



## National Teaching Fellowship Scheme (NTFS) 2018

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Guidance for institutions and  
individuals

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## Contact details

Any correspondence can be addressed to:

Teaching Excellence Awards Team  
Higher Education Academy  
Innovation Way  
York Science Park  
York  
YO10 5BR

The Teaching Excellence Awards team can also be contacted via email, phone or using the Chat function on our webpages

Email: [ntfs@heacademy.ac.uk](mailto:ntfs@heacademy.ac.uk)

Phone: 01904 717551

<https://www.heacademy.ac.uk/awards>

# 1. Background

The purpose of the National Teaching Fellowship Scheme is to recognise, reward and celebrate individuals who have made an outstanding impact on students' outcomes and the teaching profession.

The scheme is organised and run by the Higher Education Academy (HEA).

Up to 55 individual awards will be made in 2018 in recognition of outstanding impact. In 2018, there will be no prize funding for award holders. The HEA will promote the work of all winners and showcase their contribution to student outcomes and the teaching profession. The HEA will further enhance their national profile by inviting them to engage in a broad range of HEA activities, whether nationally or internationally. On gaining an award, each NTF has a role in becoming an ambassador of the scheme and supporting the ongoing enhancement of learning and teaching.

Nominees will be informed of the outcome of their application on week commencing 23 July 2018. Successful NTFs will be invited to attend a celebratory event in November 2018, where their National Teaching Fellowship will be awarded. National Teaching Fellows will automatically become a member of the Association of National Teaching Fellows (ANTF). Further details of the Scheme and of the Association of National Teaching Fellows are available at [www.heacademy.ac.uk/ntfs](http://www.heacademy.ac.uk/ntfs).

The UK Teaching Excellence Awards Advisory Panel plays a pivotal role in the process. They advise on the criteria, the process of assessment and moderation, and the selection of the winners. The Panel includes representatives from the nations and other relevant stakeholders.

This document provides detailed guidelines for nomination and for the preparation and submission of nominations for the award.

## 2. Guidelines for nomination

### 2.1. Eligibility

In 2018, the scheme has opened up to all HE providers across the four nations of the UK, including HE in FE and independent 'alternative' providers. Each institution in the UK is invited to nominate up to three individual members of staff who can clearly demonstrate having an outstanding impact on student outcomes and the teaching profession. If you are a subscribing institution of the HEA, participation in the scheme is a benefit of subscription. For non-subscribing institutions, there is a nominal charge (see section 2.6).

In selecting the three individuals to put forward for the scheme, institutions are strongly encouraged to consider the full diversity of their staff body. Individuals can be in any role that contributes to the enhancement of students' outcomes and the teaching profession. Staff can be nominated at any stage of their career and on any type of contractual arrangement - part-time, full-time, non-permanent (fixed-term) and covering teaching, research and/or learning support. Staff can be teaching and/or supporting students. Staff working at an overseas campus, whilst contracted to HE providers in the UK, are eligible to be nominated. The HEA expects institutions to ensure that their processes for selecting nominees do not discriminate against individuals on the grounds of equality and diversity.

A nominee should be a Fellow (any category) of the HEA or be working towards Fellowship. The Claim should be the work of the nominee only. The HEA retains the right to process nominations through anti plagiarism software.

### 2.2. Nomination documents

Nominations should comprise the following documents and forms. Please reference Appendix 3 for a fuller explanation of these requirements. The submission of these should be co-ordinated by the institutional contact (see section 2.5) and this year a checklist is included for the institutional contact to confirm that all documents have been submitted for the nominees being put forward. Documents should be uploaded to the HEA's Virtual Learning Environment (VLE) and forms completed online through Bristol Online Surveys (BOS).

Nomination documents comprise the following:

- **Institutional contact checklist:** a form to be completed and uploaded for each nominee to confirm the presence of all nomination documents and forms.

- **Claim:** a statement completed by the nominee using the downloadable pro-forma describing their outstanding impact in relation to each of the three award criteria (up to 1,500 words per criteria).
- **Signed Statement of Support:** a statement made and signed by the institution's Vice-Chancellor (or equivalent), using the downloadable pro-forma (maximum 1000 words).
- **Nomination form:** an online form completed by the nominee and available [via this link](#). This covers background information about the nominee, 350 word personal profile, 50 word summary profile and two 20 word quotes.
- **Photos:** three high resolution photographs of 1Mb and 300dpi (minimum) in JPEG format.
- **Equal opportunities monitoring form:** an online form completed by the nominee and available [via this link](#) and will be used anonymously to report on equality and diversity.

Appendix 3 contains further information to support the completion of these nomination documents and forms.

## 2.3 Formatting requirements

The following conventions should be applied to the Claim. This is to ensure fairness and consistency in the review process across all nominees.

- **Final word count:** all section headings, text within tables or diagrams, endnotes, numerical characters and references should be included in the word limit. The total sum should be stated at the end of the document. Please note, reviewers are asked not to take into account any words over the word limit.
- **Font size:** 12 point
- **Diagrams:** are permitted. Any text appearing within the diagram should be added to the final word count.
- **Headers and footers:** headers should be used for the nominee's name and nominating institution and footers for page numbers.
- **References:** can be included in the body text or put as endnotes (rather than footnotes) and should be added to the final word count.
- **Web-links, pictures and logos:** these will not be taken into consideration in the review process and therefore should be avoided.
- **File Saving:** The following naming convention should be used for all submitted files: <Initial.Surname\_Institution\_DocumentName>;  
e.g. J.Bloggs\_UniofPoppleton\_Claim

The HEA and UK Teaching Excellence Awards Advisory Panel reserve the right to reject any nominations failing to adhere to these requirements. It is therefore the responsibility of the nominating institution and individual nominee to ensure that the nomination adheres to the requirements with regard to formatting, required signatures and word limits.

## 2.4 Additional required information

**Equal opportunities monitoring form:** The HEA is committed to promoting equality and diversity and collects data on nominees for statistical monitoring. The HEA use this data anonymously to report on equality and diversity to the UK Teaching Excellence Advisory Panel.

This form is online in BOS and available [via this link](#). One form should be completed by the nominee, not the institutional contact. Nevertheless, the institutional contact should check this has been submitted for each of the nominees being put forward.

## 2.5 Submission and receipt of nominations

Nomination documents need to be submitted by a named central contact at the institution (institutional contact) through an online system hosted on the HEA's VLE. The institutional contact<sup>1</sup> must register via the form on the [HEA website](#) and will then be issued with a username and password to log into the VLE and upload an application. Full instructions will be provided.

All nomination documents must be uploaded by **15:00 (BST) on Monday 30 April 2018**. If the institution is submitting more than one nomination, the institutional contact can upload multiple documents using the same username and password for each nomination. It is therefore essential that the correct file naming convention is adopted (section 2.3). The institutional contact is acting on behalf of their institution and it will be assumed by the HEA that they are acting in accordance with the expectations of their senior management when submitting their institution's nomination(s).

Receipt of uploaded nominations will be acknowledged by an automated email to the institutional contact. The HEA will use the nomination checklist to ensure all

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<sup>1</sup> Please register for 2018 even if the contact has not changed as records held by the HEA will be updated in light of the revised data protection legislation.

documents have been received and will conduct a manual check on a sample of nominations to ensure that documents meet the formatting and word limit requirements.

An e-mail will be sent from the HEA within 2 weeks of the deadline date to the institutional contact confirming receipt of each nominee's application. If the institutional contact has not heard from the HEA within this timescale then we would recommend contacting the HEA to confirm receipt either by email at [ntfs@heacademy.ac.uk](mailto:ntfs@heacademy.ac.uk) or by phone 01904 717551.

## 2.6 Costs

Higher education institutions in the UK who are subscribed to the HEA<sup>2</sup> are eligible to submit up to three nominees to NTFS, as a benefit of subscription.

Non-subscribing HE providers within the UK may also participate in the 2018 scheme. The cost to participate for non-subscribing institutions is £1,500 (inclusive of VAT) for up to three nominees.

If you are a non-subscribing institution, please instruct your finance department to complete the NTFS Payment Form for Applicants which you can download from the HEA's VLE and sent this to the HEA's finance team via e-mail to [finance@heacademy.ac.uk](mailto:finance@heacademy.ac.uk).

Any queries related to charging should be sent by email [ntfs@heacademy.ac.uk](mailto:ntfs@heacademy.ac.uk).

## 3. Award criteria

All nominees will be assessed on the evidence provided in the nominee's claim in relation to each of the three criteria as well as the institutional statement of support.

### 3.1 Criterion 1: Individual excellence

Evidence of enhancing and transforming student outcomes and/or the teaching profession; demonstrating impact commensurate with the individual's context and the opportunities afforded by it.

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<sup>2</sup> In 2018, the NTFS is a subscriber benefit for all HEA, whether strategic partner, accredited partner or access partner.

This may, for example, be demonstrated by providing evidence of the impact of:

- stimulating students' curiosity and interest in ways which inspire a commitment to learning;
- organising and presenting high quality resources in accessible, coherent and imaginative ways which in turn clearly enhance students' learning;
- recognising and actively supporting the full diversity of student learning requirements;
- drawing upon the outcomes of relevant research, scholarship and professional practice in ways which add value to teaching and students' learning;
- engaging with and contributing to the established literature or to the nominee's own evidence base for teaching and learning.

### **3.2 Criterion 2: Raising the profile of excellence**

Evidence of supporting colleagues and influencing support for student learning and/or the teaching profession; demonstrating impact and engagement beyond the nominee's immediate academic or professional role.

This may, for example, be demonstrated by providing evidence of the impact of:

- making outstanding contributions to colleagues' professional development in relation to promoting and enhancing student learning;
- contributing to departmental/faculty/institutional/national initiatives to facilitate students' learning;
- contributing to and/or supporting meaningful and positive change with respect to pedagogic practice, policy and/or procedure.

### **3.3 Criterion 3: Developing excellence**

Evidence of the nominee's commitment to and impact of ongoing professional development with regard to teaching and learning and/or learning support.

This may, for example, be demonstrated by providing evidence of the impact of:

- on-going review and enhancement of individual professional practice;
- engaging in professional development activities which enhance the nominee's expertise in teaching and learning support;
- specific contributions to enable significant improvements in students' outcomes and/or experience.

Please note that:

- nominees should address and make a specific claim against each criterion in turn;

- nominees should demonstrate impact on student outcomes over a sustained period;
- each of the three criteria above is given equal consideration in the assessment process;
- nominees should not feel limited by the illustrative examples; these are designed to provide indicative types of evidence for each criterion;
- the scheme recognises inclusive teaching and learning, and thus individuals should demonstrate that they applying the principles of equality and diversity to their practice;
- the HEA and the UK Teaching Excellence Awards Panel recognise that excellence in teaching and learning support will be situated within specific academic, professional and institutional contexts. Hence the nature of the institutional context and each individual nominee's opportunity to contribute will be taken into account and therefore should be made explicit in the submission;
- the scheme recognises impact and engagement beyond a nominee's immediate academic or professional role. A nominee may, for example, have made a significant contribution to learning and teaching in an area that falls outside his/her substantive role.

## 4. Review and selection process

Your nomination is considered by independent, external peer reviewers based on the information you submitted against the three criteria. No information other than the claim and statement of support will be taken into consideration.

HEA peer reviewers are drawn from across the UK and are increasingly international. All are experienced in criteria-based assessment and have successfully completed a moderation exercise and have undergone training before acting as a reviewer in the scheme. Reviewers are asked to rate each of the criteria and ensure they are equally weighted in the assessment process. They are also asked not to count any words over the permitted word limits.

In 2018, the HEA will allocate all nominations to three reviewers avoiding any conflicts of interest. In addition, a 10% sample will be reviewed by a fourth reviewer as part of our Quality Assurance process.

The HEA oversees the standardisation of assessment, monitors and processes all nominee data in order to report to the Panel. Reviewer scores are processed as an average of the

two most closely matching total scores and used to create rankings. Additional algorithms are applied, alongside an analysis of reviewer comments, in order to distinguish between nominees with the same average scores. The approach used ensures that no nominee is disadvantaged by discrepancies in marking and all nominees are treated fairly and consistently. The UK Teaching Excellence Awards Panel review equal opportunities data, the rankings and reviewer comments and make recommendations, which are subsequently ratified by the HEA Executive.

The HEA is committed to equality and diversity. In processing your nomination, it ensures that no nominee is treated less favourably than others on the grounds of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstances, sexual orientation, gender reassignment, spent criminal convictions, age, or for any other unlawful reason.

## 5. Outcomes and publicity

All nominees will be informed of the outcome via email on the week commencing 23 July 2018. The Vice-Chancellor (or equivalent) of your institution will also be informed of the outcome on this date. The announcement of NTFS award holders will be strictly embargoed until the end of August 2018<sup>3</sup>. It is a condition of the NTFS competition that nominees do not share news of their success before this date in order to maximise publicity. Contravention of this requirement could lead to the award being revoked.

The names of the award winners will be officially announced at the end of August 2018 on the HEA's website (<https://www.heacademy.ac.uk/individuals/national-teaching-fellowship-scheme/NTF>) and in a press release. Following the publication of the outcome of the 2018 NTFS Award, the HEA will issue individual written feedback to all nominees. Nominees are also invited to discuss their submission with a member of the Teaching Excellence Awards team.

The NTFS is a competition and thus the Panel's decision is final. No appeals can be made against their decision. The HEA has a complaints process to address issues of fair treatment in the administration of nominations. If you have any questions or concerns, please email [nfts@heacademy.ac.uk](mailto:nfts@heacademy.ac.uk) or phone 01904 717551.

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<sup>3</sup> The date of the announcement will be communicated to the nominee and Vice-Chancellor via the outcomes email sent in the week commencing 23<sup>rd</sup> July.

## 6. Awards ceremony and briefing event

The individual awards will be presented at a celebratory dinner, to which successful nominees, their personal guest, and the Vice-Chancellor (or equivalent) will be invited. All new National Teaching Fellows will also be invited to a briefing and networking event on the day of the award ceremony. The briefing and the ceremony will be held in November 2018 (date to be confirmed).

## Appendix 1: Checklist for nominees and institutions

✓	Task
	<p><b>Register</b></p> <p>A named institutional contact must register for access to the HEA's VLE by completing a Google Form via <a href="#">this link</a> to obtain a VLE Username and Password.</p>
	<p><b>Institutional contact checklist</b> (downloadable from the VLE)</p> <p>One form per nominee should be completed and signed by the institutional contact to confirm that all documents and forms have been checked and/or submitted.</p>
	<p><b>Claim</b> (downloadable from the VLE)</p> <p>Should be written and signed by the nominee only, completed on the downloadable pro-forma, and submitted by the institutional contact.</p>
	<p><b>Statement of Support</b> (downloadable from the VLE)</p> <p>Should be written and signed by the institution's Vice-Chancellor (or equivalent), based on the nominee's claim and submitted by the institutional contact. Electronic signatures will not be accepted.</p>
	<p><b>Nomination form</b> (online <a href="#">BOS</a>)</p> <p>Should be completed by the nominee using the <a href="#">online form</a> in BOS. At the end of the form the nominee should take note of the unique reference number and give this to the institutional contact for inclusion on their overview form.</p>
	<p><b>Photos</b></p> <p>Three high resolution 1Mb and 300dpi (minimum) images of the nominee should be uploaded to the VLE, for use on the HEA website and in the ceremony brochure. The three photos should be different and at least one image should be portrait.</p>
	<p><b>Equal opportunities monitoring form</b> (online, <a href="#">via this link</a>)</p> <p>An online equal opportunities monitoring form should be completed by the nominee. This form will be used anonymously. The institutional contact should confirm this has been completed.</p>
	<p><b>NTFS Payment Form for Applicants (if applicable)</b> (downloadable from VLE)</p> <p>To be completed and sent to the HEA's finance Team at <a href="mailto:finance@heacademy.ac.uk">finance@heacademy.ac.uk</a>.</p>
	<p><b>Submission</b> For each nominee, all documentation should be uploaded via the VLE by Monday 30 April 2018 by 15:00 (BST) by the institutional contact.</p>

## Appendix 2: Deadline and assessment schedule

The timetable for the submission and assessment process is as follows:

Monday 12 February	<b>Call for nominations open</b> All NTFS forms and guidelines will be released. Institutional contacts can register to receive access to the HEA's VLE from this date.
Monday 30 April	<b>Nominations close</b> All electronic copies of nomination documents should be uploaded by <b>15:00 (BST)</b> . Access to the VLE for institutional contacts will close at this time.
Week commencing 23 July	<b>Individual outcomes released</b> Nominees and Vice-Chancellor (or equivalent) of the nominating institution will be informed of the outcome of their nomination. Please note that this information is embargoed until the official announcement in the last week of August 2018.
End of August	<b>Official announcement released</b> The HEA release the official announcement of 2018 National Teaching Fellows.
November	<b>Awards ceremony</b> The awards ceremony will be held in November (date to be confirmed).

## Appendix 3: Further guidance on completing the nomination documents and forms

Nominees and institutions may find the following guidance helpful in completing their nomination documents and forms:

- A. **Institutional contact checklist:** this form is downloadable from the VLE. Please complete one form per nominee covers up to three nominations and confirms that all the documents have been submitted and checked by the institutional contact.
  
- B. **Claim for National Teaching Fellowship:** nominees are required to present their claim on a downloadable pro-forma (available through the VLE). The Claim should include examples of supporting evidence of impact against the three criteria (see section 3), which may include (but need not be confined to):
  - student feedback and evaluations,
  - feedback from peer observations,
  - feedback from other national engagements,
  - student support materials,
  - work with other partner institutions and organisations
  - quantitative data to indicate the scale, reach, or impact of the nominee's work.

The decision of what constitutes appropriate evidence of impact rests with the nominating institution and the nominee but individuals are encouraged to ensure that the student voice is made explicit in their nomination. Individuals from various academic disciplines or roles inevitably demonstrate different communication and analytical styles and this will be accounted for in the assessment process. There is no one 'style' that is expected in applications and examples will be assessed and marked for their contribution to the criteria as a whole.

- C. **Signed Statement of Support:** the supporting statement should be completed using the downloadable form available on the VLE. The statement from the institution's Vice-Chancellor (or equivalent\*) is an essential and critical aspect of the nomination. It is recommended that the nominee's claim for a National Teaching Fellowship is read prior to composing the institutional supporting statement. In particular, the statement should:
  - endorse the validity of the nominee's claim for outstanding impact,
  - provide an institutional context within which the nominee has been identified as having outstanding impact,

- provide confirmation of support of the nominee, should they be successful, in terms of carrying out any responsibilities associated with having a National Teaching Fellowship,
- provide any additional supporting information which might be most appropriately expressed by the Vice-Chancellor (or equivalent) rather than the nominee her/himself,
- provide the name, job title and signature of the supporter.

\*'VC or equivalent' refers to the individual who holds the most senior role at the nominating institution, including a Principal or President for example. The VC or equivalent is welcome to nominate a senior leader (such as Deputy or Pro-Vice Chancellor) to complete the statement on their behalf. [ntfs@heacademy.ac.uk](mailto:ntfs@heacademy.ac.uk)

- D. **Nomination Form:** nominees must complete an online nomination form with their Claim and Statement of Support.

The [nomination form](#) contains information used for internal administration purposes and will not form part of the overall Claim or be considered by reviewers. All sections must be completed in full. The nomination form includes:

- 350 word personal profile
- a 50 word summary of the personal profile
- two 20 word quotes.

The content of the nomination form will not be assessed as part of the application. Nevertheless, they are a required component of a complete submission and will be used for promotional purposes if the nominee is successful.

In submitting images to the HEA, you are providing consent for the HEA to use your images for promotional purposes or publicity. You confirm that you are the owner of any intellectual property rights or have an appropriate license to share your images with the HEA and for the HEA to use your images for this purpose.

- E. **Equal opportunities monitoring form:** nominees should complete an online equality and diversity form is available [via this link](#). This should be completed by the nominee. This does not form part of the claim but is used anonymously by the HEA for statistical monitoring of both applicant and winner data and reported annually to the UK Teaching Excellence Advisory Panel.

# Contact us

+44 (0)1904 717500 [enquiries@heacademy.ac.uk](mailto:enquiries@heacademy.ac.uk)

Innovation Way, York Science Park, Heslington, York, YO10 5BR

Twitter: @HEAcademy [www.heacademy.ac.uk](http://www.heacademy.ac.uk)

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