Lord Dearing Award
Technical Services and APM Staff

Introduction

The University of Nottingham is committed to high standards in professional practice and seeks to recognise staff who demonstrate challenging, creative and innovative learning and teaching practice. The skills, knowledge and expertise that Technical Services and APM staff contribute to the learning environment are valued as an integral component of successful teaching and learning. The Lord Dearing Award is one method through which Technical Services and APM staff can have their critical contribution to the teaching and learning environment recognised.

Eligibility

All staff across the university that have a direct link to teaching and learning are eligible for nomination. Specific areas include:

- all forms of teaching/teaching support (e.g. lectures, seminars, tutorials, field trips, practical classes, research degree supervision, technology enabled learning, responsibility for health and safety within the learning environment; development of laboratories teaching/curriculum);
- different types of excellence achieved (e.g. supporting the technical aspects of research projects and degrees, research degree and postdoctoral supervision and training, technical innovation, experience in a specialist area of creative development of new practices and courses);

Both individuals and teams are able to submit for a Lord Dearing Award.

Individuals can be nominated and submit for a LDA as long as any previous awards have not been received within the previous five years. This does not apply to members of winning teams, who may subsequently be nominated in their own right, and vice versa to individual winners who may be nominated again as part of a team. Nominees must be on the University’s payroll on the date of the Panel Meeting.

UNNC and UNMC staff should check local additional eligibility requirements.

Nomination Process

Nominations can come from:

- Peers;
- Academics;
- Line managers;
- Students;
- Self-nomination.

**Evidence**

The following five pieces of evidence are required to support an individual or team submission. Please note that a period of four months is provided to collate the evidence required:

1) Narrative of up to 500 words detailing the context of your contribution to teaching and learning and the **scope, reach and impact** of your practice;

2) Two forms of evidence of a commitment to professional practice (SET equivalency – see Appendix A for further details);

3) A 360 review carried out by three individuals from: line manager/senior manager in the School/Department/Faculty; two peers; student (where applicable). Guidance for this is provided separately.

4) Professional dialogue about your practice with a colleague who understands the nature of your contribution to the teaching and learning environment. Evidence will be submitted by the staff member undertaking the dialogue: a colleague or Teaching and Learning Observation College Associate. Guidance for this is provided separately.

**Process**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>1st November 2019</td>
<td>Call for nominations</td>
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<tr>
<td>15th November 2019</td>
<td>Nomination deadline</td>
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<tr>
<td>22nd November 2019</td>
<td>Nominees confirm whether they intend to submit for the award or not via LDA website</td>
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<tr>
<td>22nd November 2019 – 3rd April 2020</td>
<td>Collation of evidence</td>
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<td>13th – 24th April 2020</td>
<td>Faculty scrutiny of evidence</td>
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<td>4th May 2020</td>
<td>LDA Panel meeting – determination of awards</td>
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<tr>
<td>8th May 2020</td>
<td>Candidates notified of outcome</td>
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<tr>
<td>July 2018</td>
<td>Awards presented at a relevant School/Department Graduation ceremony</td>
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<tr>
<td>16th September 2020</td>
<td>Celebratory lunch</td>
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**Dissemination**

Lord Dearing Award (LDA) recipients will be expected to engage with a range of activities to promote recognition of teaching excellence at the University, including:

- Presentation or workshop at the University’s annual Teaching and Learning or APM conference or a Technical Services event;
- Mentoring potential LDA recipients during the next cycle of submissions;
- Provision of content (e.g. video; thought piece) for the LDA web space;
- LDA recipients from UNMC and UNNC would present at an equivalent local conference or event as determined by their campus (if unable to travel to UNUK).

**Further Development**

LDA recipients will be eligible for funding of £750 (individuals) and £1,000 (teams) to engage with specific collaborative projects across the three campuses that enhance teaching and learning. An application to fund a project can be made to the Professional Development Team based in the UK. Outcomes from the project should be presented at the subsequent Teaching and Learning, APM conference or Technical Services event as appropriate. Funding will be provided by UNUK.

**Celebration**

LDA recipients will be recognised through a range of marketing activities and specific events such as*:

- Celebratory event hosted by the Pro-Vice Chancellor (Education and Student Experience) and Associate Pro-Vice Chancellor (Education and Student Experience);
- LDA recipients will be presented with certificates at an appropriate Graduation ceremony;
- Individuals and teams may be contacted by Marketing to provide a case study/video commentary for dissemination on the LDA web-space.

*Specific celebratory events will be determined locally at UNNC and UNMC
Appendix A: Evidence of Commitment to the Teaching and Learning Environment (SET Equivalency)

Two areas of evidence with appropriate examples must be provided from the list below (up to a maximum of 500 words):

- Communication from students and/or colleagues
- AdvanceHE recognition (e.g. working towards or achieved Associate Fellow either through the ATP or the NRS route);
- Acknowledgments in student dissertations, projects or theses;
- Named author on relevant publications;
- PDPR or ADC comments related to professional/teaching and learning practice;
- Comments on Teaching Development Reports;
- Publications related to teaching and learning e.g. blogs/thought pieces;
- Internal or external prizes/awards in recognition of professional practice or other relevant teaching awards/recognition;
- Examples of session plans for laboratory/workshop/training classes, clearly identifying evidence of quality;
- Professional registration of a professional body appropriate to field of practice.

If you are unable to provide two pieces of evidence from the above list, you should provide evidence from a questionnaire circulated among individuals who can comment on your practice (e.g. staff member who works closely with you; line manager). The following comments and scale should be used:

- Please rate my contribution to supporting learning on a scale from 1 – 5 (1 = minimal impact to teaching through to 5 = high impact to teaching)
- Please rate my contribution to innovation, creativity and challenge that supports teaching and learning (1 = minimal impact to teaching through to 5 = high impact to teaching)
- Please rate my overall contribution to the learning environment (1 = minimal impact to teaching through to 5 = high impact to teaching)