**Faculty of Humanities Guidance**

**2021 Distinguished Achievement Awards**

The President’s Office has requested that the Faculty submit one nomination in each of the following four categories (each Faculty will have one winner in categories 1-4):

1. Teacher of the Year
2. Researcher of the Year
3. Undergraduate Student of the Year
4. Postgraduate Research (PGR) Student of the Year

In addition, the Faculty has been invited to submit nominations for the PS individual awards and PS small and large team awards. Across the University there will be three individual awards and two team awards (one for a small team and one for a large team) available:

1. PS Distinguished Achievement Awards:
   1. Individual awards
   2. Small and Large Team awards

**A separate, earlier call has been made for the PGT student of the Year. The PGT DAAs operate within a different timeframe.**

Schools are invited to submit nominations to the Faculty (information about how to submit a nomination together with the criteria for the awards and the Faculty process and timetable is provided below).

The deadlines for Schools to submit nominations to the relevant Faculty contacts are as follows:

1. Teacher of the Year – 8th January 2021
2. Researcher of the Year – 8th January 2021
3. Undergraduate Student of the Year – 8th January 2021
4. Postgraduate Research (PGR) Student of the Year – 7th December 2020
5. PS Individual and Team Awards – 8th January 2021

**Nominations should be made in the strictest confidence.**

All nominations, marked Private & Confidential, should be submitted electronically as Word documents.

Nominations should beno longer than **700 words** and should be explicit about how the nominee meets the criteria for the award. All nominations in all categories MUST be accompanied by a minimum of **two statements of support**, and no more than four, from either the nominee’s peers or relevant members of academic or PS/CIs’ staff. These should be appended to the nomination. If these statements are not included the nomination will not be considered.

In addition, nominators are required to provide a very brief summary of the nominee’s achievements i.e. **no longer than 120 words***.*If the nomination is successful these 120 words will be used to form the basis of the citation at the awards ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at this event, particularly when constructing the shorter statement.

*University contact:* Deborah Black, Secretary to the Awards and Honours Group, Office of the President and Vice-Chancellor (email: Deborah.Black@manchester.ac.uk; telephone 57399).

**For further information on writing nominations please contact Deborah Black.**

***Faculty contacts:***

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| --- | --- |
| Teacher of the Year  UG Student of the Year | Susan Rowe ([susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)) |
| Researcher of the Year | Louise McMahon ([louise.mcmahon@manchester.ac.uk](mailto:louise.mcmahon@manchester.ac.uk)) |
| PGR Student of the Year | Anusarin Lowe ([anusarin.lowe@manchester.ac.uk](mailto:anusarin.lowe@manchester.ac.uk)) |
| PS Awards | Sharon Newham ([sharon.newham@manchester.ac.uk](mailto:sharon.newham@manchester.ac.uk)) |

***Please note that Schools will set their own internal submission dates to fit with the Faculty deadline.***

For each category, you are also asked to reflect on how a prospective nominee’s contributions link to our core goals and themes in [Our Future](https://www.manchester.ac.uk/discover/vision/) and also how they exemplify our six values.

Of course, much of this past year has been dominated by the pandemic so you may wish to consider candidates who have contributed in some way to the COVID-19 efforts or those who have managed to excel while facing extreme challenges arising from the pandemic.

1. **Teacher of the Year**

Criteria:

The nominee should be an individual whose teaching **over the past year** has been outstanding. S/he should demonstrate an ability to communicate ideas effectively, be able to motivate and stimulate students to learn, whilst at the same time showing a commitment to innovation and excellence in education.

Faculty process:

* Schools are invited to submit to the Faculty **one** nomination in this category. There will be one award per Faculty.
* Nominations should be submitted to Susan Rowe ([susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)) by noon on 8th January 2021 at the latest.
* Nominations will be considered by members of the Humanities Teaching and Learning Committee and one Faculty nomination selected.
* The Faculty nomination will be forwarded to the University for consideration by the Awards and Honours Group.
* Winners will be announced in April 2021.
* All nominees (successful and unsuccessful) will receive a letter of congratulations/recognition from the Dean.
* If possible by then, the winner will be presented with his/her award by the President at a special ceremony on Wednesday 30 June 2021.

1. **Researcher of the Year**

Criteria:

The nominee should be someone whose most recent research has successfully challenged dogma, created a new field of research, elucidated a new paradigm, made a fundamental change in thinking or impacted significantly on society. Individuals who have excelled in the area of knowledge transfer should also be considered.

Faculty process:

* Schools are invited to submit to the Faculty **one** nomination in this category. There will be one award per Faculty.
* Nominations should be submitted to Louise McMahon ([louise.mcmahon@manchester.ac.uk](mailto:louise.mcmahon@manchester.ac.uk)) by noon on 8th January 2021 at the latest.
* Nominations will be considered by the Humanities Research Strategy Committee and one Faculty nomination selected.
* The Faculty nomination will be forwarded to the University for consideration by the Awards and Honours Group.
* Winners will be announced in April 2021.
* All nominees (successful and unsuccessful) will receive a letter of congratulations/recognition from the Dean.

If possible by then, the winner will be presented with his/her award by the President at a special ceremony on Wednesday 30 June 2021

1. **Undergraduate Student of the Year**

Criteria:

The nominee should have made an exceptional contribution to the life of the University, contributed significantly to the development of the curriculum or enhanced other students’ experience at University through activities such as peer support, student societies, or work with central services such as Recruitment and Admissions. Alternatively he or she should have coupled excellent academic achievement with either major external activity (top level sport or music) or have overcome major difficulties.

Faculty process:

* Schools are invited to submit to the Faculty **two** nominations in this category. There will be one award per Faculty.
* Nominations should be submitted to Susan Rowe ([susan.rowe@manchester.ac.uk](mailto:susan.rowe@manchester.ac.uk)) by noon on 8th January 2021 at the latest.
* Nominations will be considered by members of the Humanities Teaching and Learning Committee and one Faculty nomination selected.
* The Faculty nomination will be forwarded to the University for consideration by the Awards and Honours Group.
* Winners will be announced in April 2021.
* All nominees (successful and unsuccessful) will receive a letter of congratulations/recognition from the Dean and £100.

If possible by then, the winner will be presented with his/her award by the President at a special ceremony on Wednesday 30 June 2021

1. **Postgraduate Research Student of the Year**

Criteria:

The nominee should be an outstanding **research** student who has excelled in some significant manner, for example, after the presentation of a thesis based on the recommendation and judgment of the external examiner; or has had a major research achievement during a PGR  programme –e.g. high quality journal publications; research spin off, etc.

Please note that the PGR student nominations from each Faculty will need to be submitted to MDC prior to being sent to the President’s Office.  The deadline for submission to MDC is Friday 15 January 2021.  Further details will follow from the MDC in due course.

Faculty Process for **PGR Student of the Year**:

* Schools are invited to submit to the Faculty **two** nominations in this category. There will be one award per Faculty.
* Nominations should be submitted to Anusarin Lowe ([anusarin.lowe@manchester.ac.uk](mailto:anusarin.lowe@manchester.ac.uk)) by noon on 7th December 2020 at the latest.
* Nominations will be considered by the Humanities Postgraduate Research Committee and one Faculty nomination selected.
* The Faculty nominations will be forwarded to MDC by 15th January 2021.
* The Faculty nomination will be forwarded to the University for consideration.
* Winners will be announced in April 2021.
* All nominees (successful and unsuccessful) will receive a letter of congratulations/recognition from the Dean and £100.

If possible by then, the winner will be presented with his/her award by the President at a special ceremony on Wednesday 30 June 2021

1. **PS and CI Members and Teams of the Year**

The Faculty has been invited to nominate colleagues in the following categories:

* 1. **Individual PS and CI Awards**

**5.2 Team PS and CI Awards**

Faculty process:

* Schools are invited to submit **one nomination for each of the three categories of award** (one individual, one small team, one large team).
* Nominations should be submitted to Sharon Newham ([sharon.newham@manchester.ac.uk](mailto:sharon.newham@manchester.ac.uk)) by noon on 8th January 2021 at the latest.
* Faculty nominations will be considered by a Humanities PS panel.
* Faculty nominations will be forwarded to the University for consideration.
* Winners will be announced in April 2021.
* All nominees (successful and unsuccessful) will receive a letter of congratulations/recognition from the Director of Faculty Operations.
* If possible by then, winners will be presented with their awards by the President at a special ceremony on Wednesday 30 June 2021

**University Guidance on the PS and CI Awards:**

**5.1 Individual PS Awards**

Three individual awards will be available. Nominations will be welcomed for individuals representing all categories of staff i.e. manual, professional/managerial, secretarial/clerical or computing/technical/IT.

**5.2 Team PS Awards**

Two PS and CI team awards will be available. One team award will be for small teams (up to 12 people) and the other for larger teams (13+ with no upper limit). The successful teams (rather than individual members) will receive an award.

**Judging Criteria for the PS and Cultural Institutions’ Awards**

For both the individual and team awards judges will be looking for outstanding performance.

Specifically, nominations should evidence how the individuals or teams have significantly and tangibly contributed to maintaining a positive, open and respectful working environment where people work cooperatively together, have excelled at breaking down boundaries and communicating fully to achieve outstanding organisational benefits.

There will be an additional requirement for the team entries in that they must demonstrate that they have a shared ethos and have worked synergistically which has led to either a significant one-off achievement (e.g. delivery of a specific project) or to sustained high level performance.

In other words judges are looking for individuals or teams who:

* Are flexible and agile
* Have demonstrated that they willingly embrace new challenges and change
* Strive to continuously improve
* Have consistently shown a ‘can do attitude’
* Are team players both within their own areas and across organisational boundaries and when working with external partners
* Are always willing to do as much as possible to assist staff, students, visitors and external partners
* Have shown commitment to finding new ways of working, adding to their skills and harnessing technology to improve efficiency and effectiveness
* Have the ability to solve problems creatively, when required

As for the other DDA categories, you are also asked to reflect on how a prospective nominee’s/team’s contributions link to our core goals and themes in [Our Future](https://www.manchester.ac.uk/discover/vision/) and also how they exemplify our six values.

Of course, much of this past year has been dominated by the pandemic so you may wish to consider candidates who have contributed in some way to the COVID-19 efforts or those who have managed to excel while facing extreme challenges arising from the pandemic.

The winners will be selected by a judging panel which will be made up of non-academic and academic staff.  The non-academic representation will include among it an individual or individuals involved in front-line services. The panel will, when considering the nominations, be mindful of the category of staff to which the nominees belong, and try to ensure, where possible, that the various categories are reflected in the eventual winners.

**Publicity**

Finally you are asked to ensure that your staff are made aware of the various categories of awards under which they are eligible to nominate.

Details of the awards will also be made available on eUpdate and Staffnet News.