Higher Education Futures institute (HEFi) Awards for Educational Enhancement and Innovation, 2017 – 2018 - Guidelines

1   Aims and Outline

These awards are for academic and professional services staff who provide, and contribute to, an inspirational student experience. The awards recognise those staff who contribute to education in ways that may be other than face to face classroom teaching (which is covered by the Outstanding Teaching Award).

2   Awards themes

The awards cover four themes that recognise a range of education-related activity:

- **Award for educational innovation**
  This award recognises those individuals or teams who have demonstrated innovation in curriculum design, assessment and feedback methods or use of learning technologies and development of digital literacies.

- **Award for educational leadership**
  This award recognises those individuals or teams who demonstrate a commitment to embedding the enhancement of educational practice and innovation within their own discipline and beyond (e.g. in a School/Department, College or at University level).

- **Award for supporting student learning**
  Excellence in this category can be demonstrated in a variety of ways including supporting a diverse range of learning needs, embedding inclusive practice and taking a student centred approach.

- **Award for research-intensive learning and teaching**
  The winner(s) of this award will be individuals or teams whose teaching is informed by engagement with research and whose research is informed by engagement with teaching, providing students with an opportunity to become part of an intellectually stretching, research-rich, multi-disciplinary learning community.

There will be *up to* eight awards which will be made across all of these four categories. The awards are not linked to Colleges and numbers of awards for each category may vary depending on the nominations received. The winner of each award will receive £1,000 (or an equal share, if the award is made to a team).

3   Nominations

3.1   Nominations can be received from any member of staff at the University.
Before nominating a member of staff you may wish to obtain their consent. Nominations can be for individuals or small teams (which should comprise no more than five people, who will share the award). Those nominated (or, in the case of a small team at least one member of the nominated team) must be current members of staff.

3.2   The nomination should be no more than 500 words and must include the following:

- **Which** theme the individual or team is being nominated for.

- **What** the individual or team has done to deserve the award.

- **Why** their contribution is important.

- **How** their contribution is evidenced.
  Whilst nominations are not required to include the evidence referred to at this stage those nominated may, during the shortlisting process, be called upon to provide it and should have this available if required.

3.3 Nominations may be made by filling in the form on the website and by forwarding it no later than Wednesday 6th December 2017. Winners will be announced in mid-December. Winners will also be invited to an awards event in February 2018 (please note that teams that receive an award may be asked to nominate one or more members to attend this).

4   The selection process

4.1 The initial screening and shortlisting process will be undertaken by the HEFi Steering Group based on the criteria attached to this guidance. See Appendix.

4.2 The final judging panel will comprise the members of the HEFi Advisory Board.

5   Financial arrangements

5.1 Winner(s) can claim their awards (or their share of it, if more than one person wins) by submitting a completed staff fees claim form (FIN 16) and passing to their College / department Finance Officer for processing in the usual way. The cash award is subject to tax and NI. Awards should be taken by Friday 29th June 2018 at the latest.

Appendix - Judging Criteria

Nominations will be judged on the extent to which they contribute towards achieving the goals of the Education Strategy 2015-20, using the following criteria as a framework. You may wish to review these criteria when making a nomination.

Criterion	0	1	2	3
Creating a learning environment which excites and stimulates our students	No evidence	Has impact on practice at a local level that has been well received by students	Has improved practice, creating an environment that is research-rich, inclusive and that encourages interaction	Integrates research and teaching to provide an exceptional, inclusive learning environment that has the potential for impact across the institution
Enhancing the student educational experience	No evidence	Enhances the experience of some students directly (eg through learning materials or sessions) or indirectly (eg through organisational change)	Enhances the experience of students more broadly, perhaps within a College or School, directly or indirectly; or has a substantial impact on the educational experience of a more limited number of students	Exceptional support that has potential to transform the experience of students across the institution, directly or indirectly; or that has an outstanding impact on the educational experience of a more limited number of students
Curriculum innovation	No evidence	Innovation or creativity within an immediate context, perhaps finding workable solution(s) to discrete issues	Novel approach(es) that demonstrate innovation or creativity that will enable students to gain key skills	Original approach(es) that show exceptional creativity and are capable of translation into other contexts
Developing excellence in teaching and learning	No evidence	Makes a distinctive contribution to understanding of best practice in the local context	Contributes to understanding of best practice in the broader context e.g. at School or College level	Makes a leading contribution to understanding of best practice across the institution or to the scholarship of teaching and learning more widely.