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Distinguished Teaching Member Award Policy		

(*This policy has been adopted from and is a result of a comprehensive analysis of the frameworks and policies of a numerous Higher Education Institutions like New York University and various others based on the congruency of academic infrastructures)

Distinguished Teaching Member Award Policy

To be applied in IMC starting from Academic Year 2015-2016

Part One: Introduction

The Distinguished Teaching Member Award (DTMA) is the highest honor that Inayah Medical College (IMC) can bestow on an outstanding faculty member who demonstrated outstanding achievements in Teaching and Learning Excellence at IMC. DTMA highlights Inayah Medical College's commitment to teaching excellence and is given annually to selected outstanding members of the faculty. Recipients are presented with a medal and a monetary award. IMC aims to encourage the highest standards of professionalism on the part of the faculty and to recognize and reward based on competition, this is to encouraging positive competition between faculty members at the College and hence, for creativity in teaching and learning best practices at IMC. The annual DTMA is granted at the level of College from each college in a ceremony, the granting of this award should meet precise criteria when assessing candidates for the award. The application for the award is made to the Dean/Vice Dean, who will also collect the information from each college about the nominated candidates and the final selection and recommendation to the Rector is made by the College Council.

The Distinguished Faculty Member will receive XXXXXXXXXX in addition; the winner is eligible to XX

Part Two: Eligibility

All Full time faculty members /instructors with continuing appointments are eligible to receive the award. All Faculty members may nominate themselves for the award or be nominated for it by their department or by any two faculty members; the following are required for the nomination DTMA:

- ✓ Full Time Teaching staff (lecturers and tutors).
- ✓ All Teaching staff who teach (lecturers and tutors) may apply for the award.
- ✓ Applicants must be able to meet the following criteria:
- ✓ Able to demonstrate that they make a significant contribution to enhancing students learning experience and the quality of students learning
- ✓ Able to show evidence of sustained excellence in teaching. Applications can come from staff at any stage of their career as there are no categories of award based on teaching staff experience. However, as applicants will be expected to show evidence of sustained excellence in teaching it is unlikely that a successful applicant will be in the first couple of years of their academic career



- A. Not previously been a DTMA winner. However, previous winners of the award may apply again if they have significantly changed their role within the College and so are in effect submitting a new application. In addition, any member of staff who has previously unsuccessfully applied for DTMA may submit another application

Part Three: Criteria for Award

The underpinning principles of the Teaching Excellence Awards should include a career commitment to teaching.

The criteria for award are:

- Individual Excellence: evidence of promoting and enhancing the student experience.
- Raising the Profile of Excellence: evidence of supporting colleagues and influencing support for student learning in the College, through demonstrating impact and engagement beyond the nominee's immediate academic or professional role.
- Developing Excellence: the nominee's commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support.

In making judgments against these criteria the panel will consider the followings:

- The nature of the position within the College held by the candidate, and the length of time they have been engaged in teaching or supporting learning in higher education. The panel recognizes that significant, sustained and rigorous commitment to teaching will look different at different stages of the academic career and in different disciplines.
- The extent to which both specific claims and more general conclusions made within the submission documents are clear and well-supported.
- The extent to which the submission documents when considered together present a coherent case for excellence.
- The extent to which the evidence presented relates to achievement within recent years.
- The extent to which the evidence presented demonstrates intellectual engagement with teaching. This should involve evidence of an academically rigorous approach, coherence, and evaluation. It does not require a record of teaching publication but where this exists it can be taken into account along with impact on teaching, learning and the student experience more broadly.
- Paradigm-shifting and highly innovative work will be considered where it forms part of an overall career commitment to teaching and can be accompanied by evidence of positive impact.

Criteria of the Evaluation

Criterion 1: Individual excellence in teaching and supporting learning

Applicants will be expected to provide evidence of enhancing and transforming the student learning experience commensurate with their context. They will have a transformative impact on their students.

This may, for example, be demonstrated by providing evidence of:

- ✓ Stimulating students' curiosity and interest in ways which inspire a commitment to learning.
- ✓ Organizing and presenting high quality resources in coherent and imaginative ways which in turn clearly enhance students' learning.
- ✓ Recognizing and actively supporting the full diversity of student learning needs.
- ✓ Drawing upon the results of relevant research, scholarship and professional practice in ways which add value to teaching and students' learning.

Criterion 2: Raising the profile of excellence in learning and teaching

Applicants will be expected to provide evidence of their influence on learning and teaching within their Department /Faculty and perhaps more broadly across the institution as well as direct engagement with, and support of, colleagues trying to enhance learning and teaching, and the curriculum. This criterion moves applicants into demonstrating engagement in furthering learning and teaching beyond their immediate role. The case in this criterion may also provide evidence of influence beyond the College, often both nationally and internationally.

This may, for example, be demonstrated by providing evidence of:

- ✓ Making outstanding contributions to colleagues' professional development in relation to promoting and enhancing student learning.
- ✓ Identifying specific needs within their discipline, department, or institution, and changing practice to address them.
- ✓ Contributing to departmental/faculty/institutional/national initiatives to facilitate student learning.
- ✓ Specific contributions to significant improvements in the student learning experience.
- ✓ Publishing in the area of pedagogic research to influence others.

Criterion 3: Developing own excellence in teaching and supporting learning

Applicants will be expected to provide evidence of commitment to their own on-going development with regard to teaching and learning and curriculum design.

This may, for example, be demonstrated by providing evidence of:

- ✓ Ongoing review and enhancement of own professional/academic practice.
- ✓ Engaging in professional development activities including relevant qualifications which enhance expertise in teaching and supporting learning.
- ✓ Systematic and sustained strategies to obtain and use student/peer/other stakeholder feedback to enhance professional/academic practice.
- ✓ Collaborative endeavours designed to enhance practice.
- ✓ Engagement with professional bodies focused on academic practice.

Application Process

1. How can teaching staff apply for the award?

Each Faculty may officially invite up to four individuals to apply for the award. Nominations need to be made by the teaching staff members and should be sent via email to the Department Head. Following being nominated the nominee can then submit an application for the award.

Each applicant is expected to present their case for this Award as in Appendix 1. All applications must be sent in hard copy and electronic format to **the Dean/Vice Dean**.

Where an individual has been invited to apply by their Faculty, the application can be used as evidence of institutional regard irrespective of the outcome of the application. Such evidence can support individuals in appraisal and/or promotion.

The closing date for application is end of May in each year

Each application should comprise the following elements:

1. Case for the award

Each applicant must present their case for the award. The case must be presented in three sections; one section addressing each of the criteria detailed above. The case in each section should consist of both argument and evidence (an academic case). The case in each section must not exceed 1,000 words; a maximum of 3,000 words in total.

2. Signed cover page

The pro-forma in Appendix 2 should be completed by the applicant, signed by the candidate's Dean of Faculty/Head of Department, and attached to the front of the case for the award.

What happens after applications have been received?

A specially constituted Awards Committee will consider all applications for DTMA, whether from staff nominated by a Faculty or self-nominated. Based on the information provided in the application, the Awards Committee will choose one winner; the winner will be informed by end of summer semester.

The nominated participants who achieve the criteria of DTMA in will then be interviewed by the Deans Council.

Appendix 1: Award Key Criteria:

Name of Candidate	
College	
Department	
Statement of Support	
<p>Guidance Notes: This statement should support the evidence presented in the candidate's personal statement with particular reference to the 3 key criteria below and areas such as demonstration of a scholarly approach to teaching, impact on student learning, and impact on teaching culture locally, and where relevant, institutionally. This statement should help to locate the achievements of the candidate within the disciplinary culture and should be evidenced throughout. Wherever possible the statement should not exceed 1 side of A4 (approx. 500 words).</p> <p>Award Key Criteria: Individual Excellence: evidence of promoting and enhancing the student experience.</p> <p>Raising the Profile of Excellence: evidence of supporting colleagues and influencing support for student learning in the College, through demonstrating impact and engagement beyond the nominee's immediate academic or professional role.</p> <p>Developing Excellence: the nominee's commitment to her/his ongoing professional development with regard to teaching and learning and/or learning support</p>	
Signature	
Date	

Appendix 2: Submission Form

Distinguished Teaching Member Award (DTMA) Submission Form	
Name	
College/ Office	
Faculty	

Email	
Telephone	
Documents for submission	Please indicate which documents you are submitting
Personal Statement	Yes/ No
Statement of Support from Head of Department	Yes/ No
Teaching Focused CV	Yes/No
Support arrangements	
Did anyone support you in writing your case?	
What other support would have been useful?	
Do you agree to fulfil the requirements of the Award if you are successful? (please see guidance notes for details)	