**Teaching Excellence Awards**

**Nomination form and guidelines**

This form should be completed by two members of staff (a proposer and a seconder), signed by the nominee (s) and sent by email or post to the Senate Office (see details below) **25 February 2013.** It must be accompanied by a nomination statement (see page 2 of this document for details of the information which must be included)

We hereby nominate:

Name:

School:

Signature of nominee:

(Please add lines to record multiple nominees’ details if the nomination refers to a teaching team).

**Proposer 1**

Print name:

Print title

(e.g. Lecturer/University Teacher in the School of …/Institute of… )

I confirm that the information provided in the nomination statement attached is accurate.

Signed: Date:

**Seconder**

Print name:

Print title

(e.g. Lecturer/University Teacher in the School of …/Institute of… )

I confirm that the information provided in the nomination statement attached is accurate.

Signed: Date:

Submit by **25 February 2013** via email or post to:

|  |  |
| --- | --- |
| Janet.Fleming@glasgow.ac.uk | Teaching Excellence Awards Senate Office Gilbert Scott Building University Avenue, Glasgow, G12 8QQ  *Receipt of your nomination will be confirmed by e-mail.* |

Teaching Excellence Awards - Nomination Statement

The nomination statement must be **no more than two sides of A4**. It may be in the form of a letter or memo. It must give a short critical assessment of the work for which the nominee(s) is being presented against the relevant Teaching Excellence Awards criteria headings listed in italics below. Please note that it is **not** essential to provide text against each criteria heading below. It is not expected that all criteria will be met by all nominees.

Please see details of Teaching Excellence Awards criteria before preparing the nomination statement. While the proposer and seconder should have a good working knowledge of the nominee’s work they may not be aware of the full range of the nominee’s practice. In order to ensure a strong nomination, the proposer is strongly advised to contact the nominee to clarify where their practice aligns with the criteria.

Introduction

In this section, provide a short statement of the nominee(s)’ broad approach to teaching and/or support for learning, and the qualities that the nominee(s) brings to the role. State if the nominee(s) falls into the special categories listed in the document ‘Criteria and Special Categories of Award’.

**As an aide-memoire, the TEA criteria headings have been listed below to assist you to complete the nomination statement.**

* *Effective ongoing contribution to enhancing the student learning experience on a range of levels, evidenced through student feedback.*
* *Innovative practices relating to curriculum or course design, particularly in relation to interdisciplinary working.*
* *Impact of learning and teaching practices*
* *Involvement in, promotion of, and dissemination of Scholarship of Teaching and Learning*
* *Income generation relating to the development of learning and teaching.*
* *Demonstrable impact of exceptional leadership in Learning and Teaching at School, College and/or Institute levels*