LEARNING, TEACHING AND STUDENT EXPERIENCE AWARDS 2020-21

1. Introduction

Since the mid-1990’s, the University has been recognising the importance of excellence in learning and teaching in providing a high quality experience for its students through the annual Learning and Teaching (L&T) Awards scheme. The process for identifying award winners has been managed within each Faculty since 2013, this document outlines the full process for the Awards, which now includes more explicit recognition of contributions to excellent student experience that are not directly connected to learning and teaching.

2. Criteria

Nominations for the Award should be made to recognise, value and reward staff for:

- Demonstrable positive impact on learning and teaching / student experience activities.

N.B. Sustained excellence in the delivery of learning and teaching falls outside the remit of the awards, but are captured within other reward frameworks within the Institution either through (i) the Guild Awards, (ii) the Staff awards and/or (iii) annual review process.

3. Who is the scheme aimed at?

The award scheme is open to all staff (academic and professional services), from early career staff to experienced staff. Nominations should relate to the activity of an individual or group of staff.

4. What are the Activities involved?

Examples of the activities that might contribute towards an award are shown below. These can be linked to the University Education Strategy or Curriculum 2021 or be independent of them but must have, as the focus of the activity, enhancement of the quality of the Liverpool student experience in programmes run under the auspices of The University of Liverpool.

Providing excellent learning opportunities
- Co- and extra-curricular learning activities
- Promoting an international perspective
- Embedding employability skills into curricula
- Engagement with the Liverpool Civic Region

Innovation in teaching and assessment
- Innovative module design and delivery
- Innovative programme design and delivery
- Innovative hybrid practice
- Innovative assessment design
- New approaches to developmental assessment feedback

Creating a supportive environment
- Academic and non-academic support schemes
- Mentoring/Peer Assisted Study schemes
- Health & Wellbeing Framework activity
Developing life skills and capabilities

- Co- and extra-curricular learning activities
- Activities to facilitate skills development, e.g.:
  - Digital literacies
  - Research
  - Interdisciplinarity
  - Employability
  - Entrepreneurship
  - Lifelong learning
  - Valuing inclusivity & diversity
  - Sustainability
  - Outreach activities to promote understanding of HE
  - Learning and study skills support

5. Which criteria will be used to judge the nomination?

The nominations will be judged on the:

i. The impact or change the activity has achieved, within the context of the activity – at module, programme, department/school, Faculty or University level or externally.

ii. Contribution to scholarship and the advancement of teaching practice, demonstrated through dissemination or plans for dissemination.

iii. Transferability or potential transferability of the activity to another context.

6. Who can make a nomination?

i. Heads of department/school or other line managers, either as an outcome of professional development review or independently of this process;

ii. A peer or peers, subject-level committees or other groups, including in collaboration with students (via a staff-student committee or other student groups).

7. Nomination process

Nominations are invited for individual or groups of staff who are considered to have demonstrated excellent practice. Nominations should be submitted to the Faculty contact below by the declared deadline.

Nominations must be made on the form found in Appendix A and include both:

- A statement from the nominee(s), providing an overview of the practice for which they have been nominated. A nomination can be made without the nominee’s knowledge. In this case please complete this section of the form on the nominee’s behalf.

- A statement from the staff and/or students proposing the nominee(s), providing a rationale for the nomination.

Nominations submitted by individual students will not be accepted unless they can demonstrate that they are a spokesperson for a specified representative group.

The deadline for nominations will be notified by each Faculty.
Nominations should be submitted to the relevant Officer for each Faculty, as follows:

<table>
<thead>
<tr>
<th>Faculty of Health &amp; Life Sciences:</th>
<th>Gabriella Warren-Smith</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:G.Warren-Smith@liverpool.ac.uk">G.Warren-Smith@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Faculty of Science &amp; Engineering:</td>
<td>Student Experience Team</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:SciEng-SEE@liverpool.ac.uk">SciEng-SEE@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Faculty of Humanities and Social Sciences:</td>
<td>Helen McGuiness &amp; Anne Saunders</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hssenq@liverpool.ac.uk">hssenq@liverpool.ac.uk</a></td>
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For further information on the Learning and Teaching Award process please refer to the Faculty Learning and Teaching Award Champions, these are:

<table>
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<tr>
<th>Faculty of Health &amp; Life Sciences:</th>
<th>Professor Luke Dawson (Dentistry)</th>
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<tbody>
<tr>
<td></td>
<td><a href="mailto:ldawson@liverpool.ac.uk">ldawson@liverpool.ac.uk</a></td>
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<tr>
<td>Faculty of Science and Engineering:</td>
<td>Dr Ali Al Ataby (EEE)</td>
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<tr>
<td></td>
<td><a href="mailto:aliataby@liverpool.ac.uk">aliataby@liverpool.ac.uk</a></td>
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<tr>
<td></td>
<td>Dr James Gaynor (Chemistry)</td>
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<td></td>
<td><a href="mailto:jwgaynor@liverpool.ac.uk">jwgaynor@liverpool.ac.uk</a></td>
</tr>
<tr>
<td>Faculty of Humanities and Social Sciences:</td>
<td>Dr Freya Jarman</td>
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<td><a href="mailto:freya.jarman@liverpool.ac.uk">freya.jarman@liverpool.ac.uk</a></td>
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8. Consideration of nominations

Within each Faculty an awards panel will be established to consider the nominations received which would normally comprise the following representatives:

- Associate Pro-Vice-Chancellor (Chair)
- Head of each School/Institute within the Faculty (or nominee)
- An academic representative from each of the other Faculties, nominated by the relevant APVC.
- A representative from The Academy
- A representative from The Centre for Innovation in Education
- Student representative/s if available
- Member of Faculty Professional Services staff (Secretary)

The awards panel will meet initially to consider all written nominations received from within the Faculty. From the submissions considered the awards panel will agree a shortlist of up to eight nominations each of whom will receive a Faculty Learning, Teaching and Student Experience Award.

The Faculty award winners will then be invited to attend a showcase event with the awards panel to deliver a short presentation on their work and make the case for receiving a Sir Alastair Pilkington Award for Teaching Excellence from the University.

The Faculty will be encouraged to invite other staff and students to the showcase event in order to use the opportunity to share good practice, though the decision on the University award winner will remain with the awards panel.

The Chair of the Faculty awards panel, with support from the Secretary, will be responsible for informing all nominees and proposers of the outcome of the awards process.

9. Timing of Awards Scheme

Nominations should be received by the Faculty in enough time to ensure there is suitable time for consideration of the nominations and presentation process.
The Faculty should ensure that the awards process is concluded no later than **Monday 26th April 2021**, to ensure that suitable preparations can be made for award winners to be invited to the graduation ceremonies and present at the Learning and Teaching Conference.

10. **Awards**

Faculty Award winners will each receive a certificate and a prize of £500 to be spent on learning, teaching and/or student enhancement activities. Faculty awards will be presented to the winners at relevant graduation ceremonies in July.

A list of award winners will also be approved by the Faculty Education Committee.

Winners of the University Sir Alastair Pilkington Awards for Teaching Excellence will each receive a formal letter of congratulations from the Pro-Vice-Chancellor (Education), a certificate and an additional £1000 to be spent on learning, teaching and/or student experience activities. The Sir Alastair Pilkington Awards for Teaching Excellence will be presented at the annual Celebrating Success Awards ceremony and will be invited to attend the relevant graduation ceremony.

A list of the winners of the Sir Alastair Pilkington Awards for Teaching Excellence will be approved by the University Education Committee.

As a condition of accepting their Sir Alastair Pilkington Award, all winners will be expected to deliver a presentation at the annual University Learning and Teaching Conference.
L,T & SE Awards – Individual Nomination Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/School</th>
<th>Staff number</th>
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<tr>
<th>Role/Position</th>
<th>If this form is being completed without the nominee’s knowledge, name of the person completing the form</th>
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Tel:              Email:

Section One: Statement by nominee (maximum – 1,500 words – Font 11)

A nomination can be made without the nominee’s knowledge. In this case please complete this section of the form on the nominee’s behalf.

Title of the Project:

To which of the following areas of activity is the application related?

- Providing excellent curricula
- Innovation in teaching and assessment
- Creating a supportive learning environment
- Developing life skills and capabilities
- Other (please state)
**Context (approx. 700 words)**

*Please provide a brief description of the practice, activity or initiative for which the nomination has been made indicating what is distinctive about it.*

**Impact (approx. 500 words maximum)**

*What positive influence or change has the practice, activity or initiative made?*

**Scholarship (approx. 300 words maximum)**

*How has the practice, activity or initiative been measured or evaluated? What is the underpinning evidence-base for the practice, activity or initiative? Have the outcome of the practice, activity or initiative been disseminated or are there any plans to disseminate the outcome?*

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**Section Two: Supporting statements**

<table>
<thead>
<tr>
<th>Nominated by:</th>
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<td>Head of Department/School or Line Manager</td>
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<td>Academic peer(s)</td>
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<td>Staff Student Liaison Committee</td>
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<th>Nominator(s)</th>
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<td><em>Please indicate the reasons for this nomination and highlight the particular aspects which you believe warrants recognition by the University (approx. 100 words)</em></td>
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<tr>
<th>Head of School/Department or Designated Representative</th>
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<tr>
<td><em>I confirm that the above person has my support to apply for a Learning, Teaching and Student Experience Award</em></td>
<td></td>
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<tr>
<td>Signed:</td>
<td>Date:</td>
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</table>
Nominees should note that, as a condition of accepting the University Sir Alastair Pilkington Learning and Teaching Award, winners will be expected to deliver a presentation at the annual University Learning and Teaching Conference.

L,T & SE Awards – Team Nomination Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/School</th>
<th>Staff number</th>
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Section One: Statement by nominee (maximum – 1,500 words – Font 11)

Which of the following areas of Activity is your application related to:

- Providing excellent curricula
- Innovation in teaching and assessment
- Creating a supportive learning environment
- Developing life skills and capabilities
- Other (please state)

Title of the Project:

Context (approx. 700 words)

Please provide a brief description of the practice, activity or initiative for which the team have been nominated indicating what is distinctive about it. This year, applications are particularly welcome from colleagues who are able to demonstrate how their practice has responded to the challenges faced due to Covid-19, however this is not a requirement.
Impact (approx. 500 words maximum)

What positive influence or change has the practice, activity or initiative made?
Scholarship (approx. 300 words maximum)
How has the practice, activity or initiative been measured or evaluated? What is the underpinning evidence-base for the practice, activity or initiative? Have you disseminated the outcome of the practice, activity or initiative or have you any plans to disseminate the outcome?

Signed: 
Date:

Section Two: Supporting statements

Nominated by:
Head of Department/School or Line Manager
Academic peer(s)
Staff Student Liaison Committee

Nominator(s) | Please indicate the reasons for this nomination and highlight the particular aspects which you believe warrants recognition by the University (approx. 100 words)
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Head of School/Department or Designated Representative | I confirm that the above team has my support to apply for a Learning. Teaching & Student Experience Award

Signed: 
Dated:

Nominees should note that, as a condition of accepting the University Sir Alastair Pilkington Learning and Teaching Award, winners will be expected to deliver a presentation at the annual University Learning and Teaching Conference.