

Faculty of Humanities**Dean's Award for Teaching Excellence (DATE)****(院長卓越教學獎)**

1. Introduction

The DATE Award is introduced to give due recognition and encouragement to staff members/teams of the Faculty who have demonstrated excellent performance in teaching.

The Award is NOT part of the President's/Faculty Award for Outstanding Achievement, but will be given to recognize excellent performance in teaching by FH staff members.

2. Award Name

Dean's Award for Teaching Excellence (DATE)

3. Eligibility

- a. The awards are open for competition by all full-time non-temporary academic and teaching/clinical staff members/teams in the constituent Departments and Centres of the Faculty of Humanities.
- b. For previous recipients of the DATE award, they will be eligible to be considered for the DATE award in the subsequent rounds. Such nominations will be assessed based on the performance/achievement attained after the receipt of the last award.

4. Number of Awards

A maximum of TWO awards in either individual or team awards will be given out each year. No awards will be given if there is no qualified candidate.

5. Indicative Criteria for Assessment

- a. Assessment will be based on the significance and impact of the following:
 - i. Quality of teaching
 - ii. Impact on student learning
 - iii. Contribution to programme and/or subject development/management (if applicable)
 - iv. Educational leadership (if applicable)
- b. Reference will be made to the University's Handbook on Teaching Evaluation on the definition of the above assessment criteria.
(https://www2.polyu.edu.hk/ltc/4_POLICY/files/evaluation/Handbook%20on%20Teaching%20Evaluation.pdf)

6. Assessment Panel

- a. Nominations submitted by Head/Director of the Department/Centre concerned will be considered by an Assessment Panel chaired by the Dean of the Faculty.
- b. The membership of the Assessment Panel will be determined by the Chairman. External assessment may, if necessary, be obtained at the discretion of the Assessment Panel concerned.

- c. The Assessment Panel will consider to nominate, from amongst the recipients of the Awards in the prevailing year and the previous one year, for further consideration of the Faculty Award within the President's Award Scheme.

7. The Prizes

- a. Each awardee will receive a certificate of commendation signed by the Faculty Dean.
- b. A cash prize of HK\$5,000 will be given to each individual awardee and HK\$10,000 to each awarded teaching team. However, the awardee(s), individual or team, will not be eligible for the cash prize if they are nominated for and successfully received the President's/Faculty Awards in the same year.

8. Frequency of Awards

The scheme of awards will be operated as an annual exercise on a cycle of one calendar year, following the schedule of the President's/Faculty Award.

9. Nomination Procedures

- a. Call for Nominations
The Office of the Faculty of Humanities will issue a general notice each year to invite nominations from Heads of Department/other staff members.
- b. All nominations should be submitted in the form of a case write-up on the nominee's excellent performance, using the form for the President's/Faculty Award.
- c. Each nomination should be accompanied by evidence of the nominee's excellent performance including a detailed assessment from the Head of Department concerned. For Team Awards, the detailed assessment will be prepared by the Head of Department of the team leader.
- d. The Assessment Panel reserves the right not to consider any nomination that does not contain such supporting documents.
- e. All nominations must have the consent of the nominees.

10. Other Procedures

Faculty Dean has the sole discretion to prescribe procedures other than those mentioned above as appropriate to suit specific circumstances. Reference will be made to the President's/Faculty Award Scheme when necessary and where appropriate.

(August 2020)