

HANG SENG MANAGEMENT COLLEGE

HSMC Teaching Excellence Awards

Introduction

1. The HSMC Teaching Excellence Awards are established to recognise and reward distinguished teachers of the Hang Seng Management College (the College) who have demonstrated outstanding performance in teaching, dedication to continuous improvement in pedagogy, and made a distinguished contribution to teaching.

Eligibility and Nomination

2. All full-time academic staff members (professorial and teaching staff) who (i) have taught at least three classes within two regular semesters (excluding the summer term) in an academic year; (ii) have taught for a continuous period of at least 2 years in HSMC; and (iii) whose annual average satisfaction scoreⁱ and annual average performance scoreⁱⁱ in the Students' Feedback on Modules Questionnaire reach 5.0 in two consecutive years, will be nominated automatically by the Teaching and Learning Quality Committee (TLQC). Invitation will be sent to eligible staff in June every year inviting them to accept the nomination by submitting the required documents to the Selection Panel for consideration. A sample questionnaire of the Students' Feedback on Modules is attached in Appendix 1.
3. Full-time academic staff members who fail to meet the threshold scores as stated in point 2 are also eligible for self-nomination.

Documentation Required

4. To become a nominee, eligible staff must prepare a reflective statement of 2 to 3 pages outlining their teaching philosophy, practices and goals, for submission to the Selection Panel for consideration. The reflective statement may also include details about their accomplishment, such as new teaching methods and innovative classroom techniques they developed. A template for the teaching statement is attached in Appendix 2.
5. Nominees are also encouraged to submit a simple teaching portfolio to the Selection Panel for consideration. The portfolio may contain (i) module outlines or sample of teaching materials from current and last academic year to demonstrate organization and clarity in presentation; and (ii) sample assessments from current and last academic year to demonstrate the quality of graded assignments that facilitate students' continuous improvement.

Criteria for the Awards

ⁱ annual average score of Q19 on the teacher's overall performance in the Students' Feedback on Modules Questionnaire

ⁱⁱ annual average score of Q9-Q18 on the teacher's performance in the Students' Feedback on Modules Questionnaire

6. When selecting recipients for the awards, the Selection Panel will make reference to the following:
 - i. Students’ feedback as reflected by the average satisfaction score and average performance score of the nominee;
 - ii. Teaching philosophy and approach as reflected by the teaching statement and teaching portfolio submitted by the nominee; and
 - iii. Demonstration of behavioral traits as stipulated in the “*Criteria of Evaluation for Teaching*” of the College (attached in Appendix 3).

The Awards

7. Normally, the total number of awards shall not exceed 5% of the total number of full-time academic staff of that year. Nevertheless, the Selection Panel reserves the right not to select any recipient for the awards in any given academic year.
8. Each award recipient will receive a cash award of HK\$5,000 and a certificate of award. Awards will be presented by the President at the annual graduation ceremony or at some other suitable occasions.
9. Award recipients will be invited to share their teaching experience at staff development seminars or be appointed as the mentor of new or junior academic staff.
10. Award recipients are not eligible for nomination for the following two academic years.

Selection Panel and Selection Process

11. A Selection Panel comprising the Vice-President (Academic & Research), Director of Centre for Teaching and Learning, two HSMC Teaching Excellence Awards recipients and an external academic will be formed. The Selection Panel will be chaired by the Vice-President (Academic & Research). Panel Chair and members are not eligible to receive an award.
12. The Selection Panel will be responsible for reviewing all nominations and selecting recipients for all awards based on the above-mentioned criteria.
13. Applications will be sent to School Deans/Department Heads and invite them to provide comments on teachers’ teaching for Selection Panel’s consideration.

Time-line

14. HSMC Teaching Excellence Awards is an annual event to be held every year. A tentative timeline is set out as follows:

June	<ul style="list-style-type: none"> • Invite eligible academic staff to submit a teaching statement • Accept self-nominations from eligible academic staff
June to July	<ul style="list-style-type: none"> • Nominees to submit teaching portfolio and teaching statement to the Selection Panel

August	<ul style="list-style-type: none"> • Send applications to School Deans and Department Heads and invite them to provide comments on teachers' teaching for Selection Panel's consideration
September to October	<ul style="list-style-type: none"> • The Selection panel to commence selection
November	<ul style="list-style-type: none"> • Announcement of results
December	<ul style="list-style-type: none"> • Award presentation at the annual graduation ceremony or some other suitable occasions

Teaching and Learning Quality Committee

10 February 2015

Revised on 27 August 2015, 23 October 2015, 19 January 2017 and 19 April