application within three working days of submission. Please note that your application form must be signed in order to be processed.
- The submission will be checked by UW staff to ensure that it fully complies with the submission criteria. Any rejected nominations will be seen by the Pro Vice Chancellor to ensure that the judgment is fair.
- Applications are welcomed in both English and Welsh.

Selection and Publicity

- Nominations will be considered by two assessors who will judge the nominations on the information submitted against the three headline criteria which they will then present to the whole panel.
- No other information will be considered.
- Assessors will not consider nominations from their own institution or from institutions where they have been involved as a Moderator.
- The overall ratings will then be considered by the whole panel who will make their final decision.
- The Panel's decision will be final.
- Successful applicants and their institution will be notified by e-mail at the end of March 2011, followed by confirmation letters to the nominee and the senior manager of their institution.
- The names of Fellowship winners will be announced publically one week later when publicity material may be used to advise the press.

Presentation of Fellowships

Where possible the presentations will be made during one of the UW Degree ceremonies in Cardiff in May 2011, or at the degree ceremony of the winner's institution at a date after this.

Special Requirements

If you require these guidelines in a different format or in Welsh then please contact the UW Academic Office.

Nominees unable to submit in written format should also contact the Academic Office to discuss alternative options.