

# Faculty of Biology, Medicine and Health

Team Awards for Teaching and Learning

## Background

Team Awards for Teaching and Learning (TATL) are designed to recognise and reward teams who are making a real difference to student experience and have enabled a change in practice for colleagues and/or students. The TATL celebrates collaborative work in teaching and learning and captures the creative and innovative practice that positively impacts the student experience.

Up to six awards will be presented annually for advancements in teaching and learning in one or more of the following key areas:

- Delivering teaching excellence
- Providing organisational excellence
- Enhancing student support

## Award timeline

One application must be submitted by each team with one team member taking the lead on behalf of the whole team. All subsequent communications will be made with the submitting applicant. The deadline for applications will be 4pm on Wednesday 31 July. All applications will then be reviewed by the Academy for Education and Professional Development leadership team who will meet at the beginning of September to agree the successful teams to be awarded. Successful teams will be invited to attend the Academy Celebration Event.

## Eligibility

The awards are open to all academic staff, early career researchers, professional services, eLearning staff, graduate teaching assistants, honorary staff and our clinical partners in the NHS who have a role within teaching and learning at undergraduate or postgraduate level at the University. To be eligible for a team award, applicants must demonstrate collaboration in any of the following areas:

- Cross-discipline: this could be cross-Division, cross-School, and cross-Faculty
- Cross-organisation: for example, in the NHS or industry with the University or across Universities
- Cross-role: for example, team working between academic and PS colleagues, with clinicians and healthcare practitioners, students and eLearning colleagues

There will be no maximum number of members that can form part of the team.

## Benefits to applying

Those teams successful in achieving the award will receive £1,000 to be used by the team to further enhance their teaching and learning activities. They will also be invited to attend the Academy Celebration Event to recognise their achievement.

## Application

Each application will consist of:

- A statement by the team of no more than 1,000 words detailing how they meet the selection criteria (see selection criteria below) and demonstrating the impact of the team on teaching and learning
- An outline of no more than 200 words describing how they intend to use the £1,000 award to further enhance teaching and learning within their team
- A reference of no more than 300 words by the Head of School (or alternate) relating to the selection criteria

## Selection criteria

All teams will be assessed on their strategic impact and must provide evidence of how the team's role in enhancing teaching and learning links to the strategic goals of the Faculty (see [FBMH Strategy for Teaching, Learning and Students](#) for further details). This strategic impact must be demonstrated within one (or more) of the following three key areas:

1. **Delivering Teaching Excellence:** evidence of enhancing and transforming the student learning experience within the context of the team
2. **Providing Organisational Excellence:** evidence of how the team support curriculum developments, demonstrating impact and engagement
3. **Enhancing Student Support:** evidence of the team's commitment to enhancing the student experience and supporting student learning

An application should include evidence of an academically rigorous approach, coherence and evaluation of activity.

## Assessment Criteria

The assessment criteria from the National Collaborative Award for Teaching Excellence will be used to assess the submissions. Successful teams will be encouraged and supported to develop future applications for National awards. A summary of the assessment criteria is given in Appendix 3.

## Guidance to winners on claiming funding

Each award winning team can claim up to £1,000 during the academic year they receive their award. Requests for funding will be to support the enhancement of teaching and learning excellence as well as the student experience. In making a request for funding winners are asked to briefly explain how the request will impact on students and/or the teaching and learning agenda within the Faculty.

Funding should be requested using the form provided in Appendix 2 and submitted, in advance, to [educationacademy@manchester.ac.uk](mailto:educationacademy@manchester.ac.uk). Applications for funding will be considered by the Academy for Education and Professional Development leadership team who have the right to reject a funding request.

Examples of activities that might be funded include:

- Costs associated with dissemination of results

- Attendance at events that will benefit the award winning team as educators and developers
- Organising events relating to teaching and learning that benefit the award winners, colleagues and/or students (this can include costs associated with inviting external contributors)
- Costs associated with a project that will benefit staff and/or students (for instance paying for students to carry out some project work)
- Technical assistance to support the development of teaching activity

The award monies will not be available for the purchase of general items such as printers, iPads, keyboards, and software such as Office, which could reasonably be requested by a colleague in order for them to carry out their everyday duties.

## Requirements of Award

Each award winning team will be asked to produce a 1 minute CPD learning tool to disseminate best practice using one of the following methods:

1. A 250 word (maximum) written testimonial
2. A 1 minute video recording as a 'talking head'
3. A 1 minute audio recording with accompanying slides of their choice

The 1 minute CPD learning tool will be made available to current and future applicants via the <http://mystaffdevelopment.org> webpages to inspire future teaching and learning activities.

All 1 minute CPD must be submitted to [educationacademy@manchester.ac.uk](mailto:educationacademy@manchester.ac.uk) by 31st July 2020. They will receive a confirmation email upon receipt of their 1 minute CPD.

## Contacts

If you have any questions about the Team Awards for Teaching and Learning please e-mail [educationacademy@manchester.ac.uk](mailto:educationacademy@manchester.ac.uk).

## Appendix 1: Team Awards for Teaching and Learning (TATL) Application Form

Name of team member submitting application:	
Email address of submitting team member:	
Role / School:	
Contact telephone number of submitting team member:	
Names of additional team members:	
Email addresses for additional team members:	

<p><b>Team Statement</b> (no more than 1,000 words)</p> <p><i>Please give evidence of the strategic impact your teams has made towards enhancing teaching and learning within one of the following three key areas:</i></p> <ol style="list-style-type: none"> <li>1. Delivering Teaching Excellence</li> <li>2. Providing Organisational Excellence</li> <li>3. Enhancing Student Support</li> </ol>	
<p><b>Award money (£1,000)</b> (no more than 200 words)</p> <p><i>Please give details of how you intend to use the award money to further enhance teaching and learning within your team</i></p>	
<p><b>Head of School Reference</b> (no more than 300 words)</p>	

## Appendix 2: Team Awards for Teaching and Learning (TATL) Funding Request Form

<b>Name:</b>	
<b>Role / School:</b>	
<b>Year award received:</b>	

<b>Amount requested</b> (Please give a break-down if applicable)	
<b>Short summary of intended use of funds</b> (No more than 200 words)  Please describe how your funding request fulfils the guidance below.  If your request relates to an event, please provide a link. This will reduce the need to provide a summary of the event.	

### Accessing funds

Each award winning team can claim up to £1,000 during the academic year they receive their award. Requests for funding will be to support the enhancement of teaching and learning excellence as well as the student experience. In making a request for funding winners are asked to briefly explain how the request will impact on students and/or the teaching and learning agenda within the Faculty.

Funding should be requested using this form and submitted, in advance, to [educationacademy@manchester.ac.uk](mailto:educationacademy@manchester.ac.uk). Applications for funding will be considered by the Academy for Education and Professional Development leadership team who have the right to reject a funding request.

Examples of activities that might be funded include:

- Costs associated with dissemination of results
- Attendance at events that will benefit the award winning team as educators and developers
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- Costs associated with a project that will benefit staff and/or students (for instance paying for students to carry out some project work)
- Technical assistance to support the development of teaching activity

## Appendix 3: Assessment Criteria

0 points	1 point	2 points	3 points	4 points	5 points
<ul style="list-style-type: none"> <li>Does not demonstrate fulfilment of the criterion</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates limited fulfilment of the criterion</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates incomplete fulfilment of the criterion</li> </ul>	<ul style="list-style-type: none"> <li>Meets the criterion in explicit and relevant ways</li> </ul>	<ul style="list-style-type: none"> <li>Meets the criterion in explicit, relevant and innovative ways</li> </ul>	<ul style="list-style-type: none"> <li>Meets the criterion in highly explicit, relevant and innovative ways</li> </ul>
<ul style="list-style-type: none"> <li>Little or no explicit and/or relevant evidence of meeting the criterion</li> </ul>	<ul style="list-style-type: none"> <li>Offers limited evidence that lacks depth and/or breadth</li> </ul>	<ul style="list-style-type: none"> <li>Some specific and relevant evidence that is limited in breadth and/or depth</li> </ul>	<ul style="list-style-type: none"> <li>Team has made a good contribution to, and impact on, student learning</li> </ul>	<ul style="list-style-type: none"> <li>Team has made an excellent contribution to, and significant impact on, student learning across a range of projects either internally or externally to the nominating institutions</li> </ul>	<ul style="list-style-type: none"> <li>Team has made an outstanding contribution that has had a transformative impact on student learning over a range of projects both internally and externally to the nominating institution</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrates that the nominee has, to a very limited degree, helped raise the profile and/or standard of learning and teaching</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates that the team has, to a limited degree, helped raise the profile and/or standard of learning and teaching</li> </ul>	<ul style="list-style-type: none"> <li>Has raised the profile and/or standard of learning and teaching through the team's work in the given context</li> </ul>	<ul style="list-style-type: none"> <li>Has clearly raised the profile and/or standard of learning and teaching through the team's work in the given context</li> </ul>	<ul style="list-style-type: none"> <li>Has significantly raised the profile and/or standard of learning and teaching through their work in the given context</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrates some commitment to raising the status of teaching and learning in higher education</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates some commitment to raising the status of teaching and learning in higher education</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates a commitment to raising the status of teaching and learning in the future</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates a commitment to raising the status of teaching and learning in higher education</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates commitment to raising the status of teaching and learning in higher education</li> </ul>
			<ul style="list-style-type: none"> <li>Demonstrates the impact of the team on their institution and their sector</li> </ul>	<ul style="list-style-type: none"> <li>Clearly demonstrates the impact of the team on their institution and their sector</li> </ul>	<ul style="list-style-type: none"> <li>Clearly demonstrates the impact of the team on their institution and their sector on a national and/or international scale</li> </ul>
			<ul style="list-style-type: none"> <li>Evidence demonstrating breadth or depth of experience over a period within the sector</li> </ul>	<ul style="list-style-type: none"> <li>Evidence demonstrates the breadth and depth of experience over a sustained period within the sector</li> </ul>	<ul style="list-style-type: none"> <li>Extensive evidence demonstrating breadth and depth of experience over a sustained period within the sector</li> </ul>
<b>Not commensurate</b> with the standard expected	<b>Not commensurate</b> with the standard expected	<b>Not commensurate</b> with the standard expected	<b>Commensurate</b> with the standard expected	<b>Very clearly commensurate</b> with the standard expected	<b>Fully commensurate</b> with the standard expected