

PROCEDURES AND CRITERIA

Details of the Award

- This is a new individual award introduced by the Accreditation Council of Trinidad and Tobago (ACTT) in 2014.
- Nominations for the award are open to lecturers, tutors and trainers within post secondary and tertiary level institutions, who belong to an institution that is registered or accredited by ACTT.
- One (1) award will be granted to the nominee whose portfolio demonstrates that the overall criteria and standards have been met. Honourable mention will be made of two (2) runners-up.
- The awardee will be featured in publications of ACTT and in one local daily newspaper.
- The award will be formally presented at ACTT's Quality Assurance Awards Ceremony on October 29, 2014.

Through this award, ACTT will recognise the accomplishment of an outstanding individual who is student-centred in his/her approach, is focused on professional development and is committed to advancing the development of his/her institution.

Guidelines

1. Nominees for this award are open to faculty members within post secondary and tertiary level institutions, that are registered or accredited by ACTT.
2. Nominations must be endorsed by the institution, therefore, the head of the institution, faculty or department must sign the relevant nomination form.
3. Eligible institutions may submit any number of nominees from within their faculty staff.
4. Nominations for the award must be accompanied by a portfolio which will be judged against the criteria established by ACTT.
5. Nominees will be assessed on evidence provided in relation to the three (3) criteria for this award.
6. The portfolio may be prepared by the nominee or by others on his/her behalf provided they have attained the nominee's permission.

7. An application for this award shall comprise the **nomination form**, a brief **Curriculum Vitae** (maximum 1,500 words) and the **portfolio**.
8. The application(s) must be submitted to ACTT no later than **September 26, 2014** in soft and hardcopies in **TRIPLICATE**.
9. An electronic copy of the application must be submitted to quiteawards@actt.org.tt.
10. The application should be addressed to the **Executive Director**, QuiTE Awards 2014, The Accreditation Council of Trinidad and Tobago, Level 3, Building B, Pan American Life Plaza, 91-93 St Vincent Street, Port of Spain, Trinidad.

Eligibility

1. Nominations must be submitted and endorsed by the nominee's institution.
2. Nominees must hold a teaching position by the registered or accredited institution to which the nominee belongs.
3. Nominees can be either part-time or full-time teaching staff.

Any nomination that does not satisfy the eligibility requirements will not be considered for the award.

Format of the portfolio (In TRIPLICATE)

The portfolio must adhere to the following format requirements:

- narratives and evidence must be submitted for each standard.
- narratives are limited to **8,000 words in total** (excluding criteria and standard statements). A word count tool should be utilised at the end of each standard.
- narratives should be submitted in softcopy (Microsoft Word document).
- font size should be no smaller than **12 point** and the page orientation should be portrait only.
- line spacing should be a minimum of **1.5**.

Tips:

- ❖ *a **narrative** is an explanation of how the standard is being met*
- ❖ *the **evidence** shows how the standard is being met and in essence is related to the explanation within the narrative.*
- ❖ *the application, inclusive of the **portfolio, nomination form** and **Curriculum Vitae** should be properly fastened or bound.*
- ❖ *the Curriculum Vitae should focus on their **experience** and **outputs** to demonstrate their commitment to excellence in teaching.*

Content of the portfolio

The nominee's portfolio should comprise **evidence** that demonstrates how he/she is meeting the relevant criteria and standards. The portfolio may include:

- an analysis of methods, assessments and teaching material designed/prepared and utilised by the nominee in his/her teaching practice
- evidence of systematic feedback from students and colleagues
- a list of relevant publications
- feedback from other relevant sources such as alumni and employers
- formal references from students, peers, employer (500 words per reference) or any other relevant party
- a listing of professional development activities engaged in over the last five (5) years with supporting certificates
- grants received for improving teaching and learning within the discipline

The above mentioned list is designed to suggest areas of evidence and nominees and/or institutions should not feel limited by these examples. The aforementioned list is in no way exhaustive and relevant evidence that will support the fulfilment of the criteria and standards, may be added.

CRITERION 1

Teaching Learning Strategies: The strategies, tools and practices utilised meet/exceed the academic needs of a diverse student population and positively impact on student learning experiences.

Standard 1.1: Teacher's approach to instruction and assessment reflects and supports diversity of student learning needs

Standard 1.2: Teacher demonstrates the ability to stimulate student curiosity and build capability to develop critical and independent thinking

Standard 1.3: Teacher provides necessary support to ensure that learning outcomes are achieved.

CRITERION 2

Professional Development: The teacher is proactively involved in building his/her competencies for achieving professional growth and student enrichment.

Standard 2.1: Teacher engages in continuous professional development and participates in professional and/or academic organisations to build his/her competency and enhance the student learning experience

Standard 2.2: Teacher utilises innovative strategies and tools in his/her role as an andragogical professional

Standard 2.3: Teacher is reflective and deliberate in his/her practice and is receptive to the constructive feedback from students and colleagues.

CRITERION 3

Leadership in Teaching: The contributions of the teacher result in the development of his/her institution and the teaching profession at large.

Standard 3.1: Teacher is dedicated to advancing the profession by engaging in activities that add to the body of knowledge within his/her field.

Standard 3.2: Teacher actively contributes to the development of colleagues and/or the institution.

NOMINATION FORM

EXCELLENCE IN TEACHING

2014

Name of Nominee			
Name of Institution			
Name of Person Nominating the Faculty Member			
Name of Person who Prepared the Portfolio			
<p>ENDORSED BY: <i>(tick where appropriate)</i></p> <p>Head of: Institution <input type="checkbox"/> Faculty <input type="checkbox"/> Department <input type="checkbox"/></p>			
Signature			
Date			
	mm / dd / yyyy		
Documents accompanying the nomination form	Portfolio <input type="checkbox"/>	Curriculum Vitae <input type="checkbox"/>	